



Angling Trust

PD35b Volunteer Policy

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1. INTRODUCTION

Volunteering is an activity that involves spending time, unpaid, doing something that aims to benefit the environment or individuals or groups other than, or in addition to, close relatives.

The Angling Trust recognises the importance of the contribution that volunteers bring to both our organisation and the sport generally. We also recognise the many benefits for the individual volunteer by way of being active, meeting people, learning new or refreshing existing skills and the mental health benefits of being active, outside and making a valuable contribution.

Within the Angling Trust volunteers are involved in many aspects of the organisation:

- The Board of Directors
- Advisory Groups
- Ambassadors
- Competition organisation
- Voluntary Bailiff Service
- Campaigns (for example Anglers Against Litter, Anglers Against Pollution, Water Quality Monitoring Network)
- Participation events
- Coaches

Volunteering opportunities are:

- Of a voluntary nature
- A matter of personal choice
- Unpaid.

Volunteers can enhance the work of the organisation, but they cannot replace paid workers.

2. DEFINITION

For the purposes of this policy, an Angling Trust volunteer is an individual who is supporting an activity or event that is organised and/or run by the Angling Trust. In some cases individuals may be indirectly supporting the objectives of the Angling Trust by volunteering to support events or activities which have been organised by a club, other organisation or individual, and in those circumstances, whilst their efforts and support are greatly appreciated as grass roots angling volunteers, they are not deemed to be Angling Trust volunteers under this policy.

3. RECRUITMENT AND APPOINTMENT

The recruitment process for volunteers will be dependent on the type of volunteering role. For example, recruitment to the Voluntary Bailiff Service will follow a set process, whilst an individual volunteering for a one-off litter picking event, will not be expected to complete a full application form or process.

In some cases recruitment will be based on a role descriptor to required skill sets.

Every volunteer will have a named Angling Trust contact person.

4. EQUITY, DIVERSITY AND INCLUSION

The aim of the Angling Trust is to create a sport and pastime that is open to all who wish to enjoy it irrespective of their race, religion, colour, gender, orientation, age, disability, education or socio-economic background. The Angling Trust believes that everyone who wants to fish or support others fishing should be able to do so and should be made welcome. Our volunteers must follow this standard at all times in their volunteering role.

5. VOLUNTEER HANDBOOK

Every volunteer will be provided with access to the AT Volunteer Handbook, which provides further guidance and details of the support that will be provided to volunteers to fulfil their roles.

6. EXPENSES

Out of pocket expenditure, incurred as a result of volunteering activities, must be agreed in advance with the Angling Trust contact and will be reimbursed in accordance with HMRC rules and the Angling Trust expenses procedure for Volunteers.

7. INSURANCE

Volunteers as defined in section 2 of this policy are covered under the Angling Trust's insurances in respect of their official Angling Trust volunteering. .

8. HEALTH AND SAFETY

The Angling Trust Health and Safety Policy sets out the organisation's commitment to the health, safety and welfare of all employees and volunteers by, as a minimum, meeting the requirements of relevant Health and Safety legislation.

Risk assessments for activities involving volunteers will be carried out by Angling Trust staff.

All volunteers have an obligation to comply with relevant Health and Safety legislation and to report any issues to their Angling Trust contact. Volunteers also have a responsibility to take their own welfare seriously.

9. SAFEGUARDING

The Angling Trust is committed to ensuring that everyone has the opportunity to participate in angling in a safe and welcoming manner. We provide safeguarding policies and guidance documents outlining how we do so and expect any volunteer working with children or adults at risk to familiarise themselves with the policies and understand their responsibilities in the event that they suspect or become aware of a safeguarding concern.

Concerns in the first instance should be reported to the Angling Trust contact, or directly to the Angling Trust Safeguarding Lead (email: safeguarding@anglingtrust.net). In the event that there is a belief that a child or an adult at risk is in immediate danger of harm, the police should be contacted immediately and then the Angling Trust Safeguarding Lead informed.

Where a volunteer is to have regular contact with children (without parents/guardians present) or adults at risk, the volunteer may have to undertake a DBS check.

10. DUTY OF CARE

The duty of care is a common law duty to take reasonable care to avoid harming others. The Angling Trust has a duty of care to its volunteers and takes all reasonable steps to reduce the risk of harm to volunteers.

11. CONDUCT

The Angling Trust has high expectations of the conduct of anyone representing the organisation. Details are outlined in the Angling Trust Code of Conduct.

If you are currently an angler you must have a rod licence for England and Wales if you're fishing for salmon, trout, freshwater fish, smelt or eel with a rod and line in England (except for the River Tweed), Wales or the Border Esk region, including the parts of the river that are in Scotland.

12. DATA PROTECTION

Volunteers are responsible for protecting the security of personal data and confidential information received during volunteering activities. This is particularly important in the context of personal data and responsibilities under the General Data Protection Regulation (GDPR). A Quick Guide to GDPR responsibilities is provided in the Volunteer Handbook.

