# Rossendale Drum Majorettes – Volunteer Policy

# Introduction

Rossendale Drum Majorettes places great value on the involvement of volunteers and their contribution to its work in various ways, including:

* Report any safeguarding concerns in line with our safeguarding policy Safeguarding is our first priority at RDM.
* providing new skills and perspectives;
* Raise any concerns about the suitability of an enquirer or volunteer with the Director/senior committee team.
* Providing fundraising support
* helping to run events.

Volunteers make a vital contribution towards the groups aims and objectives, and help to enhance the range and quality of services provided by RDM by giving their time, skills, knowledge or experience.

# Policy Statement

Rossendale Drum Majorettes is committed to best practice in the recruitment, support and management of volunteers. This policy covers volunteers acting ‘on behalf of’ Rossendale Drum Majorettes and it is underpinned by the following principles:

* Rossendale Drum Majorettes will ensure that volunteers are properly integrated into the organisational structure;
* Rossendale Drum Majorettes expects that members will work positively with volunteers and, where appropriate, will actively seek to involve them in their training; and

# Recruitment

Rossendale Drum Majorettes is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or offending background that does not create a risk to vulnerable groups including children. If a volunteer has a special need or disability that makes their involvement difficult, every effort will be made to involve them. An explanation will be given if this is not possible. The acceptance of volunteer assistance for a particular role is made on merit, with the sole selection criterion being the individual’s suitability to carry out agreed tasks.

Information about volunteers which are not relevant to the performance of the volunteering tasks concerned will be disregarded by the organisation in terms of recruitment and selection. Personal information recorded about volunteers is stored and maintained securely as outlined in Rossendale Drum Majorettes confidentiality Policy.

Volunteers will be given an appropriate level of scrutiny for the volunteering task to be assigned to them. A clear description of the volunteer’s role will be given.

# Support, Supervision and Recognition

Each volunteer will have the director, who will be responsible for providing information on Rossendale Drum Majorettes, its policies and provide support for the duration of their volunteering assignments. Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

Rossendale Drum Majorettes encourages feedback and volunteers will be given the opportunity, where relevant, to share their views and opinions with the group's members, other volunteers and senior committee.

Rossendale Drum Majorettes will seek to recognise volunteers’ achievements and contributions in a variety of ways. Volunteers will be given formal recognition of their contribution (e.g. internal awards, articles in newspapers and newsletters, thank you letters etc.).

# Insurance

Volunteers are covered by Rossendale Drum Majorettes Public Liability Insurance. The organisation does not insure the volunteer’s personal possessions against loss or damage.

# Confidentiality

Rossendale Drum Majorettes places significant importance on the confidentiality and security of individuals’ personal information and we will always try to take appropriate precautions. Volunteers must ensure sensitive information remains confidential; this includes the personal information of supporters, beneficiaries and volunteers, as well as information relating to the overall running of the group.

Confidentiality agreements are signed by all volunteers working with Rossendale Drum Majorettes Failure to maintain confidentiality may result in termination of a volunteer’s relationship with Rossendale Drum Majorettes.

# Resolving Problems

Rossendale Drum Majorettes aims to treat all volunteers fairly, objectively and consistently and seeks to ensure that volunteers’ views are heard, noted and acted upon promptly. RDM will aim for a positive and amicable solution in accordance with the procedures in its Complaints and Compliments Policy. Volunteers are encouraged to raise any problems with the director at the earliest opportunity, so that issues may be resolved promptly and informally.

Summary: Rights and Responsibilities

Rossendale Drum Majorettes recognises the rights of volunteers to:

* know what is (and what is not) expected of them
* have adequate support in their volunteering
* receive appreciation
* volunteer in a safe environment
* be insured
* know their rights and responsibilities if something goes wrong
* receive appropriate training if needed
* be free from discrimination
* be offered the opportunity for personal development

Rossendale Drum Majorettes expects volunteers to:

* be reliable and honest
* respect confidentiality
* make the most of training and support opportunities
* carry out tasks in a way that reflects the aims and values of the group
* carry out tasks within agreed guidelines
* respect the work of the group and not bring it into disrepute
* comply with the group’s policies

This policy is to be read in conjunction with the following policies:

* Safeguarding Children and Young People Policy
* Confidentiality Policy
* Social Media policy

This policy is reviewed regularly and updated as required.

**Version Control**

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| **Version** | **Author/Reviewer** | **Date** | **Comments** |
| RDM\_P018\_A | Emma Mainwaring | July 2024 | Initial Draft |
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All volunteers must read, accept and sign

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| **Name** | **Signature** | **Date** | **Witness** |
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