



## Volunteers Policy

This policy applies to anyone involved with SYHO and its activities in a volunteering capacity.

SYHO values all those who volunteer their time and efforts to help the Charity carry out its activities, including Trustees and members of SYHO's 5 Local Organising Groups (LOGs).

### **1. What can volunteers expect from SYHO?**

1.1 Volunteers will be provided with relevant information, support and guidance to enable them to carry out their role with confidence

1.2 Any personal information held by SYHO about a volunteer will only be used in relation to the specific purpose for which it is given, and in line with our data protection policy

2.2 Volunteers should feel able to raise any queries, requests or concerns with a relevant trustee or local organiser and will know who these are

3.3 Volunteers will be reimbursed for certain agreed expenses incurred in relation to their role, and a relevant claim form will be provided

### **2. What does SYHO expect from its volunteers?**

2.1 Volunteers must be familiar with and follow the Charity's guidance and policies in relation to their role

2.2 Where relevant, and depending on the role, a volunteer may be asked to submit to a DBS (Disclosure and Barring Service) check

2.3 Volunteers are responsible for maintaining the confidentiality of all sensitive or privileged information to which they may be exposed while serving as a volunteer, whether this involves another person or any aspect of the Charity's operation.

2.4 Where relevant, and depending on the role, a volunteer may be asked to discuss and sign a confidentiality agreement

2.5 Claims for reimbursement of agreed expenses must be submitted on the correct SYHO form and sent to [finance@syho.org](mailto:finance@syho.org)

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