

THE ASSOCIATION OF TEESDALE DAY CLUBS

Policy Document Number 02 Issue 02

Volunteers

Introduction

The Association of Teesdale Day Clubs (in future referred to as The Association) cannot function without the contribution of the many volunteers who generously give up their time to help look after members at the individual clubs.

Volunteers generally help staff in providing a safe, happy and interesting social environment for the members of The Association.

Duties typically include transportation of members, helping with infirm members, serving food and drinks, clearing away crockery/cutlery, washing-up, general tidying, socialising, entertaining and helping with outings; under the direction of the individual club leaders.

Some volunteers may also be involved in management activities with 'Friends of' individual day clubs.

Policy

It is the policy of The Association to actively recruit, train where necessary and retain volunteers to support the operations and activities of the individual clubs.

Principles

- There are no specific exceptions to who The Association will accept as volunteers. However, it would be expected that they are over 18 years of age and in reasonable health. Additionally, The Association may perform police checks on all volunteers and reserve the right to reject anyone who may be considered a danger to either members or to the reputation of The Association (see Protection of Members Policy).
- Volunteers will not be expected to perform any operation they have not agreed to. A list of volunteers and the tasks they are prepared to undertake will be maintained by the General Manager.
- Volunteers will not be expected to perform any operation which may endanger their own or others health or wellbeing.
- Volunteers will be given training where needed. Volunteers must not perform any operation which requires mandatory training, without successfully completing that training beforehand. (e.g. food preparation, without authorised food hygiene training)
- Volunteers must abide by any legal or health & safety regulations.
- Individual club leaders will direct the day to day operations of volunteers under their control and identify any training needs and notify these to the General Manager
- Individual club leaders are empowered to exclude any volunteers who cause disruption or break any of the rules of Teesdale Day Clubs.

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- Any volunteer with a grievance against Teesdale Day Clubs should contact the general manager on 01833 637822. If the volunteer is unable to resolve the grievance to their satisfaction they should contact the Chairperson of Teesdale Day Clubs.

Approved by the Board of Trustees and signed on their behalf by the Chairperson:

Date;