

## **NEWPORT BOAT CLUB LTD (NBC Ltd.) VOLUNTEER POLICY**

NBC Ltd. believes in the value of voluntary participation, and indeed relies on voluntary commitment from its Directors for the overall success of the club. NBC Ltd. takes responsibility for ensuring that volunteers within its organisation are appropriately involved, valued for their contribution and respected as colleagues.

### **In adopting this volunteer policy NBC Ltd. wishes to:**

- Formally acknowledge and support the role of volunteers in its work.
- Set out the principles governing the involvement of volunteers and provide a set of guidelines to ensure good practice in working with volunteers.
- Encourage and enable, rather than restrict, the involvement of volunteers.

This volunteer policy and accompanying guidelines are intended for use by NBC Ltd. paid staff and volunteers.

### **Volunteer Policy Statement**

#### ***Equal Opportunities***

- As an employer and engager of volunteers NBC Ltd. is committed to a policy of equal opportunities. This principle will apply to recruitment, promotion, training, facilities, procedures and all terms and conditions.
- Volunteers will be expected to adhere to NBC Ltd. Equal Opportunities Policy, a copy of which can be obtained from the office and available on the club website [www.newportboatclub.co.uk](http://www.newportboatclub.co.uk)

#### ***Recruitment & Selection***

- Recruitment of volunteers will be from all sections of the club membership and will be in line with NBC Ltd. Equal Opportunities Policy. Appropriate targeting may be used.

#### ***Information & Training***

- Volunteers will receive full information about their chosen area of work and will be given a clear idea of their responsibilities to NBC Ltd.
- Volunteers will be given induction and training in the specific tasks to be undertaken.
- Volunteers will be consulted in decisions which affect them.

#### ***Support & Supervision***

- Non Director volunteers will be assigned a named contact person for supervision and support, within their area.

#### ***Problem-Solving***

- NBC Ltd. recognises that problems do arise, and we aim to identify and resolve these problems at the earliest stage. Volunteers who have a problem of any kind should discuss it in the first instance with their named contact person

#### ***Confidentiality***

- Volunteers will be bound by the same confidentiality conditions as NBC Ltd. paid staff.

### ***Expenses & Insurance***

- NBC Ltd. will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.
- Volunteers will be adequately covered by insurance while carrying out agreed duties.

### ***Health and Safety***

- All volunteers are covered by the same health and safety policies and provisions as staff.

### ***Relations with Paid Staff***

- Steps will be taken to ensure that staff at all levels are clear about the roles of volunteers and to foster good working relationships between staff and volunteers.
- NBC Ltd. recognises the need for training for all those working alongside and managing volunteers.

### ***Costs***

- NBC Ltd. will endeavour to identify and cover the costs of involving volunteers and recognises the value of designated responsibilities within specific posts for the management of volunteers.

### ***References***

- Based on their voluntary work, volunteers will have the right to request a reference.

### ***Review***

- This policy comes into force on 18<sup>th</sup> June 2025 and NBC Ltd. commits itself to review the policy as and when changes in legislation or other factors make this necessary. The policy will be subject to a comprehensive review at three year intervals. (Review date: 18<sup>th</sup> June 2028)