Dear Sir/Madam,

The Cabinet Member for Arts and Leisure (Councillor I.K. Lloyd) is to consider the following reports and make a decision on Thursday, 3\textsuperscript{rd} July, 2014 at 6.00 p.m. in Interview Room D, Town Hall, Nuneaton.

Yours faithfully,

ALAN FRANKS
Managing Director

**AGENDA**

**PART 1**

**PUBLIC BUSINESS**

1. **EVACUATION PROCEDURE**

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside the Yorkshire Bank on the opposite side of the road.

Exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.
If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.

2. **PUBLIC CONSULTATION** - Members of the public will be given the opportunity to speak on specific agenda items if notice has been received.

3. **DECLARATIONS OF INTEREST** - To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members’ Code of Conduct.

**Note:** Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

**Note:** Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.

Where a Member has a Deemed Disclosable Interest, the Council’s Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.

4. **GRANTING OF LEASE FOR HEATLEY PAVILION TO EXHALL AMATEUR BOXING CLUB** – Report of the Sport Development Manager attached.  *(Page 2)*

5. **WALKING 4 HEALTH VOLUNTEER POLICY** – Report of the Sport Development Manager attached.  *(Page 7)*
**Individual Cabinet Member Decision**

**Report Summary Sheet**

<table>
<thead>
<tr>
<th>Date: 3rd July, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong> Granting of Lease for Heatley Pavilion to Exhall Amateur Boxing Club</td>
</tr>
<tr>
<td><strong>Portfolio:</strong> Arts &amp; Leisure (I. Lloyd)</td>
</tr>
<tr>
<td><strong>From:</strong> Kevin Hollis – Sport Development Manager</td>
</tr>
</tbody>
</table>

**Summary:**
To seek approval for a lease to be granted to Exhall Amateur Boxing Club for the Heatley Pavilion, Exhall. The club has secured funding from Sport England to modernise and improve the facility for all users’ not just boxers. A condition of the award is to have a lease on the facility.

**Recommendations:**
That a lease for Heatley Pavillion is granted to Exhall ABC along with a viable service charge for the club. To be approved as soon as possible to allow building work to be carried out with the funding secured from Sport England.

**Options:**
Agree the recommendation

Do not agree the recommendation.

**Reasons:**
To ensure the upgrade of the facility aided by funding received from Sport England to Exhall Amateur Boxing Club.

**Consultation undertaken with Members/Officers**
John Pritchard, Ian Wilson,
<table>
<thead>
<tr>
<th><strong>Subject to call-in:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Ward relevance:</strong></th>
<th>Exhall</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Forward plan:</strong></th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Corporate Priorities:</strong></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Relevant statutes or policy:</strong></th>
<th>None</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Equalities Implications:</strong></th>
<th>No direct implications</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Human resources implications:</strong></th>
<th>No direct implications</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Financial implications:</strong></th>
<th>A service charge payable by the boxing club of £60 per month reviewable after 1 year. NBBC to continue to manage football and cricket bookings and income from these.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Health Inequalities Implications:</strong></th>
<th>Providing opportunities for residence of Exhall and wider area to access sporting provision in their local community, thus benefiting the local health inequalities.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Section 17 Crime &amp; Disorder Implications:</strong></th>
<th>The boxing club will provide a venue for young people to go and participate in sport. Therefore reducing the opportunity for anti social behaviour, crime and disorder in the local community.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Risk management implications:</strong></td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>Limited risk to NBBC as the building will still remain under the ownership of NBBC. If Exhall ABC disband as a club NBBC may be liable for reporting back to Sport England on figures but not financially.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Environmental implications:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Improving the facility to be more environmentally sound through modernisation of equipment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Legal implications:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The main legal implication is NBBC entering into a lease with Exhall ABC.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contact details:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan Blundell, Club Development Officer – Sport Development</td>
</tr>
<tr>
<td>02476 376291</td>
</tr>
</tbody>
</table>
1. **Purpose of Report**

   To seek approval for a lease to be granted to Exhall Amateur Boxing Club for the Heatley Pavilion, Exhall. The club has secured funding from Sport England to modernise and improve the facility for all users’ not just boxers. A condition of the award is to have a lease on the facility for a minimum of 7 years.

