



Volunteer Policy

CS-VP-001 v3

31 January 2020

	Date	Author	Reason
1	30/04/2018	H de longh	First draft
2	15/06/2018	H de longh	Minor amendments by Board as part of approval
3	31/01/2020	K Lydeard	Cyclical Policy Review; minor amendments, including cross reference to Complaints and Disciplinary Procedures

Chesil Sailability Volunteer Policy

Chesil Sailability values the contribution of all volunteers. Volunteering is at the heart of what we do and how we operate.

1. Support for Volunteers

Chesil Sailability will provide the following to support volunteers:

1.1 Induction and training

- To provide an induction to the work of Chesil Sailability, how it operates, the range of volunteering roles and the induction and/or training any volunteer will need to meet the responsibilities of any particular role they wish to be involved in. The Volunteer Handbook provides full details of the organisation.
For some key roles, e.g. Safety Boat driver, Skipper, we have an Assessment process, and volunteers who are interested in these roles will need to undertake and pass the Assessment first before they can take on these roles in our operations. Chesil Sailability is keen to provide volunteers with the opportunity to develop their skills, and we will support volunteers through the Assessment process with training if needed.

1.2 Support

- To explain clearly to volunteers the standards we work to for our sailing operation and other activities, and to encourage and support volunteers to achieve and maintain them.
- To provide a named person who will be the point of contact for volunteers to discuss roles and any successes and problems.
- To maintain a very honest relationship both ways.
- To maintain confidentiality (except where this is overridden by our safeguarding responsibilities).
- To ensure that volunteers are treated with respect by all Chesil Sailability sailors & volunteers.
- To welcome suggestions as to how we can improve what we do.
- To do our best to help volunteers develop their role with us.

1.3 Expenses

- To reimburse travel expenses when agreed beforehand by the Board of Trustees.
- Volunteers must provide receipts for any expenses agreed as above.

1.4 Health and Safety

- To run our sailing operation and other activities with safety as the priority.
- To provide adequate training and feedback in support of our Health and Safety policy, a copy of which is available on request.

1.5 Insurance

- To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.

1.6 Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our Equal Opportunities policy, a copy of which is available on request.

1.7 Problems

- To try to resolve fairly and promptly any problems, complaints and difficulties of volunteers.

2. The volunteer Input

Chesil Sailability would want volunteers to support the organisation through the following:

- To support the aims and objectives of Chesil Sailability and uphold the core values of the organisation.
- To perform their volunteering role to the best of their ability.
- To follow the organisation's procedures and standards, including Health & Safety and Standard Operating Procedures, in relation to its staff, volunteers and sailors.
- To maintain the confidential information of the organisation and of its clients (except where this is overridden by our safeguarding responsibilities).
- To agree to a Disclosure and Barring Service (DBS) check being carried out.
- To meet the time commitments where possible, and to give reasonable notice so other arrangements can be made when this is not possible.
- To provide a level of involvement to maintain a level of competence (circa once a month during the sailing season).
- To treat fellow volunteers, sailors and others with respect. To help Chesil Sailability identify how we can improve what we do through feedback.
- To undertake Disability Awareness Training, provided by Chesil Sailability, at the earliest opportunity.

3. Resolving problems

3.1 Resolving problems from a volunteer.

In normal circumstances, the Board would want to resolve any issues as soon as possible. If a volunteer has a problem which cannot be resolved informally, then there is a formal Complaints Procedure, which is available from the Chesil Sailability website, or from a Trustee.

3.2 Resolving problems with a volunteer.

Likewise, the Board would want to resolve any issues as soon as possible. If the issues cannot be resolved informally, then there is a formal Disciplinary Procedure, which is available from the Chesil Sailability website, or from a Trustee.

3.3 Safeguarding and operational safety

If any of the concerns involve safeguarding or operational safety issues, then the volunteer can be required immediately to cease attending operational and/or social sessions while the issue is worked through.