



The Welbeloved Club

Volunteer policy

Everyone at The Welbeloved Club volunteers their time. Before anyone can volunteer with us, every volunteer must :

- Complete and return a Volunteer Registration Form
- Read and agree to all The Welbeloved Club policies (agreement is by signing the Registration Form)
- Familiarise themselves and follow The Welbeloved Club procedures for volunteering at Sunday Lunches (sent via Whatsapp/email and available in paper copy at each lunch)
- Keep all information confidential regarding The Welbeloved Club members
- Undertake any relevant and necessary training i.e. food hygiene where appropriate
- Agree to be part of the volunteer WhatsApp group and to keep up to date with messages on group for each lunch (or to inform the Volunteer Lead if Whatsapp is not used).
- Undergo an [enhanced] DBS if requested
- Follow guidance by The Welbeloved Club Management Team or experienced volunteers

Volunteer Code of Conduct

- Volunteers must keep all information regarding members confidential i.e. phone numbers, addresses etc
- We expect all volunteers to actively participate in making members' events a success
- We expect our volunteers to be mindful of health, safety and wellbeing at all times referring to Health and Safety policy and all Welbeloved Club policies and procedures
- We expect our volunteers to be respectful and courteous to each other as well as our members. Failure to do so may result in being asked to leave the club by the Management Team. Please be mindful that everyone who volunteers is giving up their free time and energy including our management team
- As roles require lots of movement and standing it's important that all volunteers dress comfortably and appropriately (jeans and trainers are welcome) regular volunteers can request a The Welbeloved Club polo shirt
- Name badges are provided for volunteers. Regular volunteer name badges have been pre-made, new or ad hoc volunteers can create a name badge once at the lunch

Volunteers under 18 years of age

The Welbeloved Club supports children between 14 and 18 years of age attending as volunteers and will welcome them taking part in the Duke of Edinburgh awards.

In order for under 18s to volunteer/attend The Welbeloved Club:

- they must be at least 14 years of age
- they must be supervised either by their parent or a Welbeloved Club Volunteer who holds an enhanced DBS (insurance requirements).
- complete the "Volunteer Registration Form – Under 18"

- their parent/guardian must email volunteering@thewelbelovedclub.com stating the following
 - I approve the registration and attendance of my child/ward in undertaking activities on behalf of The Welbeloved Club
 - I am aware and agree that my child/ward are responsible for their own safety while at the club (in the same way as other volunteers)
 - I am aware that volunteers at The Welbeloved Club cannot stop my child/ward from leaving the Memorial Hall (location of the lunch).followed by their full name and mobile number.

Volunteers Children

We discourage volunteers bringing their own children to regular lunches (unless the children themselves are volunteering) due to the difficulties in supervising them whilst undertaking volunteering duties.

There may be times when under 14s are permitted but these would be exceptional i.e. Christmas to hand out gifts etc and they must be accompanied by a parent who takes full responsibility for them whilst onsite.

Volunteer Drivers for the Welbeloved Club

If you are a volunteer driver you **may not automatically be covered** by your regular motor insurance policy.

Some insurers cover volunteer driving within regular motor insurance policies while others may charge an extra premium or impose a higher excess for volunteer drivers.

If you use **your own vehicle** for volunteer driving:

- contact your insurer to find out if you are covered by your regular motor insurance policy
- include your volunteer driving miles when declaring your annual mileage to your insurer

Insurers who do not charge extra for volunteer driving have signed up to the [**ABI's volunteer driving- the motor insurance commitment \(pdf 781kB\)**](#). This commitment applies to private cars insured on private car insurance. Some of these insurers require you to tell them that you are using your vehicle for volunteer driving even though they do not charge an extra premium. Please look at the list to see if your insurers are included.

The Welbeloved Club drivers require a DBS check. You will be contacted by our Administration Office to set up the application, any costs incurred for setting up the DBS will be covered by the Welbeloved Club.

Volunteer drivers must ensure that they have read and agree to the Transport Policy.

This Volunteer Policy (version 6) was adopted on 15/05/2023

And amended on 1/11/2023

Signed by Chair of Trustees, on behalf of The Welbeloved Club