13. ANTI-DOPING

The Angling Trust believes in Clean Sport and has adopted the anti-doping policies of UKAD and the International Angling Confederation (CIPS) to ensure that the integrity of the sport is protected. The Angling Trust encourages all volunteers to support Clean Sport. Volunteers engaged in our Elite competitions and England teams will have additional obligations to adhere to in respect of the anti-doping framework.

14. PROBLEM RESOLUTION

It is important that volunteers are aware that there are processes to follow in the case that they are not happy with something or someone relating to their volunteering role. It is also important for the volunteer to understand the processes if there are issues with the behaviour of the volunteer. Details of the Problem Resolution Process for Volunteers is provided at Appendix 1.

Copies of the Angling Trust policies and procedures are available on the website: <https://anglingtrust.net/about-us/governance-and-policies/>, these include our Customer Complaints Procedure and Grievance, Disciplinary and Appeals Policy – Members, which can also be used if more appropriate to the circumstances.

APPENDIX 1 - PROBLEM RESOLUTION PROCESS FOR VOLUNTEERS

1. Issues Raised by a Volunteer

Issues raised by a volunteer will be addressed by the following: -

Stage 1 – Talking about the problem

In the first instance, the volunteer should bring any problems to the attention of their Angling Trust point of contact, who will listen and take whatever steps are necessary to resolve the matter informally. This could, for example, involve advising another party of the problem and agreeing a solution or modified behaviour, or, perhaps where appropriate, bringing the two parties together to mediate in an informal atmosphere to discuss the issue and identify a means of moving forward.

If inappropriate for the matter to be referred by the volunteer to their volunteer manager, this should instead be reported to either the appropriate Head of the relevant department or the Head of Delivery.

Stage 2 – Writing about the problem

If the volunteer is dissatisfied with the outcome of Stage 1, they should write to their point of contact (or in the case of an issue with their point of contact to the relevant Head of Department). This should be submitted within 14 days of Stage 1. The letter will be acknowledged within five working days. A full written response will be provided within one calendar month.

Stage 3 – Opportunity for independent view

If the volunteer is not satisfied with the outcome of Stage 2, they can ask the Governance Manager for an independent view within five working days of receiving the written response. The Governance Manager will arrange for the matter to be looked into independently. The Governance Manager will respond on the outcome of the independent review within 14 days with the final decision. Unfortunately, volunteers have no legal rights unless they can prove that they are in fact employees, or that the organisation has been negligent in its duty of care towards the volunteer.

2. Issues Raised Concerning a Volunteer

In the event of a problem with a volunteer, the volunteer will be given the opportunity to be told what problem has arisen, given the opportunity to state their case and the chance to ask for an independent view of the problem.

Sometimes minor issues can arise during the course of volunteering, such as a volunteer not fitting into the team as well as expected, not meeting the required standards when undertaking tasks, or being unreliable.

Examples of minor issues can include, but are not limited to:

- Is the volunteer unfulfilled in their role? Would they like to use different skills to help the organisation?
- Is the volunteer suffering from burnout or unable to cope with the demands of the role? Do they need to take a break from volunteering?

Examples of how minor issues can be resolved can include, but are not limited to:

- Remind the volunteer of the relevant policies, codes of conduct and expectations of the role
- Check if the volunteer has any training needs
- Does the volunteer need extra support or supervision

Aim to find the best solution for the volunteer, but if the issue is not resolved, then use the following procedure:

Stage 1 – Talking about the problem

Discuss the problem with the volunteer's Angling Trust contact. There could be external factors influencing their ability to carry out tasks, their behaviour or attitude. Try to identify goals to help the volunteer fulfil their role, offer extra support, supervision and training where necessary. Agree a timespan to review the situation with the volunteer.

If the problem was raised by someone else, keep them informed of the measures the volunteer is taking to rectify the situation.

Stage 2 – Putting the problem into written form

If the problem is more serious or has not been resolved by talking about the matter or the review, then the volunteer's Angling Trust contact can issue the volunteer with a letter outlining the reason for the problem.

Examples of serious matters of concern include, but are not limited to:

- theft of Angling Trust property (or property belonging to other employees or Angling Trust customers/members)
- wilful damage to Angling Trust property
- falsification of expenses
- abusive or violent behaviour
- acts of harassment and bullying
- breach of health and safety regulations
- breach of confidentiality
- being under the influence of alcohol and/or drugs whilst volunteering
- bringing the Angling Trust into disrepute
- breach of Angling Trust policies and procedures

The volunteer should be given the opportunity to state their case to their Angling Trust contact. Depending on the nature of the problem, further objectives could be set and help offered to the volunteer. However, if the Angling Trust contact decides to ask the volunteer to leave their role, then the volunteer should be given the opportunity to appeal. The decision to ask a volunteer to leave should be a last resort.

Stage 3 – Opportunity for independent view

If a volunteer has been asked to leave they should write to the Governance Manager within five working days of being informed that they are being asked to leave. The Governance Manager will arrange for the matter to be looked into independently by a member of the Senior Management

Team or an Angling Trust Director and will give a written response within five working days. That decision will be final.