

Volunteer Policy

Disability Sport NI and
Live Active NI



Welcome

Thank you for considering volunteering with Disability Sport NI or Live Active NI

Disability Sport NI is Northern Ireland's main disability sports charity working to improve the health and wellbeing of people with disabilities through sport and active recreation.

Our Mission is to ensure that people with disabilities have an equal opportunity to live a full, active and healthy lifestyle through sport and active recreation.

Our Vision is an inclusive society where people with disabilities fully participate in all aspects of life, including sport and active recreation.

Disability Sport NI delivers grassroots programmes to people with a disability across Northern Ireland and supports talented athletes with a disability to access performance and Paralympic pathways. We provide a range of training courses to promote inclusion in sport and offer educational or awareness sessions to organisations, clubs, leaders, teachers and volunteers across Northern Ireland. Disability Sport NI also supports sports facilities and pavilions to be more inclusive of people with a disability.

Live Active NI is the Community Interest Company of Disability Sport NI, established to offer active recreation opportunities to everyone in the community for improved health and wellbeing.



Volunteering with Disability Sport NI or Live Active NI

Disability Sport NI and Live Active NI's charitable work is greatly enhanced through the support of volunteers to complement the work of the Disability Sport NI and Live Active NI staff team. We identify volunteer roles that will be beneficial to the volunteer's own personal development whilst contributing to the charity's development and will never expect a volunteer to supplement the work of a paid staff member.

Disability Sport NI and Live Active NI strive to make all volunteers feel welcome, valued and supported, ensuring that we offer a fun and enjoyable volunteer experience, communicate all expectations clearly and provide any training deemed necessary by the charity for a volunteer to excel in their role.

Volunteering Aim

Volunteering is a really positive way to give something back to our local community, and to help improve opportunities for people with disabilities to access sport and active recreation.

Volunteering with Disability Sport NI or Live Active NI will offer opportunities to meet new people from varying walks of life, learning new skills and expanding existing skill sets. As a volunteer you will be benefitting participants by sharing your own experiences, knowledge and enthusiasm to promote a rewarding and positive experience for all involved.

Getting started

Equal Opportunities and Diversity

Disability Sport NI and Live Active NI are committed to providing equal opportunities and promoting diversity within the charity, actively seeking to involve people with different backgrounds, experiences and skill sets. This commitment is reflected across all policies and procedures with the organisation's Equal Opportunities statement adhered to at all times.

Age

We accept volunteers of all ages provided they can participate safely. All volunteers under the age of 18 will be asked to provide parental consent to volunteer. For younger people under the age of 16 we will require volunteers to be supervised by a parent or guardian. Certain roles may dictate the age of volunteer required due to insurance and safeguarding purposes.



Recruitment

Within Disability Sport NI and Live Active NI there are two different types of volunteers; Casual Volunteers and Regular Volunteers. This is designed to give volunteers flexibility in their involvement and the level of responsibility in their role.

Casual Volunteers

Casual Volunteers are volunteers who assist at events, activities or programmes on a less frequent basis. This is ideal for volunteers who would like to support the organisation but who would be unable to commit to volunteering regularly.

Regular Volunteers

Regular Volunteers are volunteers who offer their services to Disability Sport NI or Live Active NI on a regular basis. Regular volunteers will usually have a specific role identified for them and will provide opportunities to volunteer on a more frequent basis.

Disability Sport NI and Live Active NI are dedicated to developing our Regular Volunteers and will provide access to suitable training and resources that will equip volunteers to fulfil their role and enhance the overall volunteering experience.

Any Regular Volunteers who wish to assume additional responsibilities within their role may be required to complete police record checks (Access NI) or attend specific training to allow them to fulfil the role appropriately.



Applicable to All Volunteers

Volunteers will be fully briefed about the activities to be undertaken. They will have an appointed Volunteer Co-ordinator and be given all necessary information to enable them to perform the activities with confidence. Regular dialogue will be set in place from the outset to ensure the volunteer is getting the required level of support and also that Disability Sport NI or Live Active NI are obtaining the level of volunteering as agreed in its volunteering agreement.

