



Somerset Armed Forces Day CIC  
Company number 13516007

## **VOLUNTEERING POLICY**

Version 2026.Final  
Agreed by the executive committee February 2026  
Review Cycle: Annual

## **1. Purpose**

- a. Somerset Armed Forces Day CIC recognises that volunteers are essential to the successful planning and delivery of Somerset Armed Forces Day and related community activities.
- b. This policy outlines how we:
  - i. Recruit and support volunteers
  - ii. Ensure safe and inclusive volunteering
  - iii. Protect the wellbeing of volunteers and the public
  - iv. Uphold safeguarding and governance standards

## **2. Scope**

- a. This policy applies to all volunteers engaged by Somerset Armed Forces Day CIC, including:
  - i. Event-day volunteers
  - ii. Planning committee volunteers
  - iii. Schools engagement volunteers
  - iv. Fundraising volunteers
  - v. Specialist support volunteers
- b. Volunteers are not employees and this policy does not create a contract of employment.

## **3. Our Commitment to Volunteers**

- a. Somerset Armed Forces Day CIC will:
  - i. Provide clear role descriptions
  - ii. Offer appropriate training and briefing
  - iii. Provide a safe volunteering environment
  - iv. Treat volunteers with dignity and respect
  - v. Ensure equal opportunities
  - vi. Reimburse agreed out-of-pocket expenses
  - vii. Recognise and value contributions

## **4. Recruitment & Selection**

- a. Volunteers may be recruited through:
  - i. Website and social media
  - ii. Local community networks
  - iii. Schools and colleges
  - iv. Armed Forces community groups
- b. For certain roles, we may require:
  - i. Application forms
  - ii. Informal interviews
  - iii. References
  - iv. DBS checks (where required)
- c. Selection will be based on suitability for the role.

## **5. Safeguarding**

- a. Where volunteers are working in regulated activity or in roles involving:
  - i. Children
  - ii. Young people
  - iii. Vulnerable adults
- b. Appropriate DBS checks will be obtained.
- c. Volunteers must:
  - i. Follow the Safeguarding Policy
  - ii. Report concerns immediately
  - iii. Avoid unsupervised contact where not authorised

## **6. Induction & Training**

- a. Volunteers will receive:
  - i. A role briefing
  - ii. Health & safety guidance
  - iii. Event emergency procedures
  - iv. Code of conduct guidance
- b. Additional training may be provided depending on the role.

## **7. Health & Safety**

- a. Somerset Armed Forces Day CIC is committed to volunteer safety.
- b. Volunteers must:
  - i. Follow event safety instructions
  - ii. Wear appropriate ID or uniform where required
  - iii. Report hazards immediately
  - iv. Not undertake tasks beyond their training
- c. All volunteers are covered under the CIC's public liability insurance while carrying out authorised duties.

### **8. Code of Conduct**

- a. Volunteers are expected to:
  - i. Represent the CIC professionally
  - ii. Be respectful and inclusive
  - iii. Avoid discriminatory or offensive behaviour
  - iv. Maintain confidentiality
  - v. Avoid political activity while representing the CIC
  - vi. Follow instructions from event coordinators
- b. Unacceptable behaviour may result in removal from the role.

### **9. Expenses**

- a. Volunteers may claim reasonable out-of-pocket expenses, such as:
  - i. Travel
  - ii. Pre-approved materials
- b. Claims must:
  - i. Be supported by receipts
  - ii. Be approved by an authorised Director
  - iii. Comply with the Financial Controls Policy

### **10. Equality & Inclusion**

- a. We are committed to equal opportunity in volunteering.
- b. We will not discriminate on the basis of:
  - i. Age
  - ii. Disability
  - iii. Race
  - iv. Religion or belief
  - v. Sex
  - vi. Sexual orientation
  - vii. Gender reassignment
  - viii. Pregnancy or maternity
  - ix. Marriage or civil partnership
- c. Reasonable adjustments will be made where possible.

### **11. Insurance**

- a. Volunteers acting within their authorised role are covered by:
  - i. Public Liability Insurance
  - ii. Employer's Liability Insurance (where applicable)
- b. Details are available upon request.

### **12. Resolving Concerns**

- a. If a volunteer has concerns, they should raise them with:
  - i. The Volunteer Coordinator
  - ii. A Director
- b. Volunteers may also use the Whistleblowing Policy where appropriate.

### **13. Ending a Volunteering Role**

- a. Volunteers may step down at any time.
- b. The CIC reserves the right to end a volunteering role if:
  - i. Conduct breaches policy
  - ii. Safety is compromised
  - iii. The role is no longer required

### **14. Recognition**

- a. We aim to recognise volunteers through:
  - i. Thank-you communications

- ii. Certificates or acknowledgements
- iii. Public recognition (where consent given)

**15. Policy Review**

- a. This policy will be reviewed annually and updated as necessary.

**16. Commitment Statement**

- a. Somerset Armed Forces Day CIC values the dedication, skills and commitment of its volunteers and is committed to creating a safe, inclusive and rewarding volunteering experience.