



Volunteering Safely - For individuals



Introduction

A volunteering role should be rewarding, enjoyable and safe. Both you and the organisation you volunteer for have responsibilities to ensure the role you carry out is safe for you, members of the public and the organisation. This information is intended to highlight some of the things you need to consider to keep everyone safe, and to give you an idea of what the organisation you volunteer for should have in place. Safety involves a broad range of topics including protection from abuse, injury, financial loss, data protection, and litigation.



Your responsibilities

- Ensure you are fully aware of what the role involves.
- If you are unsure or unhappy about any part of the volunteering role, discuss it with the volunteer manager.
- Be open and honest about your background and experience.

- Some volunteer roles come with a lot of responsibility and requirements that help keep everyone safe. Ensure you fully understand and are comfortable with these.
- Ensure you stick to the policies and procedures of the organisation, if you have concerns raise them with your volunteer manager.



Volunteer Organisation's Responsibilities

- Screen volunteers to ensure suitability, this may include DBS checks, references, attitudes and beliefs. This is good practice and helps ensure you are right for the role.
- Provide sufficient training to allow the role to be carried out safely and effectively.
- Risk assess the volunteer activity and make you aware of what you need to do to keep safe.
- Have insurance in place.
- Have appropriate policies in place including Safeguarding, Volunteer policy, GDPR/Data Protection, Equality, Confidentiality and Health and Safety. These should be made available to you and need to be adhered to by you at all times.



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