

# **PACE (Practical Actions for Climate and the Environment)**

## **Volunteering Policy**

### **1. Introduction**

Volunteers enable PACE Manningtree to achieve its aims, its projects and activities. The organisation is committed to volunteering, treats its volunteers with respect and fairness and sets out to make sure that volunteers can find a role which suits them and the time they can offer. PACE is very appreciative for whatever commitment each volunteer can make.

### **2. Objective of this policy**

The objective is to establish a consistent approach to volunteering in PACE, to explain how volunteers are brought into the many and varied activities of the organisation, what volunteers can expect from PACE and what PACE expects from volunteers. We all need to understand that, as a registered charity, we must follow various procedures such as Health and Safety, Safeguarding, Insurance etc.

### **3. How volunteers get involved with PACE**

PACE has charitable objects to reduce and reverse the impacts of climate change and to improve the environment for wildlife and people in the local area by carrying out practical actions. We want the whole community to be involved in these practical actions, but we have limited resources so the PACE trustees, following discussion with our volunteers, agree to a number of projects and actions which we think are achievable within a period of about 5 years. PACE encourages volunteers to support these various projects and actions.

Volunteers can put themselves forward bearing in mind their own skills and capabilities; and also PACE will seek volunteers with the right skills and capabilities for particular projects and actions.

For most projects there is a Project Lead so volunteers can discuss particular roles and work out what suits them best. For some tasks we will write role descriptions to assist volunteers being placed in the roles which best suit them.

### **4. What volunteers can expect from PACE**

- that this Volunteering Policy applies to every volunteer irrespective of their race, ethnic origin, nationality, gender, sexual orientation, culture, religion, age or disability;
- that every effort is made, both by PACE and you, to ensure you are placed in a volunteer role for which you are well suited;
- to provide you with an introduction and ongoing support in the role and provide the materials you need to undertake your volunteer work and, if necessary, any specific training and equipment which is needed;
- to be flexible in terms of your personal circumstances;
- to keep you informed about PACE projects and activities and matters that effect your volunteer role;
- to provide you with appropriate insurance cover for your volunteer role;
- to be clear about any expenses and how you can claim approved expenses;
- to enable you to put forward your views and raise any concerns you may have, and if you have a complaint to explain our complaints procedure;

- to store any confidential and personal details in line with good Data Protection Rules;

#### **5. What PACE expects from Volunteers**

- that you carry out your volunteer role to the best of your ability;
- to work within the charitable objects of PACE and keep to important guidelines and policies such as Health and Safety, Safeguarding of Children and Vulnerable Adults, Code of Conduct for PACE Volunteers and Staff;
- if you have access to confidential information through your volunteer role that you keep this information confidential;
- that if you use your own tools, clothing, materials, equipment or transport (use which is be greatly appreciated by PACE), that you ensure that they are in a safe condition for yourself and others and particularly that any electrical equipment is safe and PAT tested and that any vehicle is safe and appropriately insured for PACE work (most vehicle insurers require you to inform them of such charitable work and do not ask for an additional premium, however some do, so it is important for volunteers to check with their insurers if they are going to use their own vehicle on PACE business);
- if you are leading an activity then you must be aware of the need to look after your own safety and protection;
- you should not normally work alone as a volunteer, and if you have to do so you must be aware of the risks of working alone and take precautions to reduce such risks: for example informing others when you are leaving, your destination and your expected return, and ensuring you are carrying a mobile phone;
- if you do have any concerns then raise these in confidence with the Project Lead or with one of the PACE Trustees.

#### **6. Recognition of Volunteers**

PACE greatly appreciates and values the contributions made by volunteers and the charity would not be effective without volunteering. We aim to take opportunities to thank volunteers when these arise.

#### **7. Other Key Policy Documents**

These are available on the PACE Website:

Safeguarding: Child Protection  
Safeguarding: Vulnerable Adults  
Health and Safety Policy  
Risk Assessments  
Complaints Procedure  
Volunteering Policy

#### **8. Review of this Policy**

The Board of trustees will review this policy at least every 2 years

Approved by the Board of Trustees, Date 1 November 2022

Review Date 1 November 2024