

# **YogaMobility Volunteer Policy**

## **Statement**

YogaMobility provides a programme of yoga-based practices specifically designed for adults with disabilities and other problems which affect their mobility. We believe strongly in creating an inclusive and supportive community which includes our students, tutors and volunteers.

Volunteers are a well-established part of YogaMobility and they play a key role in most of our activities. Without the contribution of volunteers, the charity would not be viable.

YogaMobility believes that its relationship with volunteers should be one of mutual respect and commitment. We also believe that volunteering with the charity offers volunteers valuable opportunities for personal development.

## **Definition**

A volunteer is anyone who supports YogaMobility through the giving of their time, skills and experience, without financial remuneration beyond out-of-pocket expenses. We do not introduce volunteers to replace the paid tutors but to support them and the Trustees in the running of classes and the charity.

Our volunteers are involved in:

- The Board of Trustees
- Supporting tutors within classes
- Administrative tasks
- Assisting with events
- Fundraising

## **The Rights of Volunteers**

Volunteers have the right to:

- be treated with dignity and respect, regardless of gender, race, colour, disability, religion, age, sexual orientation or gender identity
- accurate information about YogaMobility and its policies
- a clear description of the tasks that they are expected to undertake
- training in the skills required to undertake these tasks
- a safe and supportive working environment
- out-of-pocket expenses which are agreed by the charity
- say 'no' without feeling guilty
- constructive feedback on their contribution
- be covered by appropriate insurance

## **The Responsibilities of Volunteers**

Volunteers have a responsibility to:

- treat everyone associated with the charity with courtesy and respect
- follow the “Guidance for Volunteers” provided by the charity.
- give feedback, exchange information and ask for support when needed
- communicate the level of commitment they can offer and be reliable with agreed arrangements
- notify the appropriate person if they are unable to fulfil a commitment
- undertake relevant training when necessary
- be aware of and follow YogaMobility’s policies and procedures, with particular regard to the Safeguarding and data Protection policies.

## **Recruitment and Selection of Volunteers**

All prospective volunteers will be:

- provided with information on the aims and principles of YogaMobility
- invited to an informal interview to establish their reasons for wanting to volunteer and the skills and experience which they could contribute
- given clear information on what is expected of them and what training and support will be offered

A volunteer who works regularly in our classes, which all contain vulnerable adults, will be required to undergo a Disclosure and Barring (DBS) check. This is for the protection of the clients, the charity and the volunteer. Upon starting all volunteers will be provided with an Induction Pack including all relevant policies and other relevant information.

## **Expenses**

YogaMobility believes that volunteers should be able to claim back reasonable, agreed expenses they incur in the course of their activities on behalf of the charity.

The following expenses can be claimed:

- Travel to and from the place where the volunteering takes place and travel whilst volunteering
- Miscellaneous expenses – such as meals (if volunteering for a minimum of 5 hours in any one day) telephone calls, postage, etc
- Expenses are claimed by completing a YogaMobility expenses claim form. Claims should be supported by original receipts, whenever possible.

(revised 02/25)