



## **VOLUNTEER POLICY**

Without Volunteers Arch Clubs would cease to exist. We are a Volunteer Led Organisation and club volunteers are seen as a central part of the National Federation of Arch Clubs. We acknowledge that without their contribution, this organisation would not achieve its goals. Recognising the work of our volunteers is crucial and there are a number of ways in which the National Federation of Arch Clubs rewards and acknowledges volunteers for their contributions to their community clubs. We do this by making sure

- Volunteers have a voice at all levels in our organisation.
- By recognising volunteer involvement and achievement via social media, (twitter , Facebook) our website etc.; via annual events and celebrations our newsletter and our annual report.
- Making sure the contribution made by volunteers is reflected in and or any future strategic plan.
- Promoting an understanding that volunteering within our organisation and reasons for doing it, vary from person to person.
- Offering encouragement, support and training to volunteers.
- Insurance-cover for all our volunteers while undertaking their volunteering activities in their Arch Clubs.
- By acknowledging the participation and valuable contribution of volunteers with a certificate of appreciation designed to thank our volunteers for their contribution. Certificates are available all year round and clubs can put in an order by contacting the office either by phone or email.
- An annual youth award for young volunteers who have demonstrated their personal motivation and interest in volunteering by helping others in community Arch Clubs.
- By operating an Equal Opportunities Policy



Volunteer 2

## **DATA PROTECTION**

In the National Federation of Arch Clubs privacy and data protection rights are very important to us. We offer safe recruitment procedures to clubs in recruiting new volunteers and in doing so we collect and use personal information to provide the following service: The processing of Garda Vetting forms to our clubs.

### **WE DO THIS BY**

- Sending a letter of acceptance or non-acceptance to clubs in respect of a volunteer application in doing so we recognise our legal responsibility in relation to a volunteer's data and do not disclose their data to third parties unless written consent for any secondary use of their personal data has been given by the volunteer.
- Regularly purging our databases of data which we no longer need, such as data relating to former Volunteers.
- Also deleting personal data as soon as the purpose for which we obtained that data has been completed?
- All members of the Vetting team of the National Federation of Arch Clubs have also signed up to a confidentiality/non-disclosure agreement, details of which are outlined In the Garda Vetting policy.



Volunteer 3

## **Equal Opportunities Policy**

The aim of this policy is to make clear the commitment of the Council of the National Federation of Arch Clubs to the promotion of equality of opportunity.

It is our policy to provide equality of employment and volunteering to all, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins, being an Irish traveller)
- disability
- sexual orientation
- age

We are opposed to all forms of unlawful and unfair discrimination. All members of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on employment either voluntary or paid will be made objectively, without unlawful discrimination, and based on aptitude and ability and subject to Garda Vetting.

We recognise that the above provision of equal opportunities in all our activities is to the benefit of our organisation.

The National Federation of Arch Clubs recognises that there is a statutory duty to implement an equal opportunities policy. This policy applies to applicants for employment and volunteers alike.

The National Federation of Arch Clubs is fully committed to the principles and practice of Equality. Our organisation values the diversity within our Federation.

## **Equality commitments**

We are committed to:

- promoting equality of opportunity for all persons
- promoting a good and harmonious environment in which all are treated with respect and dignity and no form of intimidation or harassment is tolerated
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking positive action, where breaches of our equal opportunities policy are breached this will be regarded as misconduct and could lead to termination of employment paid/voluntary.

## **Complaints**

Those who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter within their club or at Council of the federation. All complaints will be dealt with seriously, promptly and confidentially.