



Volunteer Policy

March 2018

Northern Ireland Judo Federation Volunteer Policy

1. Policy Statement

Northern Ireland Judo Federation's vision is; 'to have an inclusive organisation where everyone is given the opportunity to participate, progress and perform.' This includes the role of the volunteer.

NI Judo's Federation five key principles are Integrity, Respect, Communication, Leadership and Teamwork these will apply to all members and volunteers.

NI Judo Federation recognises the role and contribution of volunteers across Northern Ireland throughout clubs, events and competitions.

NI Judo Federation will provide an environment where volunteers will gain experience and skills or use their existing skills and abilities for specified roles. Volunteers will be aware of all role opportunities within the organisation and have tasks clearly defined. Volunteers should be made to feel welcome and appreciated. NI Judo Federation will strive to offer a friendly and enjoyable environment in which to volunteer. They will set and maintain good practice standards in working with volunteers.

2. Recruitment and Selection

Volunteers are not employees. They will not receive payments for what they do nor will they receive certain benefits such as holiday or sick pay. NI Judo Federation has a duty to protect the health and safety of their volunteers. Each volunteer will complete a volunteer agreement for either a Casual Volunteer or Regular Volunteer.

2.1 Casual Volunteers

Casual volunteers are defined as volunteers who assist at events or sessions on an infrequent basis. Casual volunteers will be required to complete (Appendix 1) clearly stating which events or sessions they would like to volunteer at in relation to their skills/experience.

2.2 Regular Volunteers

Regular volunteers are volunteers who are defined as volunteers who offer their services to the NI Judo Federation on a regular basis.

Individuals applying to be a regular volunteer will be required to complete a Regular Volunteer Registration Form (Appendix 2) and will be invited to meet for an informal chat/ interview. Requests for regular volunteers will be advertised on the NI Judo Federation website and on various recruitment and selection websites.

Regular volunteers will be asked to provide references to assist with the selection process. In some situations where substantial access to children or vulnerable people is involved, police record checks (Access NI/DBS) may also be required.

Once appointed, all regular volunteers will go through an induction process. Regular volunteers will be provided equal access to support, supervision and training provided by NI Judo Federation, to enable them to develop their capabilities and personal competence. Their roles will be coordinated by the nominated judo coaches.

The Club Workforce Officer will make the NI Judo Federation volunteers aware of their policies and procedures and if they have any issues regarding their role who their contact person will be.

2.3 Applicable to all Volunteers

Volunteers will be properly briefed about their role to be undertaken, have an appointed club support worker or supervisor and be given all necessary information to enable them to perform their role with confidence. They will agree days and hours that suit both parties.

NI Judo Federation Volunteer Code of Conduct (Appendix 3) will be provided to each volunteer. This includes a statement of what the NI Judo Federation is offering, its expectations of volunteers, including the importance of maintaining confidentiality. NI Judo Federation will also maintain a confidential record-keeping system.

The organisations Equal Opportunities statement will be adhered to at all times.

NI Judo Federation welcomes people of all ages as long as they are able to volunteer safely. For young people under the age of 16 who are still at school we will require parents or guardians to supervise them. Young people aged 16 or 17 do not need to be accompanied by an adult but we would require parental consent (Appendix 4) for this to happen.

3. Support and Assistance

NI Judo Federation will provide refreshments and subsistence as required to Volunteers. At the induction meeting regular volunteers will be given clear information on what expenses can be claimed and how to make a claim.

4. Practical Issues

All volunteers are fully protected by the NI Judo Federation Insurance Cover (Public Liability Insurance) to cover events and sessions.

All accidents and near misses should be reported to the Club Support member. This also applies to any near misses where the potential for harm is recognisable.

Appendix 1 - Casual Volunteer Registration Form

Personal Details

Forename/s: _____	Surname: _____
Address: _____	
_____	Postcode: _____
Date of Birth: _____	
Telephone (Home): _____	Telephone (Mobile): _____
E-Mail Address: _____	

Emergency Details

Forename/s: _____	Surname: _____
Address: _____	
_____	Postcode: _____
Date of Birth: _____	
Telephone (Home): _____	Telephone (Mobile): _____
Relationship to Volunteer: _____	

In Confidence

Declaration of Criminal Convictions, Cautions and Bind – Over Orders

Have you ever been convicted at a court or cautioned by the police for any offence including any prosecutions pending, criminal convictions which are not regarded as spent under the Rehabilitation of Offenders Act 1974?

Yes

No

If yes, please give details:

Declaration and Consent

I confirm that the information I have given is complete and accurate. I understand that (if applicable) I will be asked to complete an Access NI Disclosure Certificate Application / DBS and I consent to the Enhanced Disclosure check being made. I agree to inquiries relevant to this declaration.

I agree to abide by the NI Volunteer Policy and I understand that my personal information will be stored on the NI Judo Federation computer volunteer database and will only be used for mailing information related to Judo.

Signed: _____ Date: _____

Print Name: _____

Any surname previously known by: _____

Please return the completed form to; NI Judo Federation, e-mail; cwo@nijudo.com or post to; NI Judo Federation, House of Sport, Upper Malone Road, Belfast, BT9 5LA.