2. **Recommendation**

   That a lease be issued to Exhall Amateur Boxing Club with a monthly charge of £60 per monthly reviewable yearly for Heatley Pavilion, Exhall. Nuneaton and Bedworth Borough Council will continue to receive income from the hiring out of the facility to football teams and cricket teams.

3. **Background**

   3.1 Exhall Amateur Boxing Club was formed in 2009 as a new club offering boxing provision in the Exhall Area. The club had no main facility so worked with the Club Development Officer and Nuneaton and Bedworth Borough Council to find a permanent venue.

   3.2 The club offer boxing and fitness based exercise sessions to those age 5 to 8 both males and females. The club serve the local community and charge an affordable and minimal fee of £1 per session. All equipment is provided free of charge and all the coaches who train the young people give up their time as volunteers. With a membership of around 100 boxers they provide a quality sporting provision in the local community. The club were also first boxing club in Warwickshire to become clubmark accredited meaning they meet the high quality standard for sports clubs.

   3.3 After discussion with NBBC the club moved into Heatley Pavilion sharing use with the current football and cricket teams. Since moving in the club have maintained the facility and ensured access for other sporting teams is maintained as per agreement.
3.4 In 2012 the club asked for support from the Club Development Officer to seek funding to enable the club to undertake a redevelopment of Heatley Pavilion. The club drew up plans at their own cost and applied for funding. During 2013 the club were successful in receiving around £25,000 in funding from Sport England to deliver the redevelopment of the pavilion. On receiving the confirmation the club then sought permission from the Council to undertake the work and become a lease holder for the building.

3.5 The club have worked extensively with the current users of the facility such as the football and cricket teams and have letters of support from both agreeing to the plans that have been designed.

3.6 The plans will encompass all sports but provide a main base for boxing club to have their main venue which will be more welcoming to all those attending. It will also benefit all other users of the facility as all amenities are being updated such as showers and toilets, access, security, heating and electrics.

3.7 The club hope to work in partnership with NBBC and partners to continue to deliver boxing and the changes and improvements to the facility mean they can provide greater opportunities and train more boxers. This will hopefully help tackle anti social behaviour in the local community, as well as helping to provide sporting provision to table health and inequalities issues.
**Agenda item: 5**

**Single Member Decision**

**Report Summary Sheet**

<table>
<thead>
<tr>
<th>Date:</th>
<th>3rd July, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Walking 4 Life Volunteer Policy</td>
</tr>
<tr>
<td><strong>Portfolio:</strong></td>
<td>Arts &amp; Leisure (I. Lloyd)</td>
</tr>
<tr>
<td><strong>From:</strong></td>
<td>Sports Development Manager – Governance and Recreation (Kevin Hollis)</td>
</tr>
</tbody>
</table>

**Summary:** To seek approval for a new A Volunteer Policy for the Nuneaton and Bedworth Walking 4 Life Scheme.

**Recommendations:**
That the newly written Walking 4 Life Volunteer Policy attached as Appendix A to this report be approved for adoption with effect from 3rd July 2014.

**Reasons:**
To allow the NBBC Sports Development Team to support and manage volunteer walk leaders effectively and will allow the team to apply for National Walking for Health Accreditation from the Ramblers Association.

This policy is drafted based upon the Ramblers Association model guidelines and has been revised to suit Nuneaton and Bedworth’s delivery.

**Options:**
1. Agree the recommendation
2. Do not agree the recommendation

**Consultation undertaken with Members/Officers**
John Ashton, Craig Dickens, Paul Lynch
<table>
<thead>
<tr>
<th><strong>Subject to call-in:</strong></th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ward relevance:</strong></td>
<td>Applicable to all Wards in the Borough, where Walking 4 Life is developed.</td>
</tr>
<tr>
<td><strong>Forward plan:</strong></td>
<td>No</td>
</tr>
</tbody>
</table>

| **Corporate Priorities:** | Aim 1 Priority 3 |
| **Relevant statutes or policy:** | None |

| **Equalities Implications:** | The aim of the policy is to ensure that a consistent approach is taken when dealing with volunteer walk leaders. |
| **Human resources implications:** | Delivered through the NBBC Sports Development Team and sustainability via the support of trained volunteers. |
| **Financial implications:** | The training and support of Walk Leader Volunteers will be delivered through the NBBC Sports Development Budget. |

| **Health Inequalities Implications:** | The Walking 4 Life Scheme benefits many residents within the Borough who access the walks by improving their health and well-being. The Scheme is also used for sign posting by exercise professionals (GP’s, Hospital Departments) from across Nuneaton and Bedworth. |
| **Section 17 Crime & Disorder Implications:** | None |
## Risk management implications:

All volunteer Walk Leaders undertake a full 1 days training in which they are shown how to produce a risk assessment for their walks. Each walk is risk assessed by the walk leader, these are then checked and verified by the Walking Coordinator who supports the delivery of the Walking 4 Life Scheme.

## Environmental implications:

None

## Legal implications:

Without a Volunteer policy in place accreditation can not be applied for and therefore the volunteers will no longer be covered for 3rd party liability insurance, through the Ramblers Association.

## Contact details:

Kevin Hollis – Sports Development Manager Tel. No: 024 7637 6143  
kevin.hollis@nuneatonandbedworth.gov.uk
NUNEATON AND BEDWORTH BOROUGH COUNCIL

From: Sports Development Manager – Governance and Recreation
Subject: Approval of a Walking 4 Life Volunteer Policy
Portfolio: Arts & Leisure

1. Purpose of Report

1.1 To seek approval for a Walking 4 Life Volunteer Policy to be introduced to show volunteer walk leaders are valued and good standards are in place. This will then allow us to apply for National Accreditation from the Ramblers Association who coordinates the National Walking for Health Scheme.

2. Recommendations

2.1 That the NBBC Walking 4 Life Volunteer Policy is accepted and can be utilised as part of the Nuneaton & Bedworth Walking 4 Life Scheme and accreditation process.

3. Background

3.1 The Nuneaton & Bedworth Walking 4 Life Scheme has been running within the Borough for over thirteen years and has continued to grow from strength to strength. Therefore, it is important that we have a policy in place ensuring we keep the kite mark of accreditation.

3.2 Since the Ramblers Association took on the management and delivery of the national Walking for Health Scheme two years ago, they have made numerous changes and improvements to the processes one of them being accreditation. The Ramblers Association want to ensure that delivery and coordination of all schemes adheres to certain protocols. The Walking for Health National programme relies on volunteers to ensure the sustainable of the walks therefore, it is important that standards of good practice for volunteer management are in place.

3.3 The Nuneaton and Bedworth Walking 4 Life scheme National accreditation expires in December 2014. If we do not re-apply by adhering to the requirements of the Ramblers Association we will no longer be able to be part of the National Scheme and will lose all benefits associated with it.

3.4 This policy is drafted based upon the Ramblers Association model policy guidelines and has been revised to Nuneaton and Bedworth’s delivery requirements.
4. **Policy Document**

4.1 Walking 4 Life Volunteer Policy (Appendix A)

5. **Conclusion**

5.1 The provision of the Walking 4 Life Volunteer Policy will assist in both volunteer management and maintaining accreditation under the banner of the National Walking for Health Scheme for Nuneaton and Bedworth Borough Council.