Disability Sport NI and Live Active NI's Volunteer Code of Conduct (Appendix 2) will be provided to each Volunteer. This includes a formal statement of what Disability Sport NI and Live Active NI are offering, expectations of volunteers, including the importance of maintaining confidentiality and safeguarding.

We are committed to ensuring that all volunteers enjoy their time spent supporting our organisation and take care to ensure volunteer needs are met. This includes providing the appropriate support to allow our volunteers to succeed and progress within their role, whilst providing appropriate exit routes for those who can no longer stay involved.

All volunteers who are interested in volunteering with Disability Sport NI and Live Active NI will have their applications dealt with promptly.

Volunteering with us

Health and Safety

Disability Sport NI and Live Active NI are committed to ensuring the safety of all volunteers and in turn, we expect our volunteers to contribute in ensuring that activities take place in a safe and inclusive environment.

All volunteers are expected to take reasonable care over the safety of themselves and others whilst volunteering. This will involve cooperating with staff by assisting them in their duties in following health and safety protocols.

When volunteering, all accidents, incidents and near misses, however minor, should be recorded and submitted to the volunteer mentor/supervisor. Recognising potential for harm can be vital to ensuring participant safety in the future.

Insurance and Expenses

All volunteers are fully protected by Disability Sport NI and Live Active NI's insurance cover (public liability) to cover Disability Sport NI and Live Active NI's events and activities.

Disability Sport NI and Live Active NI do not provide motor insurance for travel to and from volunteering opportunities. However, volunteering for a charity will normally be covered under standard insurance policies as a "social, domestic and pleasure" activity. We would recommend that you check with your insurer but there should be no additional cost to your cover.

Regular volunteers will be entitled to the reimbursement of travel expenses as agreed with their Volunteer Co-ordinator at induction, and subsequently stated in their volunteer agreement. Regular volunteers will be given clear information about what expenses can be claimed and how to make a claim e.g. mileage/ fuel or receipt of bus/ train tickets, at the induction process as outlined by the claim procedures set by the Finance and Business Manager. This will then be stated in their volunteer agreement.

Copyright

Some volunteer roles may require volunteers to produce content such as photography, digital content, written work and research. The rights to any of the content produced during volunteer placements will be property of the charity, unless otherwise agreed.

As a volunteer it is likely that you may be photographed or filmed during your role. We may use this content for promotional purposes such as social media or marketing material. Volunteers can request that they not be used for these purposes and can request that specific material be withdrawn.

Public Relations and Media

Whilst all volunteers are expected to act as representatives of Disability Sport NI and Live Active NI, we would ask that no comments or statements should be made to represent the charity without prior consent.

Data Protection and Confidentiality

Disability Sport NI and Live Active NI take care to store and collect information in line with data protection regulations (GDPR). As a volunteer, we would ask that you keep any personal information you have access to within your role confidential.



Resolving Concerns

Disability Sport NI and Live Active NI are committed to ensuring that volunteers feel confident about reporting any concerns and have access to an appropriate process for doing so.

We take volunteer concerns very seriously and will endeavour to make every effort to resolve these concerns. The process for raising concerns should be highlighted in detail during volunteer inductions.

Smoking and substance

Disability Sport NI and Live Active NI have a strong ethos of promoting the benefits of a healthy and active lifestyle. We would ask that all volunteers refrain from smoking whilst wearing Disability Sport NI or Live Active NI branded clothing or during charity activities or events. In the interest of safety for volunteers and participants, there will be zero tolerance for volunteering whilst under the influence of drugs or alcohol.

Political neutrality

As a charity, Disability Sport NI and Live Active NI have a responsibility to remain politically neutral to ensure we maintain the confidence of all. It is therefore expected that volunteers will uphold this value by avoiding engaging in activity that could be perceived to assign a specific ideology to the organisation.

Further Information

Disability Sport NI and Live Active NI aim to ensure good governance across all sectors, which includes support and guidance for all staff and volunteers. We are committed to achieving our mission and have developed specific policies and strategies that will help us to maintain standards and follow protocols to achieve this. If you are interested in finding further information, all policies and strategic plans can be provided to you.



