



Patron: The Duke of Richmond and Gordon

Chichester Boys' Club CIO

Volunteers Policy

Introduction

The most essential resource to any Charity is its people. Volunteers play a particularly important role in executing the work of Chichester Boys' Club.

Trustees are responsible for providing leadership to Volunteers and this is adopted within Chichester Boys' Club by the appointment of a Volunteer Co-Ordinator who is supported and supervised by the Youth Development Leader who has overall responsibility

Volunteers are provided with a Volunteer Handbook, which outlines all relevant information, and is explained by the Volunteer Co-Ordinator and Youth Development Leader. The Volunteer Handbook is a working document and can be updated and amended as required. Volunteers are to be informed of any changes.

Information Contained Within Volunteer Handbook

- Welcome
- About Us
- Chichester Boys' Club Contact Details
- Becoming A Volunteer and what to expect
- Valuing Our Volunteers
- Mutual Expectations
- Induction and Training
- Personal Details
- Health
- Availability
- Expenses
- End of Volunteer Placement
- Safeguarding
- Complaints and Concerns
- Confidentiality
- Health and Safety inc personal responsibility. tools and equipment, fire, first aid and RIDDOR (Reporting of injuries, diseases and dangerous occurrences)
- Confidentiality inc. Data Protection, Dealing with complaints, and problem solving
- Equality, Diversity and Inclusion
- Insurances

Volunteer Code

When a volunteer is found to be in breach of the standards outlined within this policy, or any of Chichester Boys' Club policies and procedures, this may result in the volunteer's position

being terminated. Notwithstanding the foregoing, volunteers should note that Chichester Boys' Club may terminate a volunteer's position without cause.

Policy Date: 5 February 2025

Review Date: February 2026

Signed by Chairman of the Trustees:

A handwritten signature in black ink, appearing to be 'M. D.', with a long horizontal line extending to the right.