



# Volunteer Policy

## Keeping each other safe

### Overview

We believe that everyone who volunteers with the Ramblers should be confident that we take their health and safety seriously. We also believe that it is the responsibility of everyone who volunteers, or is responsible for supporting and delivering volunteer activity to keep everyone safe. This documents outlines:

- Our commitment to keep everyone who volunteers with Ramblers safe
- The individual responsibilities we must ensure everyone all volunteers feel and stay safe
- How we continue to make sure we stay safe when operating on behalf of the Ramblers.

### Who this document is for

This policy is relevant to anyone who volunteers with the Ramblers, or is responsible for supporting and delivering volunteer activity.

### Our responsibilities for making sure volunteering is safe

Everyone is responsible for the safety of both themselves and those around them but every volunteering activity also has a named volunteer who is responsible for its delivery. We ensure this happens in the following way:

- **THERE'LL ALWAYS BE SOMEONE YOU CAN TURN TO FOR SUPPORT** - You should feel able to turn to them if you're unsure about anything, or if things go wrong. Every volunteer has a coordinator who's there to help with any issues – we'll make sure you know who they are and how you can contact them. You can feel confident we'll do everything we can to look after your health, safety, and wellbeing.
- **YOU KNOW WHAT'S EXPECTED OF YOU AND FEEL COMFORTABLE WITH IT** - You should know what is expected. We want you to feel you have the right skills, knowledge, abilities, and resources to do the work – but if you need to, you should also have opportunities to improve your skills, knowledge and abilities through training and mentoring. Before any activity you should be aware of any key safety information.

### **Our key principles to staying safe**

To put this into practice we have 3 key principles that everyone should be aware of and know how to put them into practice. These principles are:

1. **Key person** - Activities are designed to be as safe as possible, and there is always someone responsible for safety at every activity. They will have planned an activity and considered any relevant measures to keep those taking part safe. Before the activity begins, they will give any safety briefings and instructions to follow.
2. **Personal responsibility** – Everyone who volunteers with Ramblers should work within the structure, policies, procedures, and guidelines of the Ramblers. It is the personal responsibility of any volunteer participating in an activity to make sure they have made themselves familiar with any safety information and to follow it.
3. **Feedback** – It's important that everyone who volunteers with Ramblers can give feedback if they feel an activity has not gone as it should either because of circumstance or because of someone's behaviour. This can be done through the person responsible for leading the activity or the volunteer manager. If this is not possible or an individual doesn't feel able to do this concerns can be raised at [volunteersupport@ramblers.zendesk](mailto:volunteersupport@ramblers.zendesk).