Diocese of Nottingham
VOLUNTEER POLICY

General Statement of Policy

Volunteering is at the heart of Catholic ministry and discipleship and most of the people giving their time to the Church are volunteers. They give their time and talents generously, and without payment, to our parish community to further the local mission and ministry of the Church.

This policy sets out our key responsibilities to, and expectations of, our volunteers and is intended to help ensure that anyone who volunteers in the Roman Catholic Diocese of Nottingham is appropriately supported and managed in their roles.

Volunteers are subject to all relevant Diocesan policies and, in particular, policies and guidance relating to Safeguarding, Health and Safety and Data Protection. Key elements of these policies are referred to in this document and the full policies are available from the Diocese Curia and on the Diocese of Nottingham website.

This policy will be reviewed by the Diocese and as events or legislation change requires.

Key Terms and Definitions

For the purposes of this policy the following terms are taken to have the stated definitions.

- **accident –** an event causing injury, harm or ill health
- **activity leader –** the person identified as the leader of a particular activity that involves volunteers
- **Church property**: the church building, outside areas or any other buildings for which the parish is responsible
- **hazard –** anything with the potential to cause injury, harm or ill health
- **near-miss incidents** - events not causing harm, but having the realistic potential to cause injury or ill health
- **Parish Administrator** – the person employed to work in the Parish Office or, in their absence, the incumbent
- **risk** - the likelihood that exposure to a hazard will lead to a negative consequence
- **volunteer** – an unpaid person undertaking Church work and/or involved in helping with Church activities supported by the Parish Priest or someone he has appointed to act on his behalf. Our Key Responsibilities to Volunteers:

  The Roman Catholic Diocese of Nottingham values the important contribution volunteers make to its ministry and mission and, therefore, seeks to:

  a. offer opportunities to anyone who wants to volunteer, adhering to the principles of an inclusive Church and such that no-one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.
  b. offer appropriate training, equipment and support for volunteers in their role(s).
  c. provide relevant information about the Church's work, policies and procedures.
  d. make necessary arrangements to ensure the health, safety and welfare of volunteers.
  e. reimburse agreed out-of-pocket expenses.
  f. encourage a positive and friendly atmosphere; and
  g. celebrate success and recognise loyalty and dedication.

2. Our Key Expectations of Volunteers

Volunteers are viewed as representatives of our Church and, as such, are asked to:

- **a.** act responsibly and within the law.
- **b.** aim for high standards of efficiency, reliability, and quality in fulfilling volunteering role(s).
- **c.** respect, support and adhere to Diocesan policies and management decisions – including all aspects of safeguarding, health and safety, and data protection.
- **d.** work collaboratively with other volunteers.
- **e.** treat all Church property and equipment with care and consideration; and
- **f.** speak to the activity leader or parish priest promptly about any difficulties encountered with volunteering so that appropriate support may be offered.

3. Copyright, Intellectual Property and Photography

- **a.** The rights to any original works that a volunteer may produce in the course of volunteering will belong to the Diocese, unless otherwise agreed in writing and approved by the Diocese. Examples include photography, artwork, graphic design and written work.
- **b.** Photographs of volunteers carrying out their roles may be used for promotional purposes, such as in a leaflet, poster or online. Volunteers who do not wish their photograph to be used for such purposes, should notify the Parish Office.

4. Data Protection and Confidentiality

In line with the General Data Protection Regulations (GDPR) the PCC takes care to protect volunteer information. Similarly, volunteers are expected to protect any personal or confidential information to which they may have access in the course of their volunteering. Our GDPR policy contains further details and is available from the Parish Administrator or the Diocese.

5. Equal Opportunities and Diversity

The Roman Catholic Diocese of Nottingham is an open, inclusive community-based Church which believes that God loves everyone no matter who they are. In this spirit, volunteers are expected to affirm every person as a creation of God and to treat them with dignity and respect.

6. Health and Safety

- **a.** Volunteers are expected to act responsibly at all times and to have due regard for their own safety.
- **b.** Volunteers should read the Health and Safety Policy which includes specific information on the following: Electrical Equipment; Manual Handling; Working at Height; Preparation of Food; Slips and Trips; Working Alone.
- **c.** Volunteers should read any completed risk assessments which relate to the activity in which they are volunteering and should ask the activity leader if there is anything in the risk assessment they do not understand.
- **d.** Volunteers should report promptly to their relevant activity leader or Parish Priest (H&S)) any Health and Safety hazard, defect or damage they notice during their volunteering activity.
- **e.** Volunteers should report promptly to their relevant activity leader or Parish Priest (H&S)) any accident or near-miss incidents which occur during their volunteering activity.

7. Insurance

a. The Diocese has appropriate types of insurance in place to cover its volunteers. These include employers' liability insurance and public liability insurance in the event of a volunteer being harmed due to the negligence of the Diocese or a third party being injured as a result of the actions of a volunteer whilst performing Church duties.

b. Our insurance does not cover volunteers' personal belongings.

c. The Diocese does not provide motor insurance for volunteers.

d. Volunteers who use their own vehicles as part of their volunteering are recommended to check with their insurer that they are appropriately covered to do so.

Note: Driving in connection with charitable volunteering is normally classified by insurers as "social, domestic and pleasure" which is part of standard cover. There is unlikely to be any additional cost, but some insurers require the policy holder to notify them. Useful information may be found about insurance for volunteer drivers on the ABI website Motor insurance for volunteer drivers [Association of British Insurers] and in their very helpful document: VOLUNTEER DRIVING – THE MOTOR INSURANCE COMMITMENT, the latest version of which can be downloaded from their website.

8. Payment of expenses

a. No payments are made to volunteers, other than the reimbursement of out-of-pocket expenses which are accompanied by receipts and agreed in advance by the Parish office via the relevant activity leader.

b. If it is agreed to reimburse a volunteer's expenses for travelling in their own vehicle, the HMRC approved standard mileage rates, which include an allowance for insurance as well as fuel, maintenance, tax etc. will be used.

9. Recruitment and Selection of Volunteers

a. The Diocese welcomes and respects the breadth of experience, skills, dedication and goodwill that volunteers bring. Safer recruitment processes will be carried out to ensure that applicants are suitable for the role in question, as outlined in the Diocesan safer recruitment policy and practice guidance. Selection will be based on the ability of each applicant to fulfil the role concerned, taking into account any effect the volunteer may have on the safety of all parties, the Church and its reputation.

b. Volunteers need to be over 16 years of age to volunteer independently, and under 18s will be asked for parental consent. Younger people may get involved in some aspects of volunteering (helper) with us if they are supervised by a responsible adult. We do not have an upper age limit for volunteers.

c. There may be situations that require the Diocese/Parish to undertake an individual risk assessment of a volunteer which may result in asking someone to stop volunteering – for example when health issues are assessed as an unacceptably high risk to the person concerned or others around them.

d. For certain roles a Disclosure and Barring Service (DBS) check will be required.

10. Safeguarding

a. The Diocese has a Safeguarding Policy Statement together with the supporting safeguarding policies and practice guidance. The Policy Statement and practice guidance can be viewed online on the Diocese of Nottingham website.

b. If a volunteer has any concerns around the welfare of a child or vulnerable adult, please immediately contact **the Diocesan Safeguarding Team or the Parish Safeguarding Representative.**

Safeguarding team contact details are:

Tel: 0115 9539849

Email: Safeguarding@dioceseofnottingham.uk

Responsible officer	**David Lawes (COO NRCDT)**
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