



Silvery Light Sailing Volunteer Policy

Statement of Values

Silvery Light Sailing recognises the important contribution that each volunteer makes to our organisation. We believe that we should invest in volunteers. To this end, we shall provide regular and on-going support, supervision and training, to enable volunteers to develop their skills, both in order to enhance their volunteering work with us, progress personal sailing skill and qualifications and to contribute to the wider community.

All volunteers have rights and responsibilities. This will include involvement in a variety of decision-making bodies, the payment of out of pocket expenses where possible, and access to grievance procedures.

The Rights of Volunteers

All volunteers are entitled to be treated with dignity and respect, regardless of gender, race, colour, disability, religion, age or sexual orientation.

Volunteers have a right to:

- Accurate information on the organisation and its policies;
- A clear description of the tasks that they expected to undertake and the skills needed to undertake those tasks effectively;
- Opportunities for self development, through training and support;
- Have a safe working environment;
- Have agreed, out-of pocket expenses reimbursed where possible;

- Negotiate a choice of roles and tasks;
- A named person they can go to for advice, training, support and peer mentoring;
- Protection from exploitation by other volunteers and service users;
- Say 'no' without feeling guilty;
- Have their contribution valued by all sections of the organisation;
- Receive constructive feedback on their contribution;
- Be covered by appropriate insurance;
- A clear understanding of accountability.

The Responsibilities of Volunteers

- To treat everyone associated with or participating in our sailing and other activities - with courtesy and respect;
- To be reliable, particularly with agreed arrangements;
- To co-operate with other volunteers.
- To undertake relevant training when necessary;
- To exchange information and feedback;
- To ask for support when and where it is needed;
- To carry out agreed roles and tasks;
- To respect the confidentiality of members, visitors and the organisation;
- To be reliable and communicate the agreed level of commitment;
- To notify the appropriate person if you are unavailable or unable to fulfil your volunteer duty.
- To be aware of the organisation's rules, policies and procedures;
- To follow our Child and Vulnerable Adult Protection policy.

Recruitment of Volunteers

All prospective volunteers will be:

- Provided with information on the aims and principles of Silvery Light Sailing
- Provided with clear information on what is expected of them and what training and support will be offered to them;

References

- All volunteers are required to undergo a Criminal Record Check before working with children or vulnerable adults in a supervisory or training role such as a residential sailing voyage or other regular activities.

These references and checks are important in order to give assurance to service users and the general public; they also offer volunteers a degree of credibility and reassure other volunteers and parents.

Training

The Silvery Light Sailing Volunteer Coordinator will consult with volunteer members about their training needs and will offer volunteers training and support to maintain their interest and job satisfaction.

Volunteer support will be provided through:

- Formal training opportunities;
- Informal advice & information sharing;
- Counselling where needed;
- Having work reviewed from time to time;
- One to one supervision where needed;
- Peer mentoring;

Insurance

Every Volunteer has Public Liability cover when taking part in agreed Silvery Light Sailing activities, such as sailing voyages, vessel maintenance and training periods.

Expenses

Silvery Light Sailing believes that volunteers should be able to claim back reasonable, agreed expenses they incur in the course of their activities. The following benefits can be claimed without effecting entitlement to benefits:

- Travel to and from the place where the volunteering takes place;
- Travel whilst volunteering;
- Miscellaneous expenses – such as telephone calls, postage, meals (if agreed in advance);

All expenses need to be claimed by following Silvery Light Sailing financial procedures, and require original receipts.

A Final Note

Volunteers are important to us. It is important that you as volunteers enjoy your experience as a volunteer and that your needs and expectations are met. If you have questions, concerns or if you are unhappy about anything, please talk with your volunteer co-ordinator. Many problems can be sorted out through discussion.