



Volunteering Policy

1. Introduction

The Walking Football Association (WFA) has a remit to involve more people more effectively in volunteering to help solve real problems and enrich our community.

We do this by:

- Working with volunteer involving organisations 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.

The WFA is committed to involving volunteers directly within the organisation to:

- Contribute to the delivery of our services
- Form our Board of Directors
- 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.

This volunteer policy sets out the principles and practice by which we involve volunteers.

2. Principles

Walking Football Association:

- 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 the WFA'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

Recruitment of volunteers will generally be from all sections of the community, and will be in line with the WFA's Equal Opportunities Policy. Positive action in recruitment may be used where appropriate.

People interested in becoming volunteers with the WFA will be invited for an informal talk with the appropriate contact person. They will be given an information pack including general information about the Association.

All volunteers will be asked to complete a simple registration form appropriate to the role that they are applying for and, if appropriate, 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 the WFA and other volunteer involving organisations.

Volunteers with the WFA are likely to come into contact with vulnerable people and/or be in a position of trust. They will therefore be asked to provide information about any criminal convictions via a self disclosure form that is completed prior to starting your volunteering. Every volunteer role will undergo a risk assessment by an appropriate officer. For roles which involve sustained and direct contact with young people or vulnerable adults volunteers will also be required to have a full DBS check which will be arranged by the WFA.

This information will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for voluntary work.

4. Induction and Training

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

This may include:

- The role of the volunteer
- Details staff members and volunteers
- Information about Directors and office holders
- Copies of all the relevant policies including the Volunteering Policy and any policies relevant to duties.
- Essential procedures.
- Details of ongoing training
- Information about the relevant Codes of Practice
- Other information as appropriate.

5. Personal Development and support

All volunteers will have a designated officer to oversee their duties and there will be regular progress meetings with that person. Development meetings give volunteers and their managers an opportunity to review duties, agree personal objectives and learning and development requirements, which will help to achieve those objectives. The timing of meetings will be agreed when volunteers join the WFA.

6. Records

Minimum details will be kept on volunteers. This will include the registration form, references, placement details, crisis contact, correspondence and any other relevant information in accordance with the WFA's confidentiality policy.

7. Expenses

The WFA will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.

8. Health and Safety

Walking Football Association will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while at work in accordance with its Health and Safety policy.

9. Equality

Walking Football Association's commitment is to promote inclusion and to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital

status or civil partnership race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy and maternity and to encourage equal opportunities. These are known as 'protected characteristics' under the Equality Act 2010.

10. Safeguarding

Part of the philosophy of The Walking Football Association is our commitment to safeguarding and promoting the welfare of young people and adults at risk. We expect all staff, volunteers, participants, any partner agencies or any commissioned service providers to share this commitment.

11. Issue Resolution

The relationship between the WFA and its volunteers is voluntary and there is no contract. Should an issue arise with any part of volunteering the initial point of contact should be the designated officer. If this is not appropriate or fails to resolve any issue then the Chief Executive, Paul Carr, should be notified.