



# Dewsbury & District Third Age



## **Volunteering Policy**

### **Aim:**

The aim of the group is to advance the education of the public and in particular the education of principally the over 50s in Dewsbury and the surrounding area. A further aim is to provide activities that will provide a contribution to their overall health and well-being.

The facilities aim to be friendly and informal whilst providing new skills and perspectives.

### **1. Principles**

- All volunteers will be treated equally
- The facilities provided should be adequate for the volunteer to carry out their needs.
- All volunteers interested in supporting the objectives of the Third Age trust shall be admitted to membership providing they agree to abide by the constitution of the Group and any conditions of membership properly imposed by the group.

### **2. Guidelines**

- All potential tutors will be interviewed to find out what their skills are, and how best Third Age can use those skills. The tutor will be asked to select a time and place for the class to be held. Third Age will suggest both time and place but the tutor will have final say, subject to any extraordinary expenses being involved.
- New tutors will be given a pack of information including the policies of the Third Age and the Risk Assessment for their venue.
- A member of the Committee will attend the class at the beginning of term and aid in the collection of class and membership fees and give support where needed. This Committee member will be the tutor's link to Third Age and can raise matters at any time of the term with them.
- Equality & Diversity: The Third Age operates an Equality & Diversity policy. The tutor should similarly conform to this policy during class hours or any event organised by the tutor, for Third Age members, out of the normal class hours
- Insurance: Tutors/Leaders are covered by public liability insurance for Health and Safety. Any potential problems should be raised with a Committee member as soon as possible. All members of the Third Age are insured to cover accidents that occur during the class time.

- The tutor will be given an 'Accident' report form which should be filled in at the scene of the accident. The tutor should, immediately, or if not available as soon as possible, inform the caretaker or other person representing the hired room owners. A copy of the form should then be forwarded to the chair of the committee.
- The fixed mileage expenses will be paid each term, on receipt of a completed expense form. Expenses incurred in running the class may be claimed up to a maximum of £50. Expenses greater than £50 must be approved by the Committee before the expense is incurred.
- Information from other charities states that it is necessary for a tutor to inform their car insurance companies if they are volunteering and using their car. This was advised even if using cars just to get to meetings. It was also stated that some insurance companies class it as "social, domestic and pleasure" but some may class it as business use.
- Each year the tutor/leader will be asked if they wish to continue in that role.
- The tutor/leader will be invited to the Tutors' meeting where they will learn about the performance of the organisation and any new issues that have arisen.