



Volunteer Policy

Chris the Mindset Coach CIC

Purpose

This Volunteer Policy outlines the expectations, responsibilities, and guidelines for individuals volunteering with Chris the Mindset Coach CIC, a physical activity organisation committed to promoting health, wellness, and safe participation in sport and movement-based programs.

Our volunteers play an essential role in delivering high-quality, inclusive, and safe physical activity experiences.

Scope

This policy applies to all volunteers supporting:

- Classes and training sessions
- Events and competitions
- Community outreach programs
- Administrative or operational activities
- Youth programs and camps

Volunteers are not employees and do not receive wages or employment benefits.

Volunteer Eligibility

To volunteer, individuals must:

- Be at least 18 years old
 - Complete an expression of interest form
 - Participate in an informal meeting with the organisation
 - Provide any examples of previous volunteer experience
 - Complete a DBS background check where the role requires
 - Agree to comply with all company policies and procedures applicable to volunteering
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Screening & Background Checks

For roles involving children, vulnerable populations, or access to sensitive information:

- A 'Basic Disclosure and Barring Service' (DBS) is required, which is funded by the company
- Safeguarding awareness training will be provided as part of the induction
- Ongoing CPD training and compliance may be required annually as part of the company's standards

Participation may be declined or discontinued based on screening results.

Roles & Responsibilities

Volunteers may assist with:

- Setting up and packing down equipment
- Supporting instructors and coaches
- Monitoring participant safety
- Registration and check-in
- Event coordination
- Administrative tasks

Volunteers must:

- Follow instructions from supervisors, coaches, and instructors
 - Maintain professional conduct at all times
 - Prioritise participant safety
 - Work within the limits and scope of their role
 - Avoid providing instruction unless authorized
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Code of Conduct

All volunteers are expected to:

- Treat participants, staff, and other volunteers with respect
- Promote inclusion and equal opportunity
- Maintain appropriate boundaries, especially with minors and vulnerable adults
- Avoid inappropriate physical contact
- Refrain from discrimination, harassment, bullying, or abusive behaviour
- Do not attend while under the influence of drugs or alcohol
- Represent the company positively at all times

Breaches of the Code of Conduct may result in removal from volunteer duties.

Safeguarding & Participant Protection

We are committed to safeguarding children and vulnerable individuals.

Volunteers must:

- Report any safeguarding concerns immediately
- Never be alone with a minor unless authorised
- Follow supervision ratios and facility rules
- Avoid private communication with minors (e.g., personal social media messaging)

All safeguarding concerns must be reported to:
Chris Duncan (CIC Director)

Health & Safety

Volunteers must:

- Follow all health and safety procedures
- Use equipment safely and correctly
- Report hazards, injuries, or incidents immediately
- Wear appropriate clothing and footwear for physical activity environments

Emergency procedures will be explained during the induction training.

Training & Supervision

Volunteers will receive:

- Orientation to the organisation's policies and procedures relevant to the volunteering role
- Role-specific training
- Ongoing supervision and support

Volunteers must not perform tasks they are not trained or authorised to complete.

Confidentiality & Data Protection

Volunteers may have access to personal or sensitive information.

Volunteers must:

- Keep participant information confidential
- Not sharing photos or participant data without permission

- Comply with relevant data protection laws (e.g., GDPR where applicable)

Confidentiality continues after volunteer service ends.

Expenses

Volunteers are unpaid; however:

- Pre-approved expenses may be reimbursed upon submission of receipts
 - Travel reimbursement policies (if applicable) should be clearly defined
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Insurance & Liability

Chris the Mindset Coach CIC maintains appropriate liability insurance coverage for authorised volunteer activities.

Volunteers are:

- Covered only when acting within the scope of their assigned role
 - Responsible for following all safety guidelines
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Termination of Volunteer Service

Volunteer service may be ended:

- By the volunteer, with reasonable notice
 - By the company at any time if policies are breached
 - If the volunteer is unable to fulfil their responsibilities safely
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Equal Opportunities

We are committed to providing equal opportunity regardless of:

- Age
- Disability
- Gender
- Race or ethnicity
- Religion
- Sexual orientation

We strive to create an inclusive and welcoming environment. Please see our equalities policy for further information.

Policy Review

This policy will be reviewed annually and updated as necessary.

Volunteer 'Good Will' Agreement

I confirm that I have read, understood, and agree to comply with this Volunteer Policy.

Name: _____

Signature: _____

Date: _____