



**PELVIC RADIATION
DISEASE ASSOCIATION**

Volunteer Policy

1. Purpose of the Volunteer Policy

The Pelvic Radiation Disease Association (PRDA) believe that our organisation and people affected by Pelvic Radiation Disease (PRD) benefit from involving volunteers who provide invaluable support, skills, experience, and ideas. The purpose of this policy is to provide a good framework for the involvement of volunteers in PRDA.

2. Our commitment to volunteering

We acknowledge that volunteering can be a positive experience for all and of mutual benefit to both PRDA and the volunteer. To achieve this PRDA is committed to meeting and maintaining good practice in volunteer management standards. And PRDA will ensure that volunteers understand the standards that they can expect while at PRDA.

3. What is volunteering?

The primary role of PRDA volunteers is to support and enable the organisation to achieve its [vision](#)

A volunteer is someone who:

- gives their time and skills to deliver the work of the organisation at the request and on behalf of PRDA
- is unpaid
- is entitled to claim reasonable “out of pocket” expenses
- freely chooses to give their time

4. Recruitment

PRDA will ensure that our volunteering opportunities are open to all areas of the community and that our recruitment procedures are consistent, fair, and transparent. Volunteers will be asked to complete an application form relevant to their role. Depending on the role, an interview may be carried out and a reference might be required in some cases.

If a volunteer will be supporting adults considered at risk, they must undergo a criminal records check (known as a Disclosure and Barring Service check in England and Wales, and Enhanced PVG check in Scotland and an Access NI in Northern Ireland)

There is no upper age limit for volunteers; however currently we have a minimum age restriction of 18

5. Induction

Our volunteer induction provides volunteers with a comprehensive welcome to PRDA and to their role. The aim is make sure that all volunteers feel comfortable and supported and to give them the chance to ask questions related to volunteering at PRDA. We want to make sure that all volunteers are equipped with the knowledge and skills to perform their role effectively.

6. Support

PRDA believes that all volunteers should be supported throughout their time with the charity. We recognise volunteers give their time in different ways and have different support needs and support is tailored to the individual and their role. All volunteers will have access to a staff contact to provide support and guidance.

7. Expenses

Volunteers should not be disadvantaged in any way by volunteering for PRDA, including financially. We will reimburse all reasonable out of pocket expenses incurred through carrying out volunteering activities that are in line with PRDA's Volunteer Expenses Policy.

8. Problem Solving

We are committed to ensuring all complaints are handled consistently and fairly in line with our Problem-Solving Procedure. All complaints are treated confidentially and will be dealt with in a timely manner.

9. Health and safety and insurance

We are bound to ensure that volunteers have a safe environment in which to volunteer and are not exposed to unnecessary risks. The Board of Trustees has overall responsibility for health and safety, but all staff and volunteers have a responsibility to act safely and to ensure that they do not expose themselves or others to unnecessary risks.

All volunteer roles will be risk assessed and any risks identified as part of this process will be shared with the volunteer as part of their induction.

PRDA volunteers who use their own vehicle for volunteering purposes are personally liable for any accident or incident and must ensure that their own private motor insurance is comprehensive and permits travel for the purpose of volunteering.

PRDA's volunteers are covered under our insurance arrangements This includes public liability, personal injury and loss or damage to personal property which involved in volunteering for PRDA. This is subject to policy limits, terms, conditions, and exceptions including car insurance.

10. Safeguarding

Due to the nature of our work, some volunteers may encounter people who could be considered at risk. We take safeguarding of people seriously and have a Safeguarding policy in place.

11. Equal opportunities, diversity, and inclusion

PRDA are committed to promoting equality and valuing diversity throughout all our work. We welcome a wide range of volunteers from diverse backgrounds and work to make sure equal opportunities for all in line with our Equal opportunities, diversity, and inclusion policy.

12. Confidentiality and data protection

Everyone involved with PRDA has a right to confidentiality. Some volunteers may have access to information of a confidential nature as part of their roles. Confidential information is held on trust and should not be discussed outside PRDA or in general conversation and must not be used by PRDA volunteers for their own purposes. Personal details of staff, volunteers, supporters, and service users should always be treated in the strictest of confidence and in line with Data Protection legislation as detailed in our GDPR statement. Volunteers should be familiar with the statement and adhere to it.

13. Rewarding, recognising and valuing volunteers

We could not deliver the work of PRDA without volunteers, and we will strive to ensure that volunteers and their contributions, no matter how big or small, are recognised and valued.

14. Moving on from volunteering

We recognise that volunteers may wish to leave their roles for a number of reasons or there may be times when PRDA will need to end a volunteer role because of changes in circumstances or funding.

Before moving on volunteers will be given the chance to discuss any feedback they may have in confidence.

We also understand that volunteers may need to take a break from volunteering at times and PRDA will support them to do so.

15. Reviewing this document

This policy will be reviewed annually, and volunteers will be encouraged to feedback on this policy so that action can be taken where appropriate.

Written October 2021

Review date October 2022