

Furness Group Riding for the Disabled **Managing Volunteers Policy: January 2018.**

Furness Group values every volunteer and is committed to giving each the best experience possible.

Our Policy is:

To maintain a nucleus of responsible voluntary helpers who have a desire to work with the riders, some of who must have knowledge of horses.

To welcome new helpers by offering them a trial day, if appropriate, so they can be introduced to other volunteers and observe the proceedings.

Each helper will complete an RDA Application Form for New Volunteers which can be obtained from our website www.furnessrda.org.uk

Each helper will complete a Basic Training Record Card on joining the Group. They will be trained, as appropriate, for the duties/activities that they undertake.

All helpers aged 16 and over, involved in the sessions, will be made aware of who is the Group Safeguarding Officer. He/she will be Disclosure checked and provide 2 references.

Helpers will be made aware of the Health and Safety procedures to include who is the First Aider on duty at each session.

Helpers will be made aware of the current Group Certificate of Insurance and its location.

Helpers will be treated equally and fairly.

In return, we expect our volunteers to:

*Commit to the training.

*Comply with the agreed standards.

*Take responsibility for their own Health and Safety and that of others.

*Talk to a member of the Group if there is a problem.