



Volunteer Policy

Dyspraxic Me is a peer group for young dyspraxic adults. Presently we meet monthly in London and take part in a wide range of activities that people with dyspraxia might find challenging such as cooking, sports and social skills. Dyspraxic Me started in June 2013 and has been delivering workshops since February 2014. Dyspraxic Me is a volunteer run registered charity with currently only 1 volunteer who founded the group and two trustees. Dyspraxic Me has plans to grow to support more people with dyspraxia.

Charitable objects:

The objects of the CIO are to relieve the needs of people affected by dyspraxia and other learning difficulties by:

- a) Providing or assisting in the provision of recreational, learning or leisure activities for people affected by dyspraxia and other learning difficulties, in the interests of social welfare with the object of improving their conditions of life
- b) Advancing the education of the public in the subject of dyspraxia and other learning difficulties
- c) Relieving people with mental health issues associated with dyspraxia and other learning difficulties

Dyspraxic Me is currently volunteer run. Everyone who supports Dyspraxic Me is a volunteer.

Current volunteer roles include:

- Photographing the meetings and making sure we have consent from individuals
- Writing and supporting others to write blog posts
- Marketing using social media and champion the group
- Help and support with finding facilitators to deliver sessions in budget
- Evaluation - finding out what workshops people would like to attend and gathering feedback
- Fundraising and bid writing to raise donations so we can deliver our regular meetings
- Setting up the room and tidying away at the end of the meeting as well as greeting members of the group when they arrive

Dyspraxic Me does not offer work experience or internships of any kind as there is no full-time supervision available.

Volunteer Recruitment:

Volunteer roles when available will be advertised on Dyspraxic Me website and social media. Roles will also be advertised on external websites such as Do it, Reach and vInspired.

Volunteer recruitment process:

- Potential volunteers to complete an Expression of Interest form
- Potential volunteer is invited for a meeting with the founder and a trustee
- Potential volunteer will hear if they have been successful or not
- All volunteers complete an induction and relevant training for their role. This will include reference checks and may include a DBS check if required for their role

Volunteer training:

All volunteers are required to complete training on neurodiversity; diversity and equality; GDPR and safeguarding. Other training is dependant on your role. From time to time other relevant training for

any volunteer may be required. There will be on going support for volunteers through regular meetings either online or in person.

Volunteer responsibility:

Dyspraxic Me relies on volunteers, so we require that anyone who cannot complete their task that they have agreed to let us know as soon as possible so that adjustments can be made. If you cannot attend Dyspraxic Me monthly meeting please let us know, as we might need to arrange for another volunteer to attend.

Volunteer conduct:

We ask that all volunteers conduct themselves well, are polite, non-judgemental, positive and motivated. If there's been a complaint about a volunteer we will organise a meeting separately with both the person who's complained and another with the volunteer. The volunteer will be unable to volunteer until matters are resolved, If we are unable to resolve the volunteer will be asked to leave Dyspraxic Me as a volunteer.

Minor and major grievances:

If problems arise from a volunteer or about a volunteer Dyspraxic Me we will organise a meeting with the volunteer and the trustees. If it is not possible to resolve in the first meeting there will be a second meeting. If trustees and volunteer are not able to find a mutual outcome the volunteer may be asked to leave Dyspraxic Me.

Confidentiality:

Due to the nature of the work of Dyspraxic Me, it is essential that our attendees feel safe and understood; therefore, it is crucial that volunteers adhere to confidentiality at all times, unless there is a health and safety or safeguarding concern.

Health and safety:

We ask that volunteers are conscious about health and safety and to raise any concerns they might have.

Volunteer expenses:

No volunteer may incur expenses without the approval of a trustee. A receipt is required to claim any expenses. The capacity of Dyspraxic Me to pay expenses including travel is subject to the ability to find funding. At the time of writing, Dyspraxic Me is able to reimburse travel expenses

up to £15. Basic snacks are provided at Dyspraxic Me monthly meetings for young people and volunteers.

Leaving:

We understand that volunteers may need to stop volunteering. We do request that volunteers who wish to leave give as much notice as possible to allow us enough time to find a new volunteer. Ideally volunteers will commit for at least a year (~12 Dyspraxic Me meetings). On leaving the volunteer will be offered the opportunity to give feedback on their volunteer role and for trustees to say thank you.

Dyspraxic Me other policies include:

- Safeguarding
- Health & Safety
- Equality & Diversity
- GDPR

All volunteers need to have read the policies.

We will review the policy at least every 5 years.