



Date: 01/02/2021

For: Employees/volunteers, referrers, members

Volunteer Policy

Introduction

I-Pegasus CIC constitution states that our purpose is:

‘The I-Pegasus team shares a common goal: to provide opportunities in sport, animal and equestrian studies and welfare, education and recreation to improve the health and wellbeing of groups and individuals. We are committed to collaborating with our rural communities to build and maintain services and experiences which enable our local populations to strengthen their collective resources and create enhanced rural livelihoods and social interaction. We know that sharing experiences, learning developing, collaborating together has a direct and measurable positive impact on mental and physical wellness.’

I-Pegasus CIC based at Grove House Stables Equestrian Centre was therefore set up with the idea that we could change children’s lives for the better using horses. We recognise that we could not achieve this aim without the invaluable help of volunteers.

I-Pegasus CIC seeks to involve volunteers:

- to assist the young people who attend I-Pegasus CIC to prepare for their riding lesson and help them during it;
- to help the club leaders prepare for each session;
- to work with the young people during sessions to complete tasks and sign off their work.



- and in general to help the I-Pegasus CIC staff to fulfil the aims of I-Pegasus CIC in relation to every young person who attends.

Principles

This Volunteer Policy is underpinned by the following principles:

- I-Pegasus CIC will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to I-Pegasus CIC's work.
- I-Pegasus CIC does not aim to introduce volunteers to replace paid staff.
- I-Pegasus CIC expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- I-Pegasus CIC recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Practice guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

Recruitment

All prospective volunteers will be asked to complete an application form and may then be invited to an interview to assess their suitability for a role within I-Pegasus CIC. This is an opportunity to find out what they would like to do if accepted, their skills and how best their potential might be realised. Any prospective volunteers will then be asked to complete an enhanced DBS check (applicable only where aged 16 or over) before they start work at I-Pegasus CIC and provide two references.



Minimum age

All volunteers must be aged 15 or above. A risk assessment will be carried out by I-Pegasus CIC for any volunteer aged under 18, and all such volunteers will be supervised by an adult.

Documents

Each prospective volunteer will complete a Volunteer Application Form and each volunteer will be asked to complete a Volunteer Details form and Confidentiality Statement. Each volunteer will also receive a copy of the Volunteer Handbook. None of these documents is a contract; I-Pegasus CIC has no intention of creating a contract with any volunteer.

Expenses

I-Pegasus CIC will reimburse volunteers for use of their own vehicle and any out-of-pocket expenses properly incurred on I-Pegasus CIC activities. No other payments will be made by I-Pegasus CIC to volunteers.

Induction and training

All volunteers will receive an induction into I-Pegasus CIC based at Grove House Stables Equestrian Centre . Training will be provided as appropriate.

Support

The main point of contact within I-Pegasus CIC for all volunteers is the Yard Manager. Volunteers will be provided with regular opportunities to discuss progress, future developments and concerns with a member of I-Pegasus CIC staff.

The volunteer's voice

Volunteers are encouraged to express their views about matters concerning I-Pegasus CIC and its work and policies.

Insurance

All volunteers are covered by I-Pegasus CIC's insurance policy whilst they are on the premises or engaged in any work on I-Pegasus CIC's behalf.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.

Written policies



I-Pegasus CIC has a number of written policies, many of which are relevant to volunteers. Volunteers are expected to have an understanding of the policies relevant to them, namely:

Administering Medicines

Behaviour

Complaints

Confidentiality

Privacy

Children's Privacy

Entrance, Progression and Exit (of the young people)

Equal Opportunities and Diversity

Food Preparation and Storage

Grievance

Health and Safety

Lone Working

Safeguarding

Social Networking

Stress

Trips and Visits

Whistleblowing

Training and awareness

A copy of this Policy will be shown to all employees and volunteers, and each must sign the list attached to the original to indicate they have read and understood it. It will also be made available to all referrers and members and/or their parents/carers.



Approval and review

This Volunteer Policy was developed by Andrew Stennett' s management team. It will be reviewed each year thereafter, or more frequently if appropriate.

Signed.....

Date.....