



The Nayamba Trust Volunteer Policy

Introduction

The Nayamba Trust is a small UK charity, set up to support Nayamba School in Zambia. The school provides a free education to over 300 children who would otherwise not have an education due to other schools being either too far away and/or too expensive. The Trust primarily supports the school by raising money for essential resources, covering the cost of teacher salaries and contributing to capital works.

The Purpose of this Policy

The purpose of this policy is to outline the respective responsibilities of The Nayamba Trust and volunteers.

By adopting this policy, The Nayamba Trust aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm this organisation's commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers; and ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers;

The Nayamba Trust aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The first section of this policy covers all volunteers supporting the work of The Nayamba Trust. The second section includes additional requirements for volunteers taking part in one of our organised visits to Nayamba School.

Section 1

Volunteers make a vital contribution to The Nayamba Trust and we recognise the added value that volunteers bring to our organisation.

Within The Nayamba Trust, volunteers are involved in various functions:

- Board of Trustees
- Participating in trips to Nayamba School
- Assisting with fundraising events
- Admin and marketing
- Promoting Nayamba School and The Nayamba Trust

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities;
- the organisation will comply with the Data Protection Act in the use of data held on all volunteers;
- volunteers will be provided with regular opportunities to share ideas/concerns;
- all existing and future policies will be checked as to how they affect volunteers

Recruitment and Selection

The Nayamba Trust will adhere to its equalities and diversity policy when recruiting and selecting volunteers.

Where there is specific training required this will be highlighted as part of the recruitment process. Where there is a requirement for a Disclosure Check this will be highlighted as part of the recruitment process. Volunteers may be required to provide 2 references depending on their role. Evidence of professional qualifications may also be required.

Support

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under The Nayamba Trust's Public Liability Insurance.

All volunteers will have an induction to their volunteering role as appropriate, which will involve an overview of the Trust plus relevant policies and procedures.

All volunteers will be allocated a named contact to refer to whilst undertaking a volunteering role.

Expenses - volunteers should discuss any planned expenditure prior to incurring an expense to ensure that it will be covered by the Trust.

Where a concern is highlighted –either by a volunteer or about a volunteer- this will be dealt with on a case by case basis.

Conduct

The Nayamba Trust is wholly dependent on the goodwill of sponsors in continuing to operate and provide vital support to Nayamba School. In order to prevent damage to the reputation and good standing of the trust, it is vital that volunteers accept that they are representing The Nayamba Trust and therefore must always act in the best interests of the trust. This is done by upholding the principals and ethos of the charity as well as complying with the relevant policies.

Section 2

Volunteer trips to Nayamba School form an important part of the work of The Nayamba Trust. Participants on the trips have the biggest opportunity to have a direct impact on the school and the lives and future of the children we aim to serve. This enormous privilege comes with additional responsibilities that we expect all volunteers to adhere to.

Trip volunteers are required to comply with the additional following policies:

- Code of Conduct Policy for visits to Nayamba School
- Health & Safety Policy
- Child Protection Policy

Responsibility

Overall responsibility for the implementation, monitoring and review of this policy lies with The Nayamba Trust. Implementation and adherence to this policy is the responsibility of all volunteers within the Trust.