



ANGEL COMMUNITY CANAL BOAT TRUST



Policy:	Volunteer Policy
Effective Date:	January 2024
Related Policy / Document:	Health and Safety Equality, Diversity and Inclusion Anti-bullying and Harassment Policy Safeguarding Children and Young People Safeguarding Adults At Risk Confidentiality and Records

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1. Purpose

Angel Community Canal Boat Trust (ACCT) actively welcomes the contribution of volunteers. Through providing skills, ideas and time, volunteers help us to deliver our services to meet the needs of the community in which we work.

Our Volunteer Policy document sets out the principles, practices and procedures for appointing and managing our volunteers.

2. Policy Scope

Our policy applies to any person who volunteers their time to support ACCT and our services.

For the purpose of this policy, volunteers are individuals who provide their experience, skills and time, free of charge, to help ACCT achieve our service goals.

Volunteering with ACCT can cover the full range of services we provide as well as essential support to ensure ACCT continues to operate effectively. Activities include, but are not limited to:

- Community outreach to promote the services we provide to potential user groups.
- Fundraising, identifying grants and writing applications and engaging local companies to support us.
- Promoting awareness of our services through different media, writing PR materials, newsletters etc. and delivering flyers.
- Representing ACCT at community events.
- Undertaking maintenance, such as hull blacking, painting.
- Crewing for beneficiaries and user groups.
- Skippering.

3. Policy

Our policy is underpinned by the following principles:

- We seek to ensure that volunteers reflect the diversity of the community we support.
- Volunteers will have defined and meaningful roles, drawing on each person's skills, interests and abilities.
- We will provide training for volunteers to enable them to make their best contribution.
- Volunteers will not replace paid staff and will not be remunerated for their work.
- Any volunteers whose role with us brings them into contact with our service users or trip participants will be required to have Disclosure and Barring Service clearance.
- We expect our staff and Management Committee members to work positively with volunteers and, where appropriate, seek to involve them in their work or activities.



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- We require our volunteers to comply with our policies, in particular but not restricted to our Equality, Diversity and Inclusion and Safeguarding policies.

4. Policy Implementation

The following guidelines set out how we implement our Volunteer Policy.

4.1 Recruitment

We welcome applications from potential volunteers from all areas of the community we serve who wish to offer skills and experience that match ACCT's needs. In particular, we value applications from people who represent the community we operate in and the user groups we provide services to.

Our Volunteer Application Form is contained in Appendix A. Interested people are required to complete an application.

We will interview candidates to identify their areas of interest, skills, commitment and suitability as well as to provide information about their potential responsibilities. Candidates will be interviewed by at least one member of ACCT's Management Committee.

4.2 Volunteer Checks

Where we consider there is a good fit between ACCT's needs and a potential volunteer, we will carry out the following checks. Once these have been satisfactorily completed, the individual may commence volunteering with us.

- References from two suitable persons (excluding relations) attesting to their character and suitability for the position.
- DBS clearance where they will have contact with service users or trip participants. We will undertake this at our own cost.

4.3 Volunteer Agreement

We will provide each volunteer with an agreement outlining the specific activities that have been agreed between ACCT and the volunteer. This does not constitute a contract.

4.4 Training

We will provide appropriate training for volunteers. This will depend on the nature of each volunteer's specific role. As a minimum, this will include instruction in health and safety measures to protect the wellbeing of our volunteers and passengers.

Each new volunteer will be provided with a member of the Management Committee or another experienced volunteer as a 'buddy' to help them settle into their volunteering role.

4.5 Volunteer Skippers

Special arrangements apply to volunteers who undertake skipper duties in addition to other provisions in this policy.



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Certificate of Community Boat Management (CCBM)

We will train suitable volunteers to skipper both our boats – Angel II of Islington and Long Tom. We would expect such volunteers to successfully complete the Certificate of Community Boat Management (CCBM). ACCT will carry out the necessary training (or arrange for a third party to do this where needed).

Volunteer skippers who commit to provide their services for a minimum of 10 days a year will contribute only £30 towards the costs of training and the certification. Otherwise volunteer skippers will contribute £60.

4.6 Health and Safety

In addition to training in safe operation of our services, the following arrangements will apply:

- Health and Safety Policy: All volunteers to comply with our Health and Safety Policy.
- First Aid training: ACCT will make provision for this training for volunteer skippers and others when considered appropriate and meet the associated costs.
- Buoyancy aids: We require skippers to wear a buoyancy aid at all times when on our boats. For volunteers who are crewing, we encourage the wearing of such aids but this is not mandatory.

4.7 Policy Adherence

Our volunteers are the face of ACCT and accordingly we require all volunteers to read and confirm understanding and acceptance of our following policies:

- Health and Safety
- Equality, Diversity and Inclusion
- Anti-bullying and Harassment Policy
- Safeguarding Children and Young People
- Safeguarding Adults At Risk
- Confidentiality and Records

The reputation of ACCT depends on the behaviour of volunteers and in addition to adhering to these policies volunteers are expected to behave courteously to all members of the public with whom they are in contact in the course of their work with ACCT, whatever the circumstances.

4.8 Expenses

Volunteers will not be remunerated for their services. We will reimburse out of pocket expenses provided these have been pre-agreed with the Chair of ACCT. Examples include reimbursement of travel expenses to take up critical operating activities, such as skippering, or a Freedom Pass or equivalent is not operative.



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4.9 Insurance

Volunteers will be covered by ACCT's employer's public liability and civil liability indemnity where appropriate.

4.10 Discipline and Grievance

Volunteers will not be subject to ACCT's Disciplinary or have access to our Grievance procedures. However, should a volunteer have concerns about any issue or wish to raise a complaint they may do so by raising this with the Chair of ACCT in the first instance. Both parties will seek to resolve any issue informally.

4.11 Termination

Where appropriate, the Chair of ACCT may terminate the volunteer placement with one week's notice, or immediately, where behaviour equivalent to gross misconduct has occurred.

In all cases we will explain the reason for the decision to end the volunteering placement.

5. Policy Review

This policy will be reviewed annually by ACCT's Management Committee to ensure it continues to reflect its needs and any changing legislation or regulations.