

## Book Now

Early Bird Booking available until **Friday 15 February 2019**:

- Cumbria CVS members: £80 early bird; £100 thereafter
- Non Cumbria CVS members: £100 early bird; £125 thereafter

Lunch and refreshments included

**Places are limited. Please book early to avoid disappointment.**

## How to Book

All delegates must **complete and return a booking form** to:

- [info@cumbriacvs.org.uk](mailto:info@cumbriacvs.org.uk) or post to:
- **Cumbria CVS, Shaddongate Resource Centre  
Shaddongate, Carlisle, CA2 5TY**

Places can also be booked (and paid) online at: [www.cumbriacvs.org.uk](http://www.cumbriacvs.org.uk)

NB: Places cancelled two weeks or less before the course or failure to attend the training will result in full fees being charged for the training.

## Who should attend

- Volunteer Managers
- Volunteer Leaders
- Individuals that have a responsibility for recruiting, managing and/or supporting volunteers

## What can you expect

- To be trained by an experienced Volunteer Manager and Trainer who has worked for both volunteer involving and volunteer infrastructure organisations
- Network with other Volunteer Managers
- Learn from practical sessions and discussions
- Action planning for change

**Contact Cumbria CVS: 01768 800350 or email [info@cumbriacvs.org.uk](mailto:info@cumbriacvs.org.uk)**



# Volunteers and the Law

**Thursday 7 March 2019  
10am - 4pm  
Penrith Rugby Club, Winters Park  
Penrith CA11 8RQ**



**Training for individuals who have practical  
experience of working with volunteers**

Thursday 7 March 2019

10am - 4pm (coffee and registration 9.45am)

Penrith Rugby Club, Winters Park, Penrith

## Volunteers and the Law

Valuing volunteers and building mutually beneficial relationships is a key part of the role of Volunteer Managers. We want to treat our volunteers well and recognise their unique contribution, whilst also ensuring that we are working within the law.

This course will enable you to learn about the legal position of volunteers, how volunteer rights differ from those of paid employees and your organisation's legal duties towards volunteers. You will leave feeling more confident about building positive relationships with volunteers, fulfilling your duty of care, reducing risk for your organisation and complying with the law.

**Morning:** This session will focus on building your understanding of the legal position of volunteers and your duty of care to volunteers through information giving, the use of case studies and scenarios.

**Afternoon:** This session will focus on understanding your responsibilities in terms of data protection and how to draft a privacy statement for volunteers. There will also be the opportunity to create an individualised action plan to take back to your organisation and we will explore how you can use influence to bring about change.

**Learning outcomes:** By the end of the day, you will:

- be able to explain the legal position of volunteers
- understand how to reduce the risk of forming a