

DanceSyndrome Volunteering Policy

1. Introduction

DanceSyndrome exists to involve more people more effectively in volunteering to empower people with and without learning disabilities to be more active and visible citizens.

It does this by:

- Working with other organisations that engage volunteers to improve the diversity and quality of volunteer placements
- Providing potential volunteers with the means to access volunteering opportunities
- Helping people who might otherwise have found themselves excluded to take part in their communities

DanceSyndrome is committed to involving volunteers directly within the organisation to:

- Contribute to the delivery of our services
- Form our board of trustees
- Make sure we are responsive to the needs of our users
- Provide different skills and perspectives
- Offer opportunities for participation by people who might otherwise be excluded

2. Principles

DanceSyndrome:

- Recognises that voluntary work brings benefits to volunteers themselves, to service users and to paid staff
- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to DanceSyndrome's work
- Will not introduce volunteers to replace paid staff
- Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- 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
- Will endeavour to identify and cover the costs of involving volunteers
- Recognises that the management of volunteers requires designated responsibilities within specific posts
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible

3. Recruitment

Office address:

DanceSyndrome
C/O Pathway Associates
Suite 2, Waterside,
St James Court West,
Accrington, Lancashire,
BB5 1NA

Telephone: 07597 942494
Email: info@dancesyndrome.co.uk
Website: dancesyndrome.co.uk
twitter: @Dancesyndrome
facebook: dancerleddisabilityinspired

Registered Charity No: 1152664
Registered in England and Wales
Social Enterprise
and company limited by guarantee
Company No: 8402154

Recruitment of volunteers will generally be from all sections of the community and will be in line with the DanceSyndrome Equal Opportunities Policy.

People interested in becoming volunteers with DanceSyndrome will be invited for an informal talk with the appropriate contact person. They will be given an information pack including general information about the organisation and specific information on the volunteer post in which they are interested. Volunteer Board Members (Trustees) will be given a role specific induction and information pack.

All volunteers will be asked to complete an application form and to supply two references. Where applicants are not placed in the role applied for, they will be provided with feedback and given the opportunity to discuss alternative volunteering roles both with DanceSyndrome and signposting to other volunteer involving organisations.

Every volunteer role will undergo a risk assessment. For volunteer roles that involve 'regulated work' such as 'support' and/or sustained and direct contact with children or vulnerable adults, DanceSyndrome has a legal obligation to ensure that volunteers are offered a DBS Check as detailed in the DanceSyndrome Safeguarding policy, before commencing their role. This information accessed via a DBS check will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for voluntary work.

4. Volunteer Agreements and Voluntary Work Outlines

Volunteers will receive a role description and volunteer agreement containing full information about their chosen area of work and a clear idea of their responsibilities and the volunteer's responsibilities to them.

5. Induction and Training

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.

6. Support

Volunteers will be assigned a named contact person who will provide regular support. Support sessions will provide the opportunity for ongoing dialogue about the development of the volunteering role and any advice and guidance as needed.

7. The Volunteer's Voice

Volunteers will be consulted in decisions that affect them. DanceSyndrome is committed to developing consultation and representational procedures for volunteers.

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8. Records

Minimum details will be kept on volunteers. This will include the registration form, emergency contact details, references, placement details, correspondence and any other relevant information in accordance with DanceSyndrome data protection policy.

9. Expenses

DanceSyndrome will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses, as outlined in the expenses policy.

10. Insurance

Volunteers will be covered by DanceSyndrome's Public and Employers Liability insurance while carrying out agreed activities.

11. Health and Safety

DanceSyndrome will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while volunteering is in accordance with DanceSyndrome's Health and Safety policy.

12. Equal Opportunities

Volunteers and staff will work in accordance with DanceSyndrome's Equality and Diversity policy and will prevent discrimination on any grounds.

13. Problems

DanceSyndrome has a policy to help deal with grievances that volunteers may have. In line with this policy volunteers have the right to discuss any concerns they may have with their named contact at any time.

14. End of volunteering term

When volunteers move on from their role at DanceSyndrome they will be asked to provide feedback on their volunteering experience by way of an exit questionnaire. They will also be given the opportunity to discuss their responses with the Board.

On the basis of their voluntary work, volunteers will have the right to request a reference. Volunteers will be supported to move on to other options where possible.

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DanceSyndrome has a policy on how it will deal with any disciplinary issue regarding a volunteer.

15. Monitoring and Evaluation

DanceSyndrome will systematically monitor and evaluate its use of volunteers with reference to this Volunteer Policy.

This policy will be reviewed annually.

Date of implementation: February 2013

Date of next review: November 2020

Signed: *Sue Blackwell*
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Sue Blackwell, Acting Chair – DanceSyndrome – 01.11.2019

An easy read version of this policy is available at <http://www.dancesyndrome.co.uk/policies>

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