

# **Downright Perfect (1200893) Volunteer Management Policy**

## **Our contact details**

Downright Perfect (registered charity number 1200893)  
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## **1. Introduction**

Downright Perfect relies upon the generosity of volunteers to provide its services and is extremely grateful to all those who donate their time and skills to us. All of our trustees are volunteers.

We are committed to ensuring that our volunteers are valued and are treated with fairness.

## **2. Recruitment**

From time to time we may look to recruit volunteers to help on either a formal and ongoing basis or for a one off event.

For one off events, volunteers will be sought based on the nature of event with consideration given to whether we need additional support from adults without children (i.e. non parent members) or from volunteers with particular skills.

Where a volunteer is sought to assist on a more formal and ongoing basis with a particular activity or project, the trustees shall agree in advance on how the role should be recruited for.

Where appropriate, volunteers should be provided with copies, or directed to the website where copies can be found, of our policies including Data Protection, Privacy Policy, Safeguarding and Complaints.

## **3. Expenses**

Volunteers are able to recover any expenses in accordance with our 'Trustee and Volunteer Expenses Policy'.

## **4. Training**

Trustees should give consideration to the nature of the role of any volunteer as to whether it would be appropriate for them to attend any training such as first aid training.

Volunteers who are assisting with the running of our Pre-Schoolers Groups must undertake basic paediatric first aid training, the cost of which will be paid by Downright Perfect.

## 5. Safeguarding

As is the case for Trustees, volunteers should not be left alone with a child at any time.

Trustees should give consideration to the nature of the role of any volunteer as to whether it would be appropriate for them to attend safeguarding training and whether it is advisable to obtain a DBS check for them.

This policy will be reviewed every two years

Date 31/05/2023

Signature



Emma Cross

Chair of Trustees

Date: 25/05/2023