

The Order of Malta Volunteers - Volunteering Policy

(registered company 09801949, registered charity no. 1164242)

POLICY REFERENCE	
Function	For information and guidance
Status	Approved & issued
Scope	Trustees/directors, OMV Committee, volunteers
Owner	Louise Noble
Version	1.1
Date approved by board	22 nd June, 2017
Date for review	22 nd June, 2018

The OMV

The Order of Malta Volunteers (“the OMV” or “the Charity”) is a UK-based group of Volunteers aged 17 to 29 who offer up some time and money to help others. Some of us help out on one or more activities, others stay for many years. We are part of the Order of Malta. Our activities are staffed entirely by Volunteers, who act in accordance with the directions they receive from those managing a particular activity. A Volunteer’s agreement with the OMV begins on the date on which they are accepted for service.

The OMV values its Volunteers and the work that they do. The OMV will do the best it can to make the time spent volunteering with it both enjoyable and rewarding. This Volunteering Agreement describes the arrangement between Volunteers and the OMV.

Definitions:

Guest	Any person who attends a designated OMV activity as an invited guest of the Charity and who is not expected to play an active role in looking after others. Guests are usually ill or disabled in some way.
Volunteer	Any person who attends a designated OMV activity in a voluntary capacity.

Induction and training

- We will provide induction on the work of the OMV, the people involved, the volunteering role and the training needed to meet the responsibilities of this role.

Supervision, support and flexibility

- We will explain the standards we would like to achieve and encourage; and we will support all our Volunteers to achieve and maintain them.
- We will do our best to help you develop your volunteering role with us.
- Volunteers should feel free to talk to équipe leaders, activity organisers or the Committee of the OMV if they need direction or support.
- Volunteers are expected to comply with the Code of Conduct on the OMV’s website and to consent to this as part of the online booking process.

Safeguarding; health & safety

- We will provide all relevant training and feedback in support both of our safeguarding policy & procedures and of our health & safety policies & procedures. On the induction day, we provide sessions on first aid, moving and handling, using wheelchairs, infection control and communication with Guests. All Volunteers are required to have a valid first aid certificate.

- Volunteers are required to have a Disclosure & Barring Service (“DBS”) certificate and to complete online safeguarding training as a condition of participating in an activity.

Insurance

- We will provide adequate insurance cover for Volunteers while they are undertaking voluntary work approved and authorised by us.

Equal opportunities

- The OMV expects all Volunteers to treat every participant in activities with respect, regardless of age, gender, religion or sexual orientation. Volunteers can expect the same from the OMV.
- Many OMV activities have a religious character. Volunteers are expected to behave and dress accordingly and to act with sensitivity.

Social Media

- Volunteers must not publish photos of Guests on their personal social media account.
- In the event of a serious or sensitive incident on an activity, volunteers do not have the right to publish anything related to it on social media. They must seek explicit permission from the activity organiser before they do so.

Expenses

- The OMV will repay any reasonable and necessary out-of-pocket expenses that Volunteers incur on its behalf as an integral part of their work with us.

Problems

- We will try to resolve fairly any problems, grievances or difficulties that a Volunteer may have while they are volunteering with us. In the event that a problem remains unresolved, we will deal with in accordance with our Complaints Policy.

What we expect of our Volunteers:

- to help the OMV carry out its charitable activities;
- to perform your volunteering role to the best of your ability;
- to follow the OMV’s policies, procedures and standards;
- to meet time commitments and to give reasonable notice if you are not able to attend so that other arrangements can be made;
- to provide references, as agreed, whom we may contact; and
- to allow us to carry out a DBS check on you.

Signed: _____ (on behalf of the OMV)

Date: _____

Signed: _____ (Volunteer)

Date: _____