



# Dance Hastings CIO

## Volunteer Policy

April 2020

Dance Hastings believes that becoming a volunteer can offer the chance for people to gain fulfilling experience while helping people with learning or physical disabilities or mental health issues to enjoy participating in dance activities.

Volunteers are crucial to the success and future of Dance Hastings becoming an outstanding provider of creative and social physical activity to vulnerable adults and young people in our community.

Our aims are to provide opportunities for everyone to be able to engage in dance activities in order to improve wellbeing, irrespective of ability or disability, by recognizing individual needs and providing inspiring and stimulating activities. We are driven by the desire to provide a safe, fun, happy participatory experience for our vulnerable participants. We expect our volunteers to share in these aims.

- Volunteers will undertake an induction prior to their first day, where possible, supported by a dance leader.
- The induction process will include volunteers being made aware of policies and procedures with paramount focus on their health, safety and welfare, and that of the participants.
- Volunteers will have a clear idea of the tasks they are asked to perform and of the responsibility that goes with these tasks, in particular their responsibilities with regard to health and safety.
- To ensure fair representation of their needs and interests, volunteers will have access to, and play a part in, the review and reflection processes following each activity.
- Volunteers will be protected against risks which occur as part of their duties. They are covered by Public Liability Insurance.
- Volunteers are invited to claim for expenses as appropriate
- Volunteers will be expected to wear Dance Hastings branded t-shirts, unless a different dress code is required

- The relationship between paid dance teachers and volunteers will be complementary and mutually beneficial.

## **Recruitment**

- Volunteers will be recruited through various pathways, including social media and word of mouth
- An application form, for data collection will be completed by each volunteer. Contact details, and details of training and experience of all volunteers will be stored confidentially
- Volunteers will be required to have a DBS check, which can be organized by Hastings Voluntary Action, and paid for by Dance Hastings
- Opportunities to develop skills for volunteers will be offered and discussed, such as safeguarding training, first aid training, training in understanding autism and learning difficulties.
- Support will be on-going, and a review of the volunteer's role will be performed at 6 monthly intervals.
- Dance Hastings believes that volunteering is an option that should be available to everyone irrespective of their gender, race, beliefs, disability, physical health, religion, sexuality or age.
- A copy of the Health and Safety Policy, Safeguarding Vulnerable Adults, Complaints Procedure and risk assessments are available on induction.
- A complaints procedure is available to enable volunteers to raise issues they are concerned about.

A Volunteer Handbook is available for all volunteers.