

### **1. Introduction and Scope**

Skemer Community Boxing Club CIC recognises the significant and valuable role that volunteers play in supporting us to achieve our aims. This policy reflects our commitment to ensuring the volunteer is integrated into the heart of Skemer Community Boxing Club CIC, that volunteering with us is a constructive and rewarding experience and that all volunteers are treated in an equal, fair and just manner.

This policy sets out to provide guidance to staff and volunteers and outline procedures and support mechanisms available to volunteers. It defines the term "volunteer" and provides a framework of best practice which we will endeavour to follow when appointing, managing and supporting our volunteers.

### **2. Definition of the Relationship**

Volunteers are individuals or groups who offer their time, experience, knowledge and skills without financial gain beyond reimbursement of expenses; helping us to achieve our aims.

There is no contract of employment between Skemer Community Boxing Club CIC and its volunteers and volunteers are not considered employees of Skemer Community Boxing Club CIC.

### **3. Skemer Community Boxing Club CIC's Commitment to the Volunteer**

Skemer Community Boxing Club CIC views its volunteers as a valuable resource and is committed to providing support and recognition of their input. Volunteers are supported through the provision of resources necessary to complete their duties; induction and appropriate training and supervision commitment.

Volunteer contributions are recognised through written references (where appropriate), invitations to special events and opportunities to feedback to the development of volunteer management at Skemer Community Boxing Club CIC. Volunteers have the right to refuse any request made of them and are not bound by contract, but are obliged to volunteer in line with the Volunteer Policy.

### **4. Commitment of the Volunteer**

Skemer Community Boxing Club CIC expects volunteers to behave in a manner which reflects positively on the organisation and to promote the key organisational messages where possible. Skemer Community Boxing Club CIC expects volunteers to execute agreed duties, unless otherwise informed, and requests that volunteers carry

out in the name of the CIC only those tasks approved by supervising staff.

Skemer Community Boxing Club CIC expects volunteers to be supportive of staff, other volunteers and of the Skemer Community Boxing Club CIC ethos and aims.

We would ask that all volunteers volunteering on a regular basis to please, where possible, give us four weeks' notice if they are considering leaving their volunteering role. We also ask that volunteers attending irregular events to please give us at least one week's notice if you are not able to attend a scheduled event.

### **5. Principles**

This Volunteer Policy is underpinned by the following principles:

- 5.1. Skemer Community Boxing Club CIC will endeavour to ensure volunteers are properly integrated into its organisational structure, that they are kept abreast of organisational developments and that necessary mechanisms are in place for them to contribute to our work.
- 5.2. Skemer Community Boxing Club CIC does not aim to introduce volunteers to replace paid staff.
- 5.3. Skemer Community Boxing Club CIC recognises that volunteers require satisfying work and personal development opportunities and will seek to help volunteers meet these needs.
- 5.4. Skemer Community Boxing Club CIC expects staff to work positively with volunteers.

### **6. Recruitment and Selection**

Skemer Community Boxing Club CIC recruitment and selection of volunteers is designed to ensure that we recruit volunteers who are suitable for the role they would like to do:

- 6.1. Skemer Community Boxing Club CIC will provide volunteer role descriptions which outline duties and responsibilities.
- 6.2. Prior to appointment, volunteers are invited to engage in a two-way discussion of the proposed role including its requirements and expectations with a view to assessing mutual suitability.
- 6.3. Commencement of the volunteering opportunity is subject to either a relevant Criminal Record Disclosure and reference clearance.
- 6.4. Volunteers may be subject to a probationary or trial period of 1 - 2 months depending on the role.
- 6.5. Support, guidance and supervision are provided as appropriate.

### **7. Disclosure of Criminal Record**

Due to the nature of our work all volunteers, aged 16 years or older, are subject to a criminal record disclosure as part of the recruitment process. Skemer Community Boxing Club CIC complies fully with the code of practice provided by Disclosure Scotland, Access NI and the Disclosure and Barring Service and undertakes to treat all volunteer applicants fairly in line with our commitment to equal opportunities and to comply with the Rehabilitation of Offenders Act 1974. Our Criminal Record Policy which includes information about the recruitment of ex-offenders can be made available to all applicants during the recruitment process.

