Yorkshire Federation of Young Farmers' Clubs

Volunteer Policy

Approved by Executive Committee
25th January 2024

Regional Agricultural Centre, Great Yorkshire Showground, Railway Road, Harrogate, HG2 8NZ Tel: 01423 546170, Email: office@yfyfc.org.uk

VOLUNTEER POLICY

A volunteer is someone who, without expectation of financial compensation beyond reimbursement of expenses, performs a task at the request of and on behalf of Yorkshire Federation of Young Farmers' Clubs (YFYFC). This gift relationship is non-contractual, being based on trust and understanding; and depends on mutual expectations. It is beneficial to both parties. YFYFC is committed to supporting and developing our volunteers and Trustees.

YFYFC does not exist to provide volunteering opportunities for their own sake, or financial benefit, but rather volunteer participation is valued because it helps to YFYFC accomplish its mission in the most cost-effective and engaging manner.

This Volunteer Policy sets out the broad principles underpinning volunteering within YFYFC.

1. Values behind YFYFC

YFYFC recognises that without volunteers and our Trustees we would be unable to meet our main objective: to play a leading role in enabling its membership. YFYFC:

- Understands that volunteering is an enjoyable activity meeting the individual's as well as the organisation's needs.
- Is committed to making volunteering worthwhile.

2. Volunteer Rights

All volunteers are entitled to equal treatment irrespective of gender, sex, sexual orientation, race, ethnicity, disability, marital status, religion, community background or political beliefs (protected characteristics).

They have a right to:

- Protection from exploitation from paid employees.
- Adequate training and support for the tasks they are to undertake.
- Health and Safety information to maximise their safety and welfare.
- Reimbursement of reasonable, agreed out of pocket expenses.
- Be valued by everyone within YFYFC.

3. Volunteer Responsibilities

YFYFC volunteers have the responsibility to:

- Commit themselves to manageable workload and to only work to a specified job description.
- Report back as required and keep in regular contact with designated YFYFC Committee.

- Treat everyone they meet when representing YFYFC with courtesy and respect.
- Work within the guidelines of the YFYFC Constitution and relevant policies.
- Have an understanding of the NFYFC Code of Conduct.
- At all times respect the welfare and safeguarding of members.
- Promote the YFYFC ethos of 'Fun, Learning and Achievement' and respect that the views of members may be different from volunteers.
- Understand that the role of volunteer within YFYFC is that of supporter and enabler, not as decision maker.
- Be reliable, honest and mindful of Yorkshire Federation of Young Farmers' Clubs good name.
- Agree to Yorkshire Federation of YFYFC policy on volunteering with respect to confidentiality.

4. Recruitment and Selection

YFYFC uses a variety of methods to recruit volunteers dependent upon task and location; recruitment is based solely on merit.

5. References and Screening

Checks or screening may seem intrusive but are necessary for the following reasons:

- They provide the volunteer with a degree of credibility.
- They act as a basis of trust for volunteers and their colleagues.
- They are a legal requirement (e.g. DBS checks and driving licences).

6. Disclosure and Barring Check

In line with most major charities, any volunteer who will be working regularly with children and vulnerable people, or who has access to YFYFC funds may have to undergo criminal records checks. This is known as a disclosure or Disclosure and Barring Service (DBS) check. DBS checks will be completed within a timely manner and YFYFC will organise the check and pay for this expenditure.

7. Safeguarding

It is mandatory for all club and district volunteers to complete the e-safeguarding training within 56 days. Information regarding the training will be emailed to the volunteer from NFYFC via County Office.

8. Confidentiality and GDPR

Volunteers are expected to keep members information confidential and follow GDPR legislation and legal requirements. Once a volunteer steps down from their role, it is their duty to delete any electronic data and cross-cut shred any paper documentation.

9. **Smoking, Vaping, Drugs and Alcohol**

YFYFC expects volunteers not to smoke, vape, take illegal drugs or abuse prescription drugs or drink alcohol when volunteering for YFC. Volunteers are expected to support YFYFC in the health and welfare of its membership during YFC activities. We request volunteers do not smoke on farm and dealership visits due to fire risks associated with the premises.

10. **Recognition**

YFYFC recognises the importance of acknowledging the valuable contribution of our volunteers and does so in a variety of ways appropriate to each individual.

11. **Expenses**

It is YFYFC policy to reimburse reasonable out of pocket expenses incurred whilst undertaking voluntary tasks, subject to the production of receipts.

These may include:

- Travelling expenses. Mileage is paid at 0.25p per mile in line with HMRC guidance.
- Miscellaneous expenses e.g. telephone calls, postage, lunch, refreshments, supplies, etc, which must have been previously agreed.

12. **Support**

YFYFC is committed to improving all aspects of the volunteering experience within our organisation.

We pay particular attention to:

- Duty of Care – YFYFC provides the training and supervision required to maximise the safety and welfare of volunteers. The relevant Health and Safety policy is available on request. Volunteers and YFYFC have a joint responsibility to risk assess any activity undertaken by each volunteer.

- Insurance –YFYFC public and employer's liability insurance policies cover the activities of volunteers.

- Insurers will not cover the personal belongings of volunteers against loss or theft.

- Volunteers who use their own cars for YFYFC business are responsible for making sure they are adequately insured for the tasks they are undertaking.

- Advice is available to volunteers on request. The YFYFC website provides much of the information relating to member welfare, competitions and events. The Officer Roles Booklet provides information on each officers role within the federation.

13. **Grievances**

YFYFC is tasked with dealing sympathetically and fairly with problems relating to volunteer conduct or complaints. Efforts are always made to reach a mutually acceptable solution.

14. Policies associated with the Volunteering Policy

YFYFC advises volunteers to take the time to read and understand the following policies associated with volunteering within YFC clubs and activities.

Alcohol Policy	Behaviour Policy	Lone Worker & Personal Safety Policy
Drugs Policy	Complaints & Commendations Policy	Officer Roles Booklet
Bullying Policy	Running Safer YFC Events Guidance	Online Safety Policy
Cyberbullying Policy	Health & Safety Policy	Safeguarding Policy

Signed: ……..

Kirsty Chapple, County Chairman 2023 - 2024

Date: 25th January 2024

Review Date: January 2027