

Rubinstein Taybi Syndrome Support Group Volunteer Policy

Volunteering with Rubinstein Taybi Syndrome Support Group (RTSUK)

About us

We are a charity and company limited by guarantee to help and support those affected by Rubinstein-Taybi syndrome in the UK. We are a membership group, offering a support network and organizing meetings where families can get together and publishing information on RTS. All our Directors are volunteers.

Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at **RTSUK**. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for RTSUK you will be making a positive contribution to our community. Volunteers are vital to our work.

Attracting volunteers and volunteer agreement

We have a range of opportunities for volunteers to get involved in. There are volunteer opportunities across a breadth of activities including practical help in setting up meetings, manning stalls, website maintenance and craft activities. You can enquire about becoming a volunteer in person at our meetings or by contacting one of the Directors or emailing via the website. One of our directors will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

Safeguarding Checks

Some volunteer roles will require safeguarding checks to inform RTSUK of any criminal convictions that a person wishing to volunteer may have. For example, any volunteer position which involves regulated activity with children or vulnerable adults will be subject to such checks.

Induction and training

It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise.

There will be an induction prepared and delivered by one of our directors. This will include some information about RTSUK, our vision, mission and our future plans; the role of the volunteer; introduction to other volunteers; tour around relevant facilities; copy of all the relevant policies eg volunteer policy, Equality and Diversity policy; essential procedures such as timekeeping.

There will be a trial period of four weeks to give RTSUK and you time to discover if you are suited to each other. A review will be made midway through the trial period and also at the end. This is not an assessment, it is just so that we can be sure that you benefit the most from the volunteering experience and maximise the time you are giving freely.

Support

Our directors will offer support to you including discussion of any training needs and dealing with issues arising. This will also ensure that RTSUK are doing all we can to make your volunteering experience an enjoyable and meaningful one.

Recognition

We could not do the work we do without our volunteers. To acknowledge this we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed including expenses for travel and meals (if working more than 4.5 hours in one session). In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and this should be handed in **at the finance office/to the volunteer co-ordinator**.

Insurance, health and safety, accidents and risk assessment

RTSUK has a valid insurance policy so that volunteers are covered by public liability insurance. It covers the volunteering activities you will be doing. You will need to follow Health and Safety procedures as appropriate.

Resolving problems

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have

made to you, we want you to feel comfortable about letting us know. First of all, talk to one of the directors who should be able to sort it out with you before it becomes a problem.

Confidentiality

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.

Equality, Diversity and Inclusion

RTSUK is committed to embracing diversity and promoting equality and inclusion. When representing RTSUK as a volunteer we expect you to support our commitment to promoting equality.

Volunteering whilst on benefits

You can still volunteer with us if you are receiving benefits provided that we follow the legal guidelines. We have information from the Jobs and Benefits Department which we can talk through with you regarding the hours you can do and what you can claim for expenses incurred through volunteering.

This is the Volunteer Policy of RTSUK.

Date 11th February 2016