



# Volunteering Safely - Information for organisations



Safety is paramount to everyone involved in volunteering. Although volunteer roles and types of organisation differ greatly, all organisations have a 'duty of care' requirement to protect the health, safety and wellbeing of anyone that deals with the organisation. This Info sheet highlights some of the key considerations organisations need to think about, and provides links to more in-depth guides and templates that will help your organisation develop and implement all the policies and procedures it needs to keep volunteering safe. Organisations new to volunteering are strongly advised to contact their local CVS for advice.



## **Some important safety questions:**

### **Have you got suitable insurance in place?**

It is essential for the safety of your organisation, its employees and volunteers that your insurance covers your volunteer roles.

### **How do you know you have the right people for the volunteering role?**

If the role requires previous experience or certain skills, you will need to have an adequate screening process in place. Does the role require background checks such as DBS or references?

### **Does the training cover everything needed in the role?**

Training must fully equip the volunteer to carry out the role safely and effectively. It may include amongst other things; Safeguarding, Confidentiality, and Communication skills as well as role specific training.





### **Do you have the correct policies and procedures in place?**

These are likely to include Risk Assessments, Health and Safety Policy, Confidentiality Policy, Data Protection Policy, Volunteering policy and Reporting Procedures amongst others. All of these will help ensure safety in all aspects of volunteering and ensure you conform to best practice in volunteering activities.

### **Do you have adequate recording and review systems in place?**

Recording volunteering activities and review and supervision sessions are essential to ensure volunteers get the support they need, to develop and improve the role and to ensure all activity is recorded accurately. This helps safeguard the organisation and volunteer should any complaints/allegations be made in future. Accurate recording is also vital if a safety concern needs to be reported.





## Useful Links



The below links provide a wide range of toolkits, advice and resources to help you ensure your volunteering activities are as safe as possible and compliant with current legislation and best practice.



**Volunteering Matters** – Various guides and template including Covid-19 risk management.



**All Wales Safeguarding Procedures** – Essential information for all organisations working with children and adults at risk.



**TSSW guide for keeping volunteers safe** – Includes how to Risk Assess volunteer activities.



**NCVO Risk toolkit** – Videos self-assessments and resources (registration required).



**Charity Commission** – Comprehensive risk management guide for charities.



**Government DBS information** – Guide to DBS checks.



## Local contacts

Your local CVC will be able to support and advise you on how to ensure your volunteering safety standards are as high as possible.

### Swansea Council for Voluntary Service (SCVS)

 01792 544000

 [www.scvs.org.uk](http://www.scvs.org.uk)

### Neath Port Talbot Council for Voluntary Service (NPTCVS)

 01639 631246

 [www.nptcvs.org.uk](http://www.nptcvs.org.uk)



**West Glamorgan Volunteering Support** is a multi-agency project creating shared resources to develop the knowledge, management and coordination of volunteers and volunteer involving organisations across the Swansea and Neath Port Talbot areas. It has been funded through the Welsh Government Volunteering Recovery Fund.

**The project partners are:**

Neath Port Talbot Council, Neath Port Talbot Council for Voluntary Service, Swansea Bay University Health Board, Swansea Council, Swansea Council for Voluntary Service and West Glamorgan Regional Partnership.

**For more information visit:**

**[www.westglamorgan.org.uk/wgvs](http://www.westglamorgan.org.uk/wgvs)**