



VOLUNTEER POLICY

Policy Category	Date Approved	Review Schedule	Next Review
Governance / Stewardship	August 2026	Two Years	August 2027

1. Purpose

The Steve Farrelly Foundation values the contribution volunteers make to achieving the Foundation's charitable purpose. This policy sets out the principles, expectations, and responsibilities that apply to volunteers engaged in Foundation activities.

2. Scope

This policy applies to all volunteers who assist the Foundation with programmes, events, fundraising activities, administration, governance support, or other approved activities.

3. Our Commitment to Volunteers

The Foundation will:

- Treat volunteers with respect, fairness, and appreciation.
- Provide information about the Foundation and the activities volunteers are supporting.
- Provide a safe, inclusive, and supportive environment.
- Support volunteers to undertake their roles effectively.
- Comply with applicable legal, health and safety, and safeguarding obligations.
- Maintain appropriate insurance arrangements where applicable.

4. Volunteer Responsibilities

Volunteers are expected to:

- Support the Foundation's purpose, values, and objectives.
- Act honestly, responsibly, and respectfully at all times.
- Follow Foundation policies, procedures, and reasonable directions.
- Carry out agreed tasks to the best of their ability.
- Treat all people associated with the Foundation with courtesy, dignity, and respect.

- Maintain the confidentiality of information obtained through their volunteer role.
- Raise concerns, incidents, or potential risks promptly.
- Take reasonable care for their own health and safety and that of others.

5. Working with Children

The Foundation is committed to promoting the safety and wellbeing of children. Where volunteers are involved in activities attended by children, they must comply with the Foundation's Child Protection Policy and any policies or requirements of the school or organisation hosting the activity.

As Foundation programmes are generally delivered through schools and other organised settings:

- Schools and host organisations retain responsibility for the supervision and welfare of children.
- Volunteers must act as positive role models.
- Volunteers must treat children with respect, care, and appropriate boundaries.
- Volunteers must follow school and host organisation rules and procedures.
- Volunteers should avoid situations where they are alone with a child.

6. Health and Safety

The Foundation is committed to providing a safe environment for volunteers. Volunteers must:

- Follow health and safety instructions and procedures.
- Report hazards, incidents, injuries, and near misses promptly.
- Take reasonable steps to prevent harm to themselves and others.
- Participate safely in Foundation activities.

7. Confidentiality and Privacy

Volunteers may have access to confidential or personal information through their involvement with the Foundation. Volunteers must:

- Keep confidential information secure and private.
- Not use or disclose information except where authorised or required by law.
- Comply with the Foundation's Privacy Policy.

8. Conflict of Interest

Volunteers must disclose any actual, potential, or perceived conflict of interest that may arise in connection with their volunteer role. The Foundation may take reasonable steps to manage or mitigate any conflict in accordance with its governance requirements.

9. Expenses

Volunteers are generally responsible for their own expenses unless reimbursement has been approved in advance by the Chair or another authorised representative. Any approved reimbursement must be supported by appropriate receipts or documentation.

10. Volunteer Code of Conduct

Volunteers represent the Foundation and are expected to conduct themselves in a manner that supports its values, reputation, and charitable purpose. Volunteers must:

- Act honestly, professionally, and respectfully.
- Treat all participants, children, parents, schools, volunteers, trustees, donors, supporters, and community members fairly and respectfully.
- Promote an environment free from bullying, harassment, discrimination, intimidation, or offensive behaviour.
- Follow Foundation policies and procedures.
- Respect the confidentiality and privacy of others.
- Use Foundation resources responsibly and only for authorised purposes.
- Maintain appropriate professional boundaries with children and young people.
- Follow the directions of Foundation organisers and host organisations.
- Avoid conduct that could damage the reputation of the Foundation.
- Disclose any conflict of interest.

Volunteers must not:

- Engage in unlawful, unsafe, abusive, threatening, discriminatory, or harassing behaviour.
- Attend volunteer activities while impaired by alcohol or drugs.
- Use Foundation activities to promote personal, political, religious, or commercial interests without prior approval.
- Share confidential information without authority.
- Represent themselves as speaking on behalf of the Foundation unless authorised to do so.

- Communicate with children through personal social media accounts or otherwise act inconsistently with the Child Protection Policy.

Failure to comply with this policy or the Code of Conduct may result in a volunteer's involvement with the Foundation being reviewed or ended.

11. Ending a Volunteer Arrangement

A volunteer may end their involvement with the Foundation at any time by notifying the Foundation. The Foundation may end a volunteer arrangement where a volunteer:

- Breaches Foundation policies or procedures.
- Engages in inappropriate conduct.
- Acts in a manner inconsistent with the Foundation's values or objectives.
- Fails to meet the requirements of the volunteer role.
- Creates a risk to the Foundation, its participants, or its reputation.

12. Complaints and Concerns

Volunteers are encouraged to raise concerns, complaints, suggestions, or feedback with the Chair or another designated Foundation representative. The Foundation will consider concerns fairly, respectfully, and in accordance with its Complaints Policy.

13. Acknowledgement

The Foundation recognises that volunteer participation is based on mutual goodwill and a shared commitment to supporting the Foundation's charitable purpose. Volunteers are expected to read, understand, and comply with this policy and the Volunteer Code of Conduct.

14. Review

This policy will be reviewed every two years, or earlier if required due to legislative, operational, or governance changes.



Signed:

Date: 20 September 2026

Volunteer Code of Conduct Acknowledgement

As a volunteer of the Steve Farrelly Foundation, I agree to:

- Support the Foundation's charitable purpose and values.
- Act honestly, respectfully, and professionally at all times.
- Treat all people fairly and with dignity.
- Comply with Foundation policies and procedures.
- Follow all child protection, privacy, and health and safety requirements.
- Maintain confidentiality of information obtained through my volunteer role.
- Respect the authority and procedures of schools and other organisations hosting Foundation activities.
- Maintain appropriate boundaries with children and young people.
- Disclose any conflicts of interest.
- Behave in a manner that upholds the reputation of the Foundation.

I understand that:

- Volunteer participation is dependent on compliance with Foundation policies.
- A breach of the Volunteer Policy or Code of Conduct may result in my volunteer role being reviewed or ended.
- I may raise any concerns or complaints with the Chair of the Foundation.

Volunteer Declaration

I acknowledge that I have received, read, and understood the Steve Farrelly Foundation Volunteer Policy and Code of Conduct and agree to comply with them.

Name: _____

Signature: _____

Date: _____

Email: _____

Phone: _____

Role (if applicable): _____