Kevin Hollis  
Sports Development Manager
# Nuneaton & Bedworth Walking 4 Life volunteer policy

What is covered in the policy:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>About the scheme and Walking for Health</td>
<td>2</td>
</tr>
<tr>
<td>What is volunteering?</td>
<td>2</td>
</tr>
<tr>
<td>Volunteering at Nuneaton &amp; Bedworth Walking 4 Life Scheme</td>
<td>3</td>
</tr>
<tr>
<td>Our vision and commitment to volunteering</td>
<td>3</td>
</tr>
<tr>
<td>What volunteers can expect from us</td>
<td>3</td>
</tr>
<tr>
<td>What we expect from our volunteers</td>
<td>4</td>
</tr>
<tr>
<td>Opportunities and recruitment</td>
<td>5</td>
</tr>
<tr>
<td>Equal opportunities and diversity</td>
<td>5</td>
</tr>
<tr>
<td>Induction and Training</td>
<td>6</td>
</tr>
<tr>
<td>Expenses</td>
<td>6</td>
</tr>
<tr>
<td>Equipment and resources</td>
<td>7</td>
</tr>
<tr>
<td>Support and supervision</td>
<td>7</td>
</tr>
<tr>
<td>Reliability and commitment</td>
<td>7</td>
</tr>
<tr>
<td>Dealing with problems</td>
<td>8</td>
</tr>
<tr>
<td>Taking a break from volunteering</td>
<td>8</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>9</td>
</tr>
<tr>
<td>Insurance</td>
<td>9</td>
</tr>
<tr>
<td>Safeguarding</td>
<td>10</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>11</td>
</tr>
<tr>
<td>Data protection</td>
<td>11</td>
</tr>
<tr>
<td>Contacts and more information</td>
<td>11</td>
</tr>
</tbody>
</table>
Introduction
The Nuneaton & Bedworth Scheme is part of Walking 4 Life, which is helping people across the country to get healthier and happier – but we couldn’t do this without all the amazing volunteers that make our health walks possible. From volunteer walk leaders and assistants to admin and promotion roles, our volunteers do a fantastic job in supporting and developing the Nuneaton & Bedworth Scheme and Walking for Health.

This policy
This volunteer policy is designed to provide guidance about volunteer management for our volunteers and employees. It’s also intended to show our commitment and that of Walking for Health, to volunteers and describe the reasonable expectations that we have for volunteers and employees. It’s not intended in any way to be a legally binding contract, or employment relationship with volunteers either now or in the future. The policy will be reviewed annually, to make sure it’s always following the latest best practice.

We’ve covered a number of key topics here in brief and also included links to other useful information at the end, but please contact us if you have any queries.

About the Scheme and Walking for Health
We’re part of Walking for Health, England’s largest network of health walk schemes, helping all kinds of people to lead a more active lifestyle. We’ve done this with great success for over 13 years now, improving people’s lives. Our walks are short, free and volunteer-led. They’re open to all but they’re particularly aimed at inactive people and those with health conditions who maybe advised by a health professional to be more physically active. Nuneaton & Bedworth Walking 4 Life Scheme is part of Nuneaton and Bedworth Borough Council and aims to encourage and motivate the residents of the borough in living a healthy and active lifestyle.

The Walking for Health national programme is now run by the Ramblers and Macmillan Cancer Support and their goal is that everyone will have access to a short, free and friendly health walk within easy reach of where they live, to help them become and stay active.

What is volunteering?
Volunteering is freely choosing to contribute time, energy and skills to support an organisation or activity, without being paid or receiving benefits other than those required (for example training). It’s for the benefit of others - that could be people (other than close relatives), organisations, or society more generally.
Volunteering at Nuneaton and Bedworth Walking 4 Life Scheme

Volunteering is at the heart of Walking for Health and is the key to the success of the Nuneaton & Bedworth walking 4 Life Scheme. We currently have 33 volunteers leading or supporting 9 local walks every week across Nuneaton and Bedworth, helping over 255 regular walkers to get active and stay active.

