



## **Volunteering Policy (Including Young Advisors)**

**Latest Update: April 2020**

Volunteers are the key to the work of the Off The Grid Adventures (OTGA). Our Volunteering Policy sets out our commitment to volunteers and how volunteers can expect to be treated within the Organisation.

Off The Grid Adventures is an outdoor based Community Interest Company which focuses on improving wellbeing and social integration through alternative activity delivery. OTGA addresses deprivation and places community members at the heart of its service delivery.

OTGA knows that there is a wealth of hidden potential in our communities in the form of volunteers and we want to tap into this much underused resource to help individuals help themselves, and also to improve the health and lives of others.

Volunteers can be aged 13 years upwards, and are used appropriately according to ability and qualifications in order to support the development of themselves and other participants.

### **Recruitment of Volunteers**

We will recruit Volunteers from a diverse range of backgrounds, ages, settings and organisations. Potential Volunteers will meet with the Directors to discuss an appropriate role and will be asked to complete and Application Form. All applicants where appropriate will be asked to provide one referee. Supported volunteers will be welcome within this organisation, and we will work in partnership with local support organisations to ensure the best possible experience and outcome for these volunteers.

### **Induction and Training**

All new Volunteers will undergo an Induction Process. This will inform them about OTGA, how it operates and what they can expect by being a Volunteer. All volunteers will have a trial period to assess whether they are comfortable in their role.

Volunteers will be given training appropriate to their role. They will each know who is the staff contact responsible for their supervision and support.

Each volunteer will be made aware of all of the OTGA Policies and Procedures that affect their role. The volunteer is expected to adhere to those document contents. Particular importance will be placed on the Health & Safety Policy and on the Safeguarding Policy.

### **Expenses**

Expenses will be covered for travel costs you incur whilst volunteering unless these are already covered by a partner organisation. Expenses will not be covered if you are invited to events and sessions as a participant. Travel expenses will only be issued after ticket or receipt has been logged.

### **Equality and Diversity**

OTGA are committed to offering Equal Opportunities. FCFP recognises that recruiting volunteers from various age groups, gender, culture and backgrounds brings vibrancy and diversity to our Projects and innovation to the Charity.

### **Confidentiality**

Volunteers must respect any issues of confidentiality whilst carrying out their Volunteer role at OTGA. The Supervisor will advise of any issues Volunteers must adhere to. The personal details kept on volunteers will be subject to GDPR legislation, May 2018.

### **Grievances**

Any grievance in relation to the treatment of a volunteer or volunteers must be reported to the Directors as appropriate.

This policy has been approved by the Board of Directors and authorised by:

Paul Kirkpatrick

Executive Director

Date: 23/4/20

Review Date; 22/4/21

Signature:

