

Optimi Volunteer Policy

Background

Optimi exists to enhance the functional skills of children with movement control problems worldwide. It achieves this aim through online training courses and seminars. Optimi thus functions through a Trustee board, members of which have specific responsibility for the teaching programme.

Optimi currently has no paid staff. Volunteers referred to in this policy are the Trustee board and any person who takes on a defined task on a voluntary basis but who is not a Trustee.

Optimi believes that:

- Volunteers enhance our work through their diversity of age, experience, cultural background and their involvement within communities.
- People of all ages care about and want the opportunity to contribute to help Optimi to help children and their families achieve a more fulfilling and enjoyable life.
- By involving volunteers we can offer opportunities for genuine involvement, learning and development for individuals.

A volunteer is anyone who freely chooses to support Optimi through the giving of their time, skills and experience without financial remuneration beyond out of pocket expenses. It is support undertaken by choice and is unpaid.

Statement of principles of good practice

In involving volunteers we will be guided by the following principles of good practice:

- Tasks will be clearly defined so that all are sure of their respective roles and responsibilities.
- Volunteer opportunities will be promoted in a manner that ensures there is wide accessibility to the positions we offer. Optimi's equal opportunities statement applies to the recruiting and selecting of volunteers.

- Prospective volunteers will be invited for informal discussion prior to more formal interview and supply of references if appropriate.
- People who offer to volunteer will hear within 10 days of their initial enquiry.
- Written role descriptions will explain what is expected of volunteers in relation to time, commitment, necessary skills, experience, and specific duties required.
- Optimi provides online training to physiotherapists and not directly to children and families. A DBS check is thus not required.
- Optimi will regularly review the ways in which potential volunteers can make contact with us.
- Background information and training will be given for specific roles and a 6 month trial period is offered.
- Funding is provided for out of pocket expenses. Volunteers will be given clear information about what expenses can be claimed and how to make a claim.
- Appropriate insurance cover for volunteers is in place.
- All volunteers will be offered access to support and supervision as needed, with a named person.
- Volunteers will be made aware of Optimi's complaints procedure and whom to contact if they have a complaint about an aspect of their role with the Charity.