What are the benefits for our volunteers?
By getting involved with Walking 4 Life Scheme and being part of the national Walking for Health programme, volunteers get:

- The opportunity to develop new skills, such as leadership, working with people, marketing and administration
- The chance to meet new people, including other like-minded volunteers
- The experience and satisfaction of being part of our scheme as well as the national Walking for Health team
- The opportunity to discover more of their local area and spend time being physically active outdoors
- The chance to take part in training (depending on the role) with a nationally-recognised and well-respected programme

In addition, volunteers have access to a range of resources to support them in carrying out their role including:

- On-going support and guidance from us and Walking for Health
- Access to Walking for Health resources such as manuals and online guidance, as well as our resources and equipment to help them carry out their role

Our vision and commitment to volunteering
Our vision is to make sure all our volunteers enjoy a quality experience with us and feel supported and valued in their role. We want our volunteers to be inspired by Walking for Health, becoming advocates for our scheme and the national programme.

What volunteers can expect from us
We want to make sure volunteers enjoy their role and gain real benefits from it, so we are committed to:

- Always treating volunteers with respect, consideration and appreciation
- Promoting volunteer health and wellbeing, making sure they can carry out their role in a safe, supportive and inclusive environment
Ensuring volunteers understand their responsibilities, including the length of time we’d like them to be involved (if this is relevant, but there is no obligation for volunteers to be involved for any defined period)

Giving volunteers information about the training and support available to help them carry out their role

Being clear about any obligatory requirements for volunteers, for example, walk leader training

Providing volunteers with support through a named contact, Amanda Campbell-Barker is the Scheme Coordinator who they should see/speak to on a regular basis

Offering fair, honest and timely feedback on a volunteer’s work

Updating volunteers about how their work is making a difference

Treating volunteers fairly, and ensuring we follow volunteer-specific procedures and policies, for example, equality and health and safety

Providing volunteers with civil liability insurance cover from Walking for Health

Offering advice about alternative roles and helping them to find another more suitable role if a decision is made that a volunteer is not suited to their current role

What we expect from our volunteers

In order for us to really live and breathe our vision, both the Nuneaton & Bedworth Scheme and Walking for Health expect high standards from all volunteers and employees. We ask volunteers to:

- Always treat employees (including national Walking for Health team), fellow volunteers and walkers with respect, consideration and appreciation
- Act in a friendly and welcoming way when representing us in public - volunteers are our ambassadors
- Act in a way that is inclusive and as accommodating as possible (there is more information about equality, diversity and safeguarding in this policy)
- Provide as much notice as possible to their scheme coordinator and/or fellow volunteers if they can’t fulfil their volunteering commitments, or if they no longer wish to be involved
- Ask their scheme coordinator for guidance if they don’t fully understand their role and responsibilities
- Take part in any training required for them to carry out their role, for example walk leader training for volunteer walk leaders
- Offer fair and honest feedback to our staff, the national Walking for Health team where appropriate and fellow volunteers
- Follow our procedures and policies, for example, equal opportunities and health and safety
Opportunities and recruitment
There are lots of ways to get involved with Nuneaton & Bedworth Walking 4 Life Scheme as a volunteer. As well as being a walk leader or a walk assistant, volunteers can also help us to promote our walks, put together the walk programme, manage the paperwork and database or complete other administration tasks.

Our walks take place in communities across Nuneaton & Bedworth and we need volunteers from all these communities. Whatever the reason, and wherever they’re from, we need their help to keep our walkers on the move.

Our recruitment process for volunteers starts with an application form followed by an informal chat to discuss a volunteer’s interest and suitability. There are details of volunteer roles on the Walking for Health website and on our new website due to be ready late 2014, where people can get in touch with us to ask about volunteering. We also advertise our roles on Macmillan’s volunteer recruitment website. Depending on the role, we will usually suggest that anyone interested in volunteering go along to a walk, so that they can get more of an idea of what is involved before attending the required walk leader training.

Though most walks are open to all, if a walk is provided wholly or mainly for children or young people, volunteers leading the walks will need to have a Disclosure and Barring Service check. More information about this is in our policy on safeguarding.