### **8. Equal Opportunities and Diversity**

Skemer Community Boxing Club CIC is committed to promoting equal opportunities. Volunteering opportunities at Skemer Community Boxing Club CIC are open to all regardless of age, race, disability, ethnic origin, gender, marital status, nationality, national origin, race, religion, sexual orientation, pregnancy or maternity. Skemer Community Boxing Club CIC recognises the positive benefits a diverse volunteer pool can bring to the organisation and is committed to ensuring our recruitment and selection procedure reflects this.

### **9. Disabled Volunteers**

Skemer Community Boxing Club CIC promotes diversity in all areas of volunteering, as such we encourage disabled people to volunteer with us. We would ask where possible, for volunteers to bring their own carers and support workers if required, as we have a limited budget for volunteer expenses. The carer or support worker would need to provide a recent criminal record disclosure certificate prior to attending a Skemer Community Boxing Club CIC event.

### **10. Induction and Training**

All volunteers will receive a general orientation on the nature and purpose of the organisation as well as task specific training to ensure they can carry out their work on behalf of Skemer Community Boxing Club CIC effectively and efficiently.

### **11. Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the organisation.

### **12. Support and Recognition**

All volunteers will have a named supervisor responsible for the management of their work, who is there to provide guidance and assistance. Those engaged in more sustained volunteering will have more formal supervision sessions at agreed intervals. These sessions shall be conducted via email, phone or face-to-face as appropriate and agreed.

Supervising staff will review the volunteering placement as often as required, with the aim of ensuring that recognition keeps apace with role development. Skemer Community Boxing Club CIC is happy to provide a confirmation of contribution for volunteers who have given a minimum of a full week of their time or a reference for those contributing over longer, sustained periods. Volunteers may be invited to “thank you” events and consulted where possible.

### **13. Volunteer Expenses**

It is Skemer Community Boxing Club CIC's policy that volunteers should not be out of pocket for their contributions, therefore we are happy to reimburse reasonable receipted travel and subsistence costs.

Minimising costs maximises income to Skemer Community Boxing Club CIC therefore, Skemer Community Boxing Club CIC asks volunteers to keep expenses to a reasonable and necessary level. See Skemer Community Boxing Club CIC's Expense Policy for more details.

### **14. Partnership Working**

Skemer Community Boxing Club CIC is keen to develop relationships with partner organisations. When volunteers attend Skemer Community Boxing Club CIC events from partner organisations, Skemer Community Boxing Club CIC requests that partners sign a Memorandum of Understanding which clarifies our behaviour and safe working protocols, and confirms the criminal record disclosure status of volunteers.

### **15. Health and Safety**

All volunteers volunteering in the Skemer Community Boxing Club CIC' buildings, or on the premises where a Skemer Community Boxing Club CIC event is being held, are to be given a Health and Safety induction. All volunteers in the course of representing Skemer Community Boxing Club CIC are covered by the organisation's Public Liability Insurance.

We endeavour to ensure that any events which volunteers are asked to attend on behalf of Skemer Community Boxing Club CIC are safe and accessible. This is achieved through the prior completion of risk assessments at Skemer Community

Boxing Club CIC organised events and in some cases written confirmation of appropriate insurance cover at third party organised events.

We ask that all volunteers organising an event for the general public address Health and Safety issues as a matter of course. If you have any questions about this matter, please speak to the Volunteer Manager in the first instance.

### **16. Concerns and Complaints**

Skemer Community Boxing Club CIC is committed to the welfare of our volunteers and we believe that any concerns brought to light at an early stage can be dealt with in an informal manner between volunteer and Supervisor. In the unlikely event that a dispute cannot be resolved in this manner, the Volunteer Manager can be involved. All volunteers have the opportunity to feedback to the Volunteer Manager through evaluation forms or meetings, depending on the volunteer role.

You can contact Chris Winters by emailing [chris@skemersgym.com](mailto:chris@skemersgym.com).