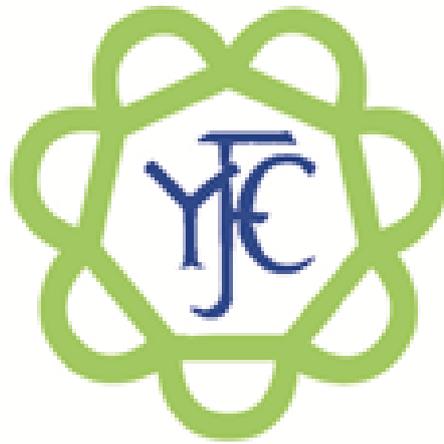


# **Yorkshire Federation of Young Farmers' Club**

## **Volunteer Policy**



Approved by Executive Committee  
June 2019

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## **VOLUNTEER POLICY**

**A volunteer is someone who, without expectation of financial compensation beyond reimbursement of expenses, performs a task at the request of and on behalf of Yorkshire Federation of Young Farmers' Clubs (YFYFC). This gift relationship is non-contractual, being based on trust and understanding; and depends on mutual expectations. It is beneficial to both parties. YFYFC is committed to supporting and developing our volunteers and Trustees.**

YFYFC does not exist to provide volunteering opportunities for their own sake, but rather volunteer participation is valued because it helps to YFYFC accomplish its mission in the most cost-effective and engaging manner.

This Volunteer Policy sets out the broad principles underpinning volunteering within YFYFC.

### **1. Values behind YFYFC**

YFYFC recognises that without volunteers and our Trustees we would be unable to meet our main objective: to play a leading role in enabling its membership. YFYFC:

- Understands that volunteering is an enjoyable activity meeting the individual's as well as the organisation's needs.
- Is committed to making volunteering worthwhile.

### **2. Volunteer Rights**

All volunteers are entitled to equal treatment irrespective of gender, sex, sexual orientation, race, ethnicity, disability, marital status, religion, community background or political beliefs.

They have a right to:

- Protection from exploitation from paid employees.
- Adequate training and support for the tasks they are to undertake.
- Health and Safety information to maximise their safety and welfare.
- Reimbursement of reasonable, agreed out of pocket expenses.
- Be valued by everyone within YFYFC.

### **3. Volunteer Responsibilities**

Volunteers have the responsibility to:

- Not commit themselves to an unmanageable workload and to only work to a specified job description.
- Report back as required and keep in regular contact with designated YFYFC Committee.

- Treat everyone they meet when representing YFYFC with courtesy and respect.
- Be reliable, honest and mindful of Yorkshire Federation of Young Farmers' Clubs good name.
- Agree to Yorkshire Federation of YFYFC policy on volunteering with respect to confidentiality.

#### 4. **Recruitment and Selection**

YFYFC uses a variety of methods to recruit volunteers dependent upon task and location; recruitment is based solely on merit.

#### 5. **References and Screening**

Checks or screening may seem intrusive but are necessary for the following reasons:

- They provide the volunteer with a degree of credibility.
- They act as a basis of trust for volunteers and their colleagues.
- They are a legal requirement (e.g. DBS checks).

#### 6. **Criminal Records Checks**

In line with most major charities, any volunteer who will be working regularly with children and vulnerable people, or who has access to YFYFC funds may have to undergo criminal records checks. This is known as a disclosure or Disclosure and Barring Service (DBS) check.

#### 7. **Recognition**

YFYFC recognises the importance of acknowledging the valuable contribution of our volunteers and does so in a variety of ways appropriate to each individual.

#### 8. **Expenses**

It is YFYFC policy to reimburse reasonable out of pocket expenses incurred whilst undertaking voluntary tasks, subject to the production of receipts.

These may include:

- Travelling expenses.
- Miscellaneous expenses e.g. telephone calls, postage, lunch, refreshments, supplies, etc, which must have been previously agreed.

9. **Support**

YFYFC is committed to improving all aspects of the volunteering experience within our organisation.

We pay particular attention to:

- Duty of Care – YFYFC provides the training and supervision required to maximise the safety and welfare of volunteers. The relevant Health and Safety policy is available on request. Volunteers and YFYFC have a joint responsibility to risk assess any activity undertaken by each volunteer.
- Insurance –YFYFC public and employer’s liability insurance policies cover the activities of volunteers.
- Insurers will not cover the personal belongings of volunteers against loss or theft.
- Volunteers who use their own cars for YFYFC business are responsible for making sure they are adequately insured for the tasks they are undertaking.
- Advice is available to volunteers on request.

10. **Problems**

Volunteer co-ordinators are tasked with dealing sympathetically and fairly with problems relating to volunteer conduct or complaints. Efforts are always made to reach a mutually acceptable solution.

Signed: .....

Georgina Fort, Chairman of Executive Committee 2019

Date:.....

Review Date:.....