

# rose gale trust

## Nurturing Volunteers Policy

The Trustees of the Rose Gale Trust (the Trust) welcome the support of volunteers and recognises the extraordinary contribution that they offer in carrying out its work. In all contact and work with volunteers, the Trust will act in a professional manner.

The Trust will ensure that:

- all volunteering activities are structured:
  - there is a named lead for the activity
  - the support will qualify for recognition wherever possible (e.g. vInspired Awards)
- volunteers involved with any fundraising collection:
  - carry identification and authorisation signed by a Trustee when meeting with the public (open events)
  - have access to and comply with the regulations of any licensing authority
- all volunteers are made aware of its policies and the need to operate in accord with them:
  - Data Protection, Retention and Destruction Policy
  - Young and Vulnerable Persons Protection Policy when working with any young or vulnerable person
  - Conflict of Interest Policy (only when participating in the award of any grant or supporting an application)
  - Equalities and Diversity Policy.
- all volunteering activities are covered by a Health and Safety Risk Assessment
- there is a liability insurance in place that covers the support offered by volunteers.

### Recruitment of volunteers (including Trustees)

All recruitment will be in accordance with the Trust's Equality and Diversity Policy.

### Trustees

At any meeting, current Trustees may:

- change the number of Trustees
- discuss names of potential Trustees
- co-opt persons to serve as Trustees for ratification at the next AGM
- issue calls for additional Trustees in any form considered appropriate.

Potential Trustees may be:

- asked to submit an appropriate CV
- invited to observe at any of the Trust's meetings.

Names of additional Trustees may also be submitted directly for consideration at an AGM; if so an appropriate CV is to be presented.

Before being co-opted or formally elected at an AGM, each Trustee is to:

- acknowledge that a DBS check is required and offer sight of a current form (less than 3 years old) or submit an application
- complete and sign a Trustee declaration form.

## **Other volunteers**

Other volunteers may be introduced to the Trust by:

- personal recommendation
- direct approach
- response to calls for support
- on-line (through vInspired or the Trust's website)

An existing volunteer or Trustee will contact potential volunteers and discuss opportunities. If there are suitable opportunities then the volunteer will be introduced to the named lead for that activity.

## **Volunteering Opportunities**

All volunteering opportunities will be presented on the Trust's website and listed within vInspired.

The Trust will ensure that there is a named lead for every opportunity/activity with relevant experience, knowledge and/or management skills.

The named lead for each opportunity is to:

- obtain any relevant licenses or other authorisations
- issue a Health and Safety Risk Assessment
- obtain approvals from a Trustee for badges and expenses
- ensure all volunteers have access to and comply with all relevant licenses and policies
- act as leader and mentor for all volunteers.

## **Young volunteers**

The Trust exists to make grants to young people (aged 13 to 25 years). An objective for the Trust is to engage with young people over 16 to support both its fundraising and management of the awards process.

The Trust will ensure that the organisation of the Trust offers young volunteers a way to commit to the objects when they may not be eligible for appointment as Trustees (minimum age required by Charity Commission is 18 years).

The Trust will maintain registration with vInspired to engage with young volunteers and to reward them with nationally recognised vInspired Awards - v10, v50 and v100).

## **Training and development**

No formal training will be offered by the Trust. The Trustees agree to seek development opportunities for all volunteers and may, in specific instances, approve attendance at any training course or conference.

Volunteers are to expect:

- that a Trustee or other volunteer will act as a point of contact and mentor
- validation of their support under the vInspired scheme

## **Expenses**

The Trust does not normally cover costs for any volunteers; but at the discretion of the Trustees may agree to meet expenses in specific individual cases. Any volunteer who would need expenses must obtain approval from a Trustee in advance.

## **Reporting concerns**

The Trustee with responsibility for this policy is Ricky Rogers. If any person has any concern regarding the implementation of this policy, they are requested to report the circumstances in confidence to him (or any other Trustee) at the Trust's registered address:

Rose Gale Trust c /o 15 Victoria Road Fordingbridge SP6 1DD

The names of all the Trustees, list of opportunities and all policies will be maintained on the Trust's website: [www.rosegaletrust.org](http://www.rosegaletrust.org)

## **Review and distribution of the policy**

This policy will be reviewed annually at the AGM and will be published on the Trust's website. The AGM will review volunteer opportunities, involvement and reward in addition to the policy.

This policy was reviewed and approved at the AGM held on 1 st February 2014

Signed by: ..... Peter Williams, Trustee, Chair of AGM