

inclusive policies

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Check that your organisation's policies are set up to support inclusive volunteering.

Volunteering policy

If your organisation has a volunteering policy, make sure that this includes a section on equal opportunities and promoting diversity.

A good practice guide on writing volunteering policies is available from Volunteering England*. Guidance is available from other national volunteering development agencies*. Local Volunteer Centres* may also offer help.

Insurance cover

Check that your employer's liability and public liability insurance policies explicitly include volunteers and their activities and cover young volunteers.

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Expenses policy and procedure

If volunteers are left out of pocket by volunteering, you will exclude people from taking part. Travel to and from the volunteer placement and travel, food and drinks whilst volunteering should be covered.

Transport costs may be higher than average for disabled volunteers eg. the cost of taxis if public transport is not accessible. This should be taken into account when developing the expenses policy.

Prompt, or ideally upfront, reimbursement of expenses is essential. It is important that only actual expenses are reimbursed. There can be legal implications for the volunteer and the organisation if expenses are approximated. Further guidance is available from Volunteering England* and other national volunteering development agencies*.

Not all volunteers will want to claim expenses. It is important to ensure that there is no stigma attached to claiming expenses for those that do.

*see contacts page 69

Health and safety

Make sure that volunteers are included in your health and safety policies and that the needs of young disabled volunteers are considered when developing procedures for:

- Risk assessment
- Emergency evacuation
- First aid
- Health and safety training

The volunteer's age and impairment should be taken into consideration in risk assessments. However it is important that health and safety considerations are not used to exclude young disabled people from volunteering. The emphasis should be on identifying and minimising risks. For further guidance, contact the Disability Rights Commission*.

*see contacts page 69