Positive Steps Kemnay Volunteer Policy

Positive Steps Kemnay & Volunteers

Volunteer Walk Leaders are central to what Positive Steps Kemnay is hoping to achieve through the four health walking groups we provide. On a Friday every week we run a short walk that is supported by three Walk Leaders and two longer Health Walk and each of these require to be supported by two Walk Leaders each. The Strengths and Balance group that runs once a month (every six months we meet each week for one month) and this is supported by up to five volunteer walk leaders. Lastly, there is the Buggy Walk group which meets every Thursday and is supported by one – two volunteer walk leaders.
All of the above walks take place in Kemnay and we utilise up to eight risk-assessed routes of varying lengths encompassing both town and country environments.

Our hopes for what Volunteering bring and adds to our activities

Positive Steps Kemnay hopes that having 12 – 15 engaged volunteers enable our walks to take place in a safe and planned manner. The fact that all will undertake the Paths for All training for Health Walk leaders helps to provide a common framework for working together. The project also benefits from what each volunteer uniquely offers drawing upon their own life experiences and their own interests.
There is an expectation that each volunteer will have sound personal qualities such as being friendly, reliable, considerate, organised and inclusive.

The Volunteer Journey

All volunteers who support the efforts of P.S.K. undergo a process or journey starting with expressing an interest, to start walking with one of the groups, to undergoing the Health Walk training, to beginning as a Health Walk leader and undergoing further training, e.g. Disability Inclusion, First Aid, Dementia
This policy is adopting the four-stage approach recommended by Paths for all:

a) *Set Expectations e.g. taking part in walks, chats about what is going on*
b) *Provide Supports e.g. volunteer agreement, inductions & ongoing supports*
c) *Update Regularly e.g. update meetings, keeping in touch with Paths for All*
d) *Recognise, reward & review e.g. volunteer events & recognition such as individual & group awards*

The roles of the Volunteer Walk Leaders

The key tasks include:

- Lead or back mark the Health Walks
- Ensure all walkers have read & agreed to the Health Walk agreement card
- Explain walk route, length and incline
- Report any environmental risks on the route e.g. tree roots
- Complete & return accident forms to co-ordinator
- Feedback any significant risks on a route to co-ordinator
- Attend training and support sessions
- Let the co-ordinator know if unable to lead a scheduled walk

Statement of Values

Core values such as mutual respect, inclusion, equality and diversity.

Expenses

Volunteers are entitled to claim travel and out-of-pocket expenses incurred whilst acting in their role as a Walk Leader., providing proof of expenses is provided. The principle is that nobody should be out of pocket for such expenses and however small the amount it should be claimed.
An expenses form is available to be completed.

Confidentiality

Walk Leaders can become aware of sensitive information shared by individual walkers and these must be treated in a confidential manner by the volunteers.
There needs to be good awareness as to the rules pertaining to GPDR.

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