

DofE Volunteer Policy

- for DofE Volunteers

Please note: *This document is aimed at our adult volunteers and does not cover DofE participants completing their Volunteering section.*

Adult volunteers are a central part of the delivery of The Duke of Edinburgh's Award, offering their time and skills in many different ways. They are an essential aspect of the DofE's efforts to encourage more young people to achieve their Awards.

This policy ensures that we show our appreciation of their hard work and the roles they perform. It also highlights our firm intention to ensure that everyone has a positive and rewarding volunteering experience with the DofE.

Volunteer Audience:

This policy covers those who volunteer directly for the DofE:

DofE Volunteers are:

- 1) Network Assessors (belonging to Expedition Assessor Networks) and Assessor Network Co-ordinators (where undertaking this role in an unpaid, voluntary capacity);
- 2) Trustees and Advisory Panel members of the DofE;
- 3) Those volunteering within and on behalf of DofE Offices (e.g. office-based voluntary placements, Regional Volunteers, Ambassadors, VIP Hosts at Gold Award Presentations).

Note - Volunteering with one of our Licensed Organisations (LOs):

This Policy does not cover those who volunteer for one of the organisations we license to deliver the DofE. If also volunteering for one of our LOs, you should follow any volunteering policy they have. However, we would encourage all organisations licensed by the DofE to treat volunteers within the spirit of this policy.

Volunteers for the DofE should expect:

- to be warmly welcomed and to have gratitude shown to them for their efforts;
- to receive the resources, training and support necessary for them to undertake their role;
- a paid member of staff or senior volunteer to act as volunteer coordinator, who will provide direct information and guidance;
- clarity around issues such as insurance, safeguarding and disclosures;
- a voluntary role that is suitable for them, clearly defined and flexible.

The DofE expects and hopes that volunteers will:

- enjoy, benefit from and gain personal development whilst volunteering for the DofE;
- feel valued for their contribution to the DofE;
- act as Ambassadors for the DofE, upholding the reputation of the DofE;
- adhere to the confidentiality policy for volunteers of the DofE;
- aim to fulfil the functions of their role;
- help us to inspire, support and develop young people doing their DofE;
- be reliable and keep us informed if they have problems or cannot attend; and
- provide us with constructive feedback to help us improve our volunteer experience.

The hopes and expectations listed above are not intended to imply any form of contract. This policy is aspirational and will be revised annually.

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