

# THE SABRE TRUST VOLUNTEERS POLICY

## 1. INTRODUCTION

The Sabre Trust is a Charitable Incorporated Organisation registered with the Charity Commission number 1161190. Its purpose is to help disabled persons to access a positive fencing experience and so enhance their quality of life.

The Sabre Trust recognises that there are situations in which help from volunteers can make a significant and appropriate contribution to the work and service objectives of the organisation.

This document defines the terms and sets out the principles, practices and procedures that will be followed in the appointment and management of volunteers.

## 2 DEFINITION

Volunteers are people who put their experience, knowledge and skills at the disposal of an organisation, free go charge, with the primary aim of helping the organisation to achieve its objectives and/or with the aim of bringing benefit to the local community.

Volunteers will be accepted and welcomed into The Sabre Trust.

## 3. PRINCIPLES

The Sabre Trust in appointing volunteers will adhere to the following principles;

Volunteers will not be used in such a manner that it impacts on the employment of someone already in post within the organisation.

Volunteers will not be used in such a manner that it impacts on industrial action.

In return, volunteers shall agree to actively perform their duties to the best of their ability and remain loyal to the values, goals, policies and procedures of The Sabre Trust.

## 4 PROCESS FOR RECRUITMENT OF VOLUNTEERS

The Sabre Trust will recruit volunteers by raising awareness in the local press and media, and through registration with the local volunteer centre, where opportunities are sought using the national database [www.do-it.org.uk](http://www.do-it.org.uk)

The Sabre Trust will appoint volunteers using the following process;

- Prospective volunteers will complete a volunteer application form that will provide their full contact details, and details of their skills and knowledge.
- If they are going to work with Disabled children and vulnerable adults they must also submit a DBS application.
- They will meet with the Designated Trustee to discuss their role and responsibilities within the Organisation.

## TST Volunteers Policy

In order to facilitate a clear understanding on both sides, the following information about the opportunity will be given to prospective volunteers;

- a role description, outlining the tasks, responsibilities and reporting procedure
- Terms and conditions, including the duration, training and insurance relating to the placement.
- A specification outlining the relevant experience, skills, knowledge and abilities required to carry out the role effectively.
- A copy of the Sabre Trust Equality Policy.

If the prospective volunteer is deemed unsuitable for the opportunity they will be offered a 'debrief' when reasons for the decision will be explained to them.

Prior to commencement of their duties a new volunteer will be appointed a mentor who will be responsible for making sure the volunteer is shown round the job he or she is being asked to do. The mentor will also make sure the new volunteer has access to the organisation's policies and procedures.

The volunteer will also;

- perform the agreed duties
- report any accidents to the mentor
- respect confidentiality
- Consult the mentor for any required help or guidance

### 5. EQUALITY OF OPPORTUNITY

The Sabre Trust recognises that the act of volunteering can provide a volunteer with experiences and opportunities for self and career development. In accordance with the Sabre Trust Equality and Diversity Policy volunteer placements will be open to individuals irrespective of race, gender, sexuality, age, marital status or gender reassignment.

We adhere to the Equality Act 2010 and will not discriminate against any person or other organisation with particular reference to the protected characteristics.

### 6. CONFIDENTIALITY

Volunteers must regard all information as confidential and must not be passed to a third party, in accordance with the Sabre Trust Data Protection policies and procedures.

Volunteers should always use the organisation's business address and email, rather than their own when dealing with clients.

The Sabre Trust will do their best to safeguard any information retained. (See GDPR and Data Protection Policy)

Volunteers have the right of access to any information held by The Sabre Trust about them. The Sabre Trust will, on written request, supply a copy of information kept about a person. The Sabre Trust reserves the right to charge a nominal fee for doing so.

## TST Volunteers Policy

### 7. INSURANCE

The Sabre Trust has public liability insurance, which will cover the volunteers whilst they are engaged on Sabre Trust business.

### 8. TERMINATION

The Sabre Trust can terminate the services of a volunteer, where appropriate, by giving one week's notice in writing. Should the volunteer wish to be debriefed on their termination they may request an interview with the Chair.

### 9 RESIGNATION

A volunteer may resign from their role with The Sabre Trust by giving one week's notice in writing.

### 10. DISCIPLINE AND GRIEVANCE PROCEDURES

Volunteers of The Sabre Trust in case of any dispute will have access to the organisation's Discipline and Grievance Procedures.

### 11 MONITORING AND REVIEW

The Board of Trustees will monitor and regularly review the operation of this policy

Review Date March 2020