

VOLUNTEERS AND THE LAW: SAFETY AND SECURITY

Date: Tuesday 13 May 2008
Time: 10 a.m. (prompt) - 4.30 p.m. Registration and refreshments from 9.30.
Latecomers may not be admitted.
Venue: Nottingham CVS, 7 Mansfield Road, Nottingham NG1 3FB
Trainer: Sandy Adirondack

PARTICIPANTS

This introductory/intermediate level workshop is intended for voluntary sector managers, board/management committee members, volunteer coordinators and others in voluntary organisations with responsibility for managing volunteers. It is not intended for volunteer managers in the public or private sectors.

OBJECTIVES

After attending the workshop and reading the handouts participants should:

1. be able to identify health, safety and security risks faced by volunteers and by clients, members of the public and others affected by volunteers, and understand the basic steps in carrying out a risk assessment;
2. be aware of when the law requires risk assessment in relation to volunteers and others;
3. be able to help their organisation develop and implement appropriate policies in relation to the risks faced by volunteers and the people they work with.

This course will not cover issues around payments to volunteers.

CONTENT

The course runs from 10.00-4.30 with breaks from 11.30-11.45, 1.00-2.00 and 3.15-3.30.

It will provide an overview of **Risk assessment and management**

And then, depending on the concerns of participants, will cover some or all of the following:

Security of information: Data protection, confidentiality, volunteers' intellectual property rights

Security of money: Volunteers handling money, volunteers involved with fundraising

Volunteers' safety and security: Health and safety, young volunteers, volunteers with special needs, insurances

Protecting clients/service users, the public and the organisation: Volunteers working with children and vulnerable adults, criminal record checks and other checks, insurances

Volunteer drivers

THE TRAINER

Sandy Adirondack has been a freelance trainer and consultant in the voluntary sector since 1980, working primarily on governance and legal issues with community-based and user-based organisations. She is co-author of *The Voluntary Sector Legal Handbook* (Directory of Social Change 1996, 2nd ed 2001, expected 3rd ed summer 2008), and author of *Just About Managing? Effective management for voluntary organisations and community groups* (London Voluntary Service Council 1989, 4th ed 2005), and has written, edited or contributed to many other books on voluntary sector governance, law and management. She produces a free legal update website for voluntary organisations at www.sandy-a.co.uk/legal.htm, with an email notification service when the website is updated.