Appendix 1: Registration Form

Personal Details

Surname: _____ Forename(s): _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____

Textphone: _____

Email: _____

Volunteer type (if applicable): Casual Regular

Emergency Contact Details

Surname: _____ Forename(s): _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____

Relationship
to volunteer: _____

Availability

Please state your level of availability i.e. the days and number of hours you could commit to.

Referees

Please state the names of 2 referees.

Reference 1

Name: _____

Address: _____

Relationship to volunteer: _____

Telephone: _____

Email: _____

Reference 2

Name: _____

Address: _____

Relationship to volunteer: _____

Telephone: _____

Email: _____

Experience

In this section please provide details of your interests, hobbies, skills, qualifications and work experience.

In Confidence

Declaration of Criminal Convictions, Cautions and Bind-over Orders

Have you ever been convicted at a court or cautioned by the police for any offence including any prosecutions pending, criminal convictions which are not regarded as spent under the Rehabilitation of Offenders Act 1974?

Yes No

If yes, please give details:

Declaration and Consent

I declare that the information I have given is complete and accurate. I understand that (if applicable) I will be asked to complete an AccessNI Disclosure Certificate Application and I consent to the Enhanced Disclosure check being made. I agree to enquiries relevant to this declaration.

Signed: _____ Date: _____

Print name: _____

Any surname previously known by: _____

**Please return the completed form to email@dsni.co.uk
or alternatively post to:**

**Administrator
Disability Sport NI or Live Active NI
Unit G, 189 Airport Road West,
Belfast, BT3 9ED**

Appendix 2:

Code of conduct

Volunteer Code of Conduct

Volunteers working with children or vulnerable adults have a responsibility to behave appropriately as outlined in the following 'Code of Conduct':

Volunteers should:

- Treat everyone with dignity and respect.
- Provide an example you wish others to follow.
- Plan activities so that they involve more than one other person being present, or at least in sight or hearing of others.
- Respect a young person's or adult's right to personal privacy.
- Provide access for young people and adults to feel comfortable enough to point out attitudes or behaviour they do not like and provide a caring atmosphere.
- Use common sense when demonstrating skills e.g. discuss and explain your actions with young people and adults when physical contact is necessary.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Recognise that caution is required especially in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.

Volunteers should never:

- Engage in rough, physical or sexually provocative games, including horseplay with children or adults.
- Allow or engage in inappropriate touching of any form.
- Allow children or adults to use inappropriate language unchallenged.
- Let allegations a child or adult makes go unchallenged, unrecorded or not acted on.
- Do things of a personal nature that a child or adult can do for his/her self.
- Allow abusive youth peer activities (e.g. ridiculing, bullying).
- Have inappropriate physical or verbal contact with others.
- Allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times.
- Exaggerate or trivialise child abuse issues.
- Show favoritism to any individual.
- Make sexually suggestive remarks or gestures or tell jokes or stories of a 'smutty' nature, to children or adults.
- Rely on your good name to protect you it may not be enough!
- Believe "it can never happen to me" it can!
- Get close to or have physical contact with a young person without clearly explaining what you are doing (e.g. correcting the position of a foot, showing a skill in the water) etc.

Volunteers have the right to:

- Access to information on all aspects of leading/managing activities for children and adults, particularly on Safeguarding.
- Support in reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by Disability Sport NI or Live Active NI.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children and adults.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from Disability Sport NI or Live Active NI.

Dismissals can be appealed by the volunteer with the final decision taken by Disability Sport NI or Live Active NI's Board of Directors.

Emergency Action and First Aid

All coaches and staff members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

- ✓ Access to First Aid equipment
- ✓ Telephone contact if the participant is a minor
- ✓ Telephone contact to the Emergency Services

Appendix 3: Parent/Guardian/Carer Consent Form

Name of child: _____

Parent/Guardian/Carer: _____

Consent (please read carefully)

- a. I agree to my son/ daughter taking part in the activities, events or programmes of Disability Sport NI or Live Active NI.
- b. I confirm to the best of my knowledge that my son/ daughter does not suffer from any medical condition which may make them unable to participate.

Signed: _____ Date: _____