



Code Club | Volunteering Policy

Introduction

Our work is inspired, powered, and supported by a vast community of enthusiasts, educators, young people and businesses. We are hugely thankful for the time, energy, and passion our volunteers invest and, wherever possible, we give acknowledgement and provide materials and support to help our volunteer community do even more awesome things.

This policy sets out the broad principles for voluntary involvement with Code Club.

Our commitment to volunteers

Code Club recognizes that our volunteers contribute in many ways, that their contributions are unique, and that volunteering benefits users of services, staff, local communities, and the volunteers themselves.

We will ensure that

- The work undertaken by volunteers does not replace the role of paid staff.
- Paid staff clearly understand the role of volunteers, and the value they add to our community with the work that they do.
- No enforceable obligation, contractual or otherwise, will be imposed on volunteers.
- We respect all volunteers, listen to what you have to say, and act on your concerns if expectations aren't met.

And importantly, wherever possible, we will celebrate the success and recognise the contribution of volunteers within our community (e.g. in blog posts, newsletter articles, thank-you letters).

You can expect that we will

- Provide a clear Volunteer Role Description at [jumpto.cc/volunteer-role](https://jump.to/cc/volunteer-role) so you know what is involved in it.
- Offer appropriate training and support for you.
- Create regular formal and informal opportunities for you to give feedback.
- Provide you with information about our work and the policies and procedures relevant to you.
- Ensure that you are able to contact a member of staff for guidance and advice on tasks you are completing.

Please note: We require all volunteers who will be working with vulnerable groups, e.g. children, to undergo an enhanced background check (DBS, AccessNI or PVG statement).



What we expect from Volunteers

We ask you to

- Commit to our aims and values, and be a positive advocate for Code Club and the Raspberry Pi Foundation.
- Give the best of your skills and abilities to your volunteering.
- Work together with other volunteers, staff, and the general public and treat everyone you meet with dignity and respect.
- Respect and maintain confidentiality.
- Always consider and protect the Raspberry Pi Foundation's reputation in your actions and conduct, including when posting on your personal social media accounts. If in doubt, ask before posting or responding to media requests.
- Give honest, constructive feedback to help us improve what we do, and be open to receiving it as well.
- Inform the Code Club Team of any issues related to your volunteering as soon as possible so that we can resolve them promptly.
- Be reliable, be honest, be part of the team.
- Have fun helping to put the power of digital making into the hands of people all over the world.

Expenses

- We are not able to offer reimbursement for travel expenses except in exceptional pre-agreed circumstances.
- We will make every effort to offer volunteers local opportunities in order to minimise the expenses incurred.
- Where relevant, a member of staff will explain the procedure for the reimbursement of expenses.

Insurance

- We do not insure a volunteer's personal possessions against loss or damage.
- We do not provide motor insurance for volunteers using their own vehicles for volunteering purposes. It is usually classified as 'social domestic and pleasure', but please check with your insurer.

Contact Us

If you have queries about this policy or any other aspect of volunteering with the Code Club, please get in touch with us at hello@codeclub.org.uk



Further Information

For further information, you may wish to familiarise yourself with some or all of the following policies. If you have any questions about any of these, please do let us know.

- Terms and Conditions jumpto.cc/terms
- Child Protection Policy jumpto.cc/safeguarding
- Safeguarding Reporting Procedure jumpto.cc/safeguarding
- Complaints Policy jumpto.cc/terms

