

# THE JUDO ACADEMY



## VOLUNTEERING POLICY

**The Judo Academy** values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the community we aim to serve and bring a unique perspective on all our work.

**The Judo Academy** recognises volunteers as a core part of our team, with a distinctive but complementary role alongside paid staff.

Insofar as **The Judo Academy** benefits from the skills, experience and enthusiasm of volunteers, we believe that volunteers should be able to gain personal benefits from the experience too. We are committed to managing volunteers in a way that ensures that the needs of both parties are met.

**The Judo Academy** strives to create a diverse and inclusive organisation within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.

**The Judo Academy** identifies roles for volunteers which extend the work of the organisation. Volunteers are involved at every level of the organisation in roles which complement, but never substitute, the work of paid staff.

All volunteers are provided with a written role description, outlining the purpose, tasks and main expectations of their role. This role is reviewed at least once a year with the volunteer's supervisor.

Volunteers with **The Judo Academy** are fully protected by the organisation's public liability and personal accident insurance. However, drivers using their cars in connection with their voluntary work must inform their own insurance company to ensure adequate and continued cover.

**The Judo Academy** endeavours to provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles.

The Secretary and Coaching staff is responsible for the overall management of volunteer involvement, including overseeing the implementation of this policy and dealing with any complaint or grievance relating to volunteers. The volunteer's designated supervisor provides support and supervision, identifies training requirements, countersigns expenses claims etc. All staff required to undertake such duties are provided with training in the management, supervision, support and training of volunteers.

## RECRUITMENT POLICY

**The Judo Academy** is committed to serving and representing all its members and wishes to see all sections of the community represented among our volunteers. Volunteer opportunities are widely promoted throughout the club, and we will endeavour to make recruitment and selection materials available in a format accessible to any individual or group, upon request.

Furthermore, **The Judo Academy** regularly reviews the make-up of the volunteer team to identify and target any under-represented group(s).

**The Judo Academy** implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially.

All potential volunteers must complete registration forms, provide references and attend an informal chat/interview. Additional measures may be implemented depending on the nature of the volunteer role and police records checks are conducted where appropriate.

The process is conducted by appropriately briefed/trained staff and aims to allow both parties to give and receive sufficient information to assess whether the volunteer opportunities available match the potential volunteer's skills, qualities and needs.

If unsuccessful, individuals will be offered an opportunity to discuss the outcome and identify possible alternatives within or outside of **The Judo Academy**.

All volunteers are provided with a written letter of welcome, which outlines the expectations and responsibilities of both the volunteer and **The Judo Academy**. This agreement may be reviewed at any time with the consent of the volunteer and his/her supervisor, including during the initial review meeting at the end of the settling in/taster period.

All volunteers are provided with an induction within six weeks of commencing their voluntary work. The induction: provides background information on; **The Judo Academy** explains its structures and procedures; describes the volunteer role and the work team and outlines how s/he will be supported, including practical information.

During the induction period volunteers will be provided with written information on relevant legislation, organisational policies and codes of practice and will be given the opportunity to discuss any of the issues with the Project Manager and/or supervisor.

All volunteer placements are subject to a settling in/taster period, the length of which depends on the nature and hours of the voluntary work. During this period volunteers are given additional support and a review meeting between the volunteer and his/her supervisor is held at the end of the settling in/taster period to ensure that all parties are satisfied with the arrangement.

All volunteers are allocated a named member of staff as their supervisor (although the Project Manager can also be contacted in case of an emergency or if the designated supervisor is unavailable). This individual can provide day-to-day help and guidance on any issue related to the voluntary work and is responsible for providing regular support to, and supervision of, the volunteer. The frequency, duration and format of this support and supervision is agreed between the volunteer and his/her supervisor at the end of the settling in/taster period.

**The Judo Academy** is committed to improving the personal and professional effectiveness of volunteers. Volunteers may choose to attend any in-house training course that they feel is relevant to their voluntary work, subject to the approval of their supervisors and availability of places. Volunteers may also apply to the Project Manager for financial and practical support to attend external courses, where they can be shown to have a clear relevance to the voluntary work.