Walking for Health has no upper age limit for volunteers. In order to meet our policy requirements for safeguarding the minimum age for walk leaders is 18.

Equality and diversity
As part of Walking for Health, providing more people with more opportunities to walk in their local communities is a fundamental part of our vision. To fulfil that we are committed to:

- Providing equal opportunities for all and not discriminating against anyone because of any of the following: race, disability, gender, gender reassignment, marriage/civil partnership, age, religion and/or belief, sexual orientation, pregnancy/maternity.
- Celebrating differences, acting with fairness and honesty, and valuing all contributions from all people.
- Being open to making reasonable adjustments to the way we do things in order to accommodate volunteers with specific needs.
Induction and Training

We want to ensure all our volunteers are happy and confident to carry out their role. All our volunteers have access to the appropriate induction and training they need depending on their role and this includes an opportunity for them to:

- Go through this policy and any other relevant information
- Ask questions, and be clear about what is involved and expected of them
- Be introduced to their team, for example fellow walk leaders or other office employees and volunteers
- Go over health and safety requirements and be provided with information about any training
- Have a settling-in period to ensure everyone is clear about the role and expectations.

For walk leaders, we provide training through the national Walking for Health training programme, delivered by Amanda Campbell-Barker the Scheme Coordinator who is also a local cascade trainer. New walk leaders will need to attend at least one walk so that they know what is involved before they attend the walk leader training. At the training volunteers will receive everything they need, including a card to help them track their progress towards gaining a certificate. Walk leaders need to shadow an existing leader and lead a walk before they receive their training certificate from us. Once they have this, they’re able to take responsibility for leading walks unsupervised. We recommend that our walk leaders have regular refresher training to make sure they keep up to date with any changes and developments to the content of the training and our processes for leading walks.

All our volunteers in all of our different roles can:

- Sign up to receive Walking for Health volunteer newsletters
- Have access to various resources and tools on the Walking for Health website
- Set up an account with Macmillan’s online learning website Learn Zone, which provides free and easy access to a wide variety of online resources, e-learning programmes, professional development tools and other learning opportunities.

Expenses

The Walking for Health team doesn’t supply volunteer expenses except for coordinators attending advisory panels or cascade trainers attending training.
Equipment and resources

To ensure Nuneaton & Bedworth Walking 4 Life walkers and volunteers get the best possible experience, volunteers receive appropriate guidance and support every step of the way along their volunteer journey. Walking for Health have created a number of branded resources to help volunteers in their role and make sure they feel part of the Walking for Health family. We order these for our volunteers from their website. And there are also a number of resources available (in electronic format) directly to volunteers there too.

Walking for Health website resources for volunteers
- FAQs
- Walk leader manual (pdf)
- Walk leader kit
- Information about insurance and risk assessments
- Quarterly e-newsletters

Other Walking for Health resources and equipment available from us:
- Walk leader manual and hard copies of the essential paperwork
- A high visibility vest
- A clipboard and pen
- A t-shirt

Volunteers will also be provided with a Nuneaton & Bedworth Scheme Walking 4 Health T-shirt and water proof jacket.

Support and supervision

Volunteers will be directly supervised or supported remotely (depending on their role) by Amanda Campbell-Barker, Scheme Coordinator on behalf of Nuneaton & Bedworth Walking 4 Life Scheme. A walk leader will also have support from their fellow leaders and is likely to be part of regular (usually quarterly) walk leader meetings.

Reliability and commitment

To ensure the walks take place as planned, it’s important for volunteers to be reliable, whether they are the volunteer leading the walk or helping to promote it.

We would like some form of commitment from our volunteers over the period of our walk programme to ensure each walk has enough leaders and support, or to ensure they have enough help getting publicity materials distributed. We have a quarterly walk rota, to make sure we have enough walk leader cover.
We understand that circumstances change and things come up, sometimes at short notice. If volunteers can no longer make their walks or an agreed arrangement they should let us know as soon as possible. We also ask our walk leaders to share their details with one another so they can make arrangements to swap or cover walks with other walk leaders directly.

