

 <b>PUFFING BILLY RAILWAY</b>	<b>PUFFING BILLY PRESERVATION SOCIETY</b>	<b>Document Number</b>
	<b>VOLUNTEER POLICY AND PROCEDURE</b>	

# PBPS VOLUNTEER POLICY

## PURPOSE

The purpose of this policy is to ensure that all PBPS members who volunteer for Society activities, or who are members of Society committees, undertake appropriate criminal police checks and hold a current Working with Children card to ensure their suitability to volunteer on behalf of PBPS

## 1. POLICY STATEMENT

All Society members who volunteer to be on PBPS committees, including the Executive Committee, will agree to be registered volunteers with ETRB.

1.1 The Puffing Billy Preservation Society (PBPS) is a group of individuals from a wide range of backgrounds and experiences. Many of these members will choose to contribute to the Society by giving their time and expertise to one or more of the committees so important to the efficient running of the Society. It is imperative that all members have confidence that anyone volunteering their time has completed a police check and holds a current Working with Children Card.

## 2. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

The Puffing Billy Preservation Society Executive Committee is responsible for adopting this Policy.

The Directors and Officers of the Puffing Billy Preservation Society, Committee Members of Puffing Billy Preservation Society, and Members of Puffing Billy Preservation Society are responsible for the implementation of this Policy.

## 3. SCOPE OF POLICY

This policy applies to:

- Directors and Officers of the Puffing Billy Preservation Society (PBPS)
- Members of the Puffing Billy Preservation Society (PBPS) who volunteer on PBPS sub committees or act in any capacity on behalf of PBPS.

<b>Policy Manager</b>	President of Puffing Billy Preservation Society
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<b>Approval Authority</b>	Puffing Billy Preservation Society
<b>Review Date</b>	2021

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## **PROCEDURES**

All PBPS members, who volunteer as part of any Society committee, will agree to become registered volunteers of ETRB.

This policy is intended to provide protection for all PBPS members, ETRB staff and volunteers, and members of the public by ensuring that all members who volunteer for PBPS are appropriately covered by insurance whilst carrying out their volunteers' duties.

## **RESPONSIBILITIES**

The Puffing Billy Preservation Society Directors, Officers and Members are responsible for being aware of, and complying with, this procedure.