

# RDA UK VOLUNTEER POLICY



Volunteers play a key role in all areas of RDA UK and are vital to the ongoing and future success of the charity.

This policy sets out a range of guidelines on the practical aspects of the involvement of volunteers within the organisation.

RDA UK consists of the RDA Board; National Office staff; National, Regional and County Representatives; Coach Developers; National Trainers and Assessors.

The role of all volunteers in RDA UK, is to ensure all our participants, staff and volunteers have an excellent experience with RDA.

## RDA's Core Values

RDA UK has five core values that frame all decisions and actions taken by volunteers and staff throughout the organisation.

1. RDA is a community of people who believe that it's what you can do that counts and who enable participants and volunteers to achieve their goals
2. RDA values the input of all people who are involved – participants, volunteers and paid staff
3. RDA ensures that development and achievement is recognised and celebrated across the organisation
4. RDA aims to deliver an excellent service and experience for all participants and volunteers
5. RDA recognises the central part that horses and ponies play in everything we do

## Recruitment

Each RDA UK volunteer role has a role description where the tasks associated with that role will be defined along with the method of appointment or selection and the maximum tenure of a particular role. As a volunteer vacancy arises recruitment will take place on a local or national basis as is appropriate for the role. All RDA UK volunteers are enrolled as per RDA UK's safe recruitment processes and where necessary in conjunction with the Volunteer Appointment Committee (VAC)

## Volunteer Agreements

RDA UK values every volunteer and is committed to giving each volunteer the best experience possible. RDA UK's commitment to volunteers as well as what RDA UK hopes and expects from its volunteers is outlined in the RDA UK Volunteer Agreement. This is provided to all volunteers when starting their roles.

## Induction and Training

All RDA UK volunteers will be provided with an induction pack that includes an outline of their role and responsibilities as a volunteer. RDA UK volunteers are able to access a range of opportunities for learning and development to support them in their role. In some cases, this will be formal training, in others it may be through coaching and peer support from others. Within the first 3 months of holding the RDA UK role, an entrance interview will be held.

## Expenses

It is RDA UK's policy that no volunteer should be required to spend their own money in the pursuit of

the organisation's objectives. Volunteers will be entitled to the reimbursement of all reasonable out of pocket expenses subject to the guidelines in the RDA Expenses Policy.

### **Insurance**

All volunteers carrying out tasks for RDA UK are covered by appropriate insurance policies. These include Public Liability Insurance and Personal Accident Insurance.

### **Safeguarding**

RDA UK is committed to creating a safe environment for everyone involved in RDA activities, including volunteers. Volunteers are asked to adhere to RDA UK's Safeguarding policy statements and Health & Safety policy both of which are made available to volunteers to read when they join.

### **Equal Opportunities**

RDA UK operates an equality and diversity policy. Volunteers are expected to have an understanding of and a commitment to RDA UK's principles of equality and diversity through both the Equality, Diversity and Inclusion mission statement and policy.

### **Working Together**

Everyone who represents RDA UK is expected to act honestly, reasonably, conscientiously and in good faith at all times including in their interactions with participants, staff and other volunteers. RDA UK's Working Together framework outlines our expected behaviour and the RDA UK framework for dealing with problems, including making and handling complaints.

### **Data Protection**

RDA UK takes step to take care of the information and data held in relation to volunteers and respects their privacy. To this end All RDA UK volunteer data will processed and stored in line with RDA UK's Data Protection Policy and Privacy Statement. RDA requires that all volunteers respect and treat in confidence the information that they may be party to within their role and work in accordance with RDA UK's Data Protection Policy.