**Dealing with problems**
While volunteering is largely a positive experience for everyone concerned, sometimes things do go wrong. Whatever the issue, whether it’s with a volunteer’s role or a complaint, we want our volunteers to feel comfortable to raise it informally with us as soon as possible to allow us to deal with the situation straight away. The same applies to any issues we may have with a volunteer. If it’s not possible to resolve the issue this way, we’ll be providing further guidance on problem-solving in the volunteer section of the Walking for Health website soon to ensure everyone knows what steps to take to get the matter resolved as quickly, fairly and honestly as possible.

**Taking a break from volunteering**
Sometimes personal circumstances change or things may arise which mean volunteers need to take a break from volunteering. Volunteers should let us know if this is the case and get back in touch with them to see if the opportunity is still available when the time is better for them. We will always aim to be flexible and accommodating under these circumstances.

**Leaving a volunteer role**
Sometimes volunteers may wish to leave their role and that they can do so at their own discretion, at any time. We’re committed to making sure all volunteer experiences are great ones and we will want to talk to the volunteer to find out why they’re leaving. This may be through an informal chat or even a formal exit interview, which will remain confidential. This will help us to find out what improvements may be necessary in future.

If appropriate, volunteers will be offered the opportunity to be involved with the Nuneaton & Bedworth Scheme or Walking for Health’s work in future, keep in touch through the e-newsletter and be made aware of other opportunities. We will also provide them with a written reference, if or when they need one.

Equally, we may sometimes need to cancel a volunteer role, which we can do at our own discretion.
Health and Safety

Nuneaton & Bedworth Scheme as part of Walking for Health, is committed to looking after the health, safety and wellbeing of all our employees, volunteers and walkers, and recognises volunteers under the same legal requirements as for paid staff.

All volunteer activities are risk assessed and appropriate actions taken to reduce risks. These risks are not limited to personal injury, for example, they could also include stress. Depending on the circumstances, actions to reduce risks could include giving volunteers specific information, training or equipment. However, volunteers need to recognise that they’re also responsible for their own health and safety, and that of those around them.

Volunteers with specific responsibilities for health and safety, for example walk leaders, receive Walking for Health training and guidance to help them to fulfil their responsibilities. Within this training they are required to design a health walk clearly communicating the risks associated with the route and detailing them within the given risk assessment proform.

For office based volunteers, such as those supporting schemes with administration, suitable risk assessments must be prepared for activities they will be carrying out and for their work space, to ensure we’ve undertaken our duty of care towards them.

It’s important that volunteers:

- Have good communication skills in detailing any risks relating to the activity to the walkers.
- Carry out duties without endangering either their health and safety or that of employees, volunteers, walkers or the general public
- Comply with all relevant instructions and procedures relating to safety and follow any guidance provided by us
- Inform us of any personal health and safety or wellbeing requirements that they may have, or if they have any doubts regarding their health and safety responsibilities

Insurance

Civil liability insurance

This insurance relates to our volunteer walk leaders leading Walking 4 Life walks. The Walking 4 Life Policy covers walk leaders who have successfully completed their Walking for Health volunteer walk leader training course, while
they’re leading recognised Walking for Health activities. It provides cover against legal liability for damages in respect of:

- Accidental injury or death to any person
- Accidental damage to property
- Nuisance, trespass to land or trespass to goods

The policy gives protection to individuals in the case of a claim being made against them by a third party, such as a landowner, a walker, or a member of the public. For such a claim to be successful, the injured party has to be able to show that they have suffered as a result of negligence. So if the claim arose, for example, as the result of an incident on a health walk, the injured party needs to show that the walk leader abdicated their responsibility in a reckless or negligent manner. Nuneaton & Bedworth Walking 4 Life Scheme also have civil liability cover through Nuneaton and Bedworth Borough Council.