Appendix 2 – Regular Volunteer Registration Form

Personal Details

Forename/s: _____	Surname: _____
Address: _____	
_____	Postcode: _____
Date of Birth: _____	
Telephone (Home): _____	Telephone (Mobile): _____
E-Mail Address: _____	

Emergency Details

Forename/s: _____	Surname: _____
Address: _____	
_____	Postcode: _____
Date of Birth: _____	
Telephone (Home): _____	Telephone (Mobile): _____
Relationship to Volunteer: _____	

Availability

Please disclose your level of availability ie: the days and number of hours you could commit too.

References

Please state the name of two references

Reference 1	Reference 2
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Relationship to Volunteer _____	Relationship to Volunteer _____
Telephone: _____	Telephone: _____
E-Mail: _____	E-Mail: _____

Interests, Hobbies, Skills, Qualifications and Work Experience

In this section please provide details of your interests, hobbies, skills, qualifications and work experience

In Confidence

Declaration of Criminal Convictions, Cautions and Bind – Over Orders

Have you ever been convicted at a court or cautioned by the police for any offence including any prosecutions pending, criminal convictions which are not regarded as spent under the Rehabilitation of Offenders Act 1974?

Yes No

If yes, please give details:

Declaration and Consent

I confirm that the information I have given is complete and accurate. I understand that (if applicable) I will be asked to complete an Access NI Disclosure Certificate Application / DBS and I consent to the Enhanced Disclosure check being made. I agree to inquiries relevant to this declaration.

I agree to abide by the NI Volunteer Policy and I understand that my personal information will be stored on the NI Judo Federation computer volunteer database and will only be used for mailing information related to Judo.

Signed: _____ Date: _____

Print Name: _____

Any Surname previously known by: _____

Please return the completed form to; NI Judo Federation, e-mail; cwo@nijudo.com or post to; NI Judo Federation, House of Sport, Upper Malone Road, Belfast, BT9 5LA.

Appendix 3

Volunteer Code of Conduct

Volunteers working with children or vulnerable adults have a responsibility to behave appropriately and outlined in the following 'Code of Conduct':

Volunteers Should:

- Treat everyone with dignity and respect
- Provide an example you want others to follow
- Plan activities so that they have more than one person being present, or at least in sight or hearing of others
- Respect a young person's or vulnerable adult's right to personal privacy
- Provide access for young people and vulnerable adults to feel comfortable enough to point out attitudes or behaviour they do not like and provide a caring atmosphere
- Use common sense when demonstrating skills eg: discuss and explain your actions with young people and vulnerable adults when physical contact is necessary
- Remember that someone else might misinterpret your actions no matter how well intentioned
- Recognise that caution is required especially in sensitive moments of counselling such as when dealing with bullying, bereavement and abuse.

Volunteers Should never:

- Engage in rough, physical or sexually provocative games, including horseplay with children or vulnerable adults.
- Allow or engage in appropriate touching of any form
- Allow children or vulnerable adults to use inappropriate language unchallenged
- Let allegations a child or vulnerable adult makes go unchallenged, unrecorded or not acted on
- Do things of a personal nature that a child or vulnerable adult can do for his/her self

- Allow abusive youth peer activities (eg: ridiculing, bullying)
- Have inappropriate physical or verbal contact with others
- Allow yourself to be drawn in to inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times.
- Exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Make sexually suggestive remarks or gestures or tell jokes or stories of a 'smutty' nature, to children or vulnerable adults
- Rely on your good name to protect you it may not be enough!
- Believe that 'it may never happen to me' it can
- Get close to or have physical contact with a young person without clearly explaining what you are doing (eg: correcting the position of a foot) etc..

Volunteers have the right to:

- Access to information on all aspects of leading/managing activities for children and vulnerable adults, particularly in Safeguarding
- Support in reporting of suspected abuse
- Access to professional support services
- Fair and equitable treatment by NI Judo Federation
- Be protected from abuse by children / youth's other adult members and parents
- Not to be left vulnerable when working with children and vulnerable adults

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from NI Judo Federation.

Dismissals can be appealed by the volunteer with the final decision taken by NI Judo Federation Board.

Emergency Action and First Aid

All clubs should be prepared with an action plan in the event of an emergency and be aware of first aid procedures

This will include:

Access to First Aid Equipment

Telephone contact if the participant is a minor

Telephone contact to emergency services

Volunteer Declaration

Volunteer agrees to have read and understood the following documents;
(please tick and sign below)

Volunteer Policy

Volunteer Process

Code of Conduct

Print name of Volunteer:	
Signature of Volunteer:	
Date:	
Signature of Supervisor/Club Support:	
Date:	
Signature of Co-ordinator:	
Date:	

Appendix 4

Parent/Guardian/Carer

Consent Form

Name of Child: _____

Name of Parent/ Guardian/ Carer:

Consent (Please read carefully)

1. I agree to my son/daughter volunteering at sessions, events or programmes of NI Judo Federation.
2. I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition which may make them unable to volunteer.

Signed: _____ (Parent/Guardian)

Date: _____