

## Important Notes for Volunteers

### Thank you

Thank you for volunteering with The Sandstone Ridge Trust. We hope that your time spent with us will be a happy and productive one, which will be to our mutual advantage.

### General Principles

The Sandstone Ridge Trust will not bar any individual from volunteering on the basis of race, religion colour, gender, disability, employment status etc. You will be treated with respect and courtesy and in turn expected to behave in a similar manner towards others. As a volunteer you can expect the Sandstone Ridge Trust to provide you with:

- A clear outline of your role and tasks
- A named member of staff to guide, advise and help you with any problems you may have
- Travel and out of pocket expenses ( where these have been agreed by the Sandstone Ridge Trust Manager)
- Insurance cover for the work you are doing
- Recognition and thanks for the work you do

As a Volunteer for the Sandstone Ridge Trust we expect you to:

- Comply with all the rules and policies of the Sandstone Ridge Trust
- Comply with all relevant legal obligations placed upon the Sandstone Ridge Trust including Health and Safety and Fire regulations.
- Honour any appointments or commitments which you give or to inform your supervisor if you are unable to do so in a particular instance
- To complete the tasks you undertake to the best of your ability

## Induction

**General:** The Sandstone Ridge Trust will provide you a general induction to describe its work, structure, policies and objectives and to explain how the Sandstone Ridge Trust works with volunteers.

**Specific:** Your staff supervisor will discuss your specific role with you so that you are clear about what you are expected to do and to achieve. Specific induction sessions will take place for every significant task you undertake.

**Supervision:** Your named staff supervisor is the person you should refer to first if you have any difficulty or problem related to your role and activities with the Sandstone Ridge Trust. If your supervisor is unable to sort things out the matter will be referred to the Sandstone Ridge Trust's Project coordinator.

## Training

The Sandstone Ridge Trust will interview you to ensure that you undertake tasks which match your knowledge and skills. You will not be asked to undertake tasks which you are not trained or equipped to do. If necessary, and if you wish, the Sandstone Ridge Trust will arrange for training to be provided so that you can acquire the skills needed for a particular role or task.

## Drivers

If your role with the Sandstone Ridge Trust requires you to drive a The Sandstone Ridge Trust vehicle you will be required to produce your driving licence as evidence of your eligibility to drive specific classes of vehicle. The Sandstone Ridge Trust insurance will provide cover for drivers acting on the Sandstone Ridge Trust's behalf if you are driving a The Sandstone Ridge Trust vehicle. **However, if you are driving your own vehicle you must inform your own insurance company that you are using your vehicle to undertaking voluntary work. To fail to do so may invalidate your policy and make you personally liable for damages.**

### **Police Checks**

If your role with the Sandstone Ridge Trust will bring you into regular contact with young people or children you will be required to submit to a police check. This is legal requirement which helps to ensure the safety of children, your safety and the Sandstone Ridge Trust's safety.

### **Volunteer Expenses**

If you wish to claim for expenses, which you incur solely as the result of volunteering for the Sandstone Ridge Trust, you should **obtain the approval of the Sandstone Ridge Trust prior to incurring the expense**. You should discuss your request with your staff supervisor. Generally expenses could be available for travel to and from the place of volunteering, travel in the course of volunteering, postage and telephone costs (where the volunteer works from home) child care expenses and protective clothing. When making a claim you will in all cases be expected to submit receipts and / or other details of expenses incurred

### **Volunteering and State Benefits**

If you are in receipt of state benefits such as **Job Seekers Allowance** or **Income Support** you should inform your benefits office and check with them that they are happy with the amount of time you intend spending volunteering for the Sandstone Ridge Trust. Generally Volunteering should not stop you from receiving benefit but you must be available for paid employment and also show that you are actively seeking work.

If you receive Incapacity Benefit you can undertake up to 16 hours of voluntary work a week without losing benefit.

The DSS publish a leaflet **WK4 Financial help if you work or are doing voluntary work**. This should be available at your local Social Security office or Job Centre. Alternatively it is available on the Benefits Agency web site at **[www.dss.gov.uk/ba](http://www.dss.gov.uk/ba)**.