Employers or personal liability insurance
Walking for Health doesn’t provide employers or personal liability insurance for volunteers. Nuneaton & Bedworth Walking 4 Life Scheme is part of Nuneaton and Bedworth Borough Council and has liability insurance which covers accidents, disease and injury to employees. This does include volunteers within this and a copy of our insurance cover /certificate is available. We also provide personal accident cover for employees and volunteers which includes volunteers suffering injury, illness or death whilst on their organisation’s business, regardless of fault.

Car drivers
Nuneaton & Bedworth Walking 4 Life Scheme volunteers using their own car for Walking 4 Life activities are recommended to inform their insurers that they’re using their cars as a volunteer and this should be regarded by the insurer as ‘social, domestic and pleasure use’. Most insurance companies agree to cover this at no extra charge to the premium, but some may not separate this activity from ‘business use’ and may try to charge accordingly. Volunteers’ cars are not covered by the Walking for Health civil liability insurance described above.

Safeguarding
Nuneaton & Bedworth Scheme as part of Walking for Health welcomes children and vulnerable adults on walks and activities, as long as they are suitable for them. We’re committed to equality and aim to treat everyone with dignity and respect, and not to discriminate on the protected characteristics of: race, disability, gender, gender reassignment, marriage/civil partnership, age, religion and/or belief, sexual orientation, pregnancy/maternity.
However, we don’t expect our schemes and volunteers to provide specialist care and support for people who have special needs or who are unable to care independently for themselves. We also don’t expect our schemes to take special responsibility for looking after children and young people under the age of 18.

We’re committed to ensuring the wellbeing of everyone, including children, young people and vulnerable adults, who participate in our Walking for Health activities. We will take every practical step to minimise the risk of harm, paying particular attention to the needs of those who are most vulnerable, including children and vulnerable adults.

We’re also committed to supporting our volunteers in their work, including protecting them from potential liabilities, false suspicions and allegations of abuse. Full details of our policy and guidance on safeguarding will be available in the volunteer section of the Walking for Health website.

**Confidentiality**

Nuneaton & Bedworth Scheme, as part of Walking 4 Life, is about welcoming and supporting lots of different people to join our walks, for whatever reason. As part of our duty of care towards those walkers, who may have joined for sensitive health reasons, we ask them to complete an ‘Outdoor Health Questionnaire’. There may also be other information which is shared on the form or face-to-face.

It’s important that all our volunteers in any of our roles recognise and maintain confidentiality of all information whilst representing Nuneaton & Bedworth Scheme and Walking for Health. By agreeing to our volunteering policy they are also agreeing to a confidentiality declaration and this means that confidential information about walkers, volunteers, Nuneaton & Bedworth Scheme employees, Walking 4 Health employees, and our work is kept private, unless sharing this information is required by law.

**Data protection**

Walking for Health, Nuneaton & Bedworth Scheme, and all our volunteers have a legal responsibility to collect, store and use data about individuals (walkers or volunteers) in accordance with the principles of the Data Protection Act. This is a legal act to protect personal information. A more detailed explanation of our Data Protection statement is available on the Walking for Health website from early 2014 and also our website.

**Contacts**

Volunteer or looking to volunteer? To find out how to get involved or query something in the policy, get in touch with us via our contact details below.
More Information

This policy has been produced by Walking for Health who have referred to guidance and resources from Macmillan, the Ramblers, and local schemes, along with national guidelines from volunteer organisations such as Volunteering England and their host organisation, NCVO (National Council for Voluntary Organisations). We’ve also included local policies and guidance from Nuneaton & Bedworth Walking 4 Life Scheme.

For more general information on volunteering policy, guidance, and good practice please see:

NCVO
www.ncvo-vol.org.uk/volunteering

Volunteering England (part of NCVO)
www.volunteering.org.uk

Walking for Health
www.walkingforhealth.org.uk
www.walkingforhealth.org.uk/volunteer-resources
Ramblers
www.ramblers.org.uk/volunteer

Macmillan Cancer Support
www.macmillan.org.uk/
www.learnzone.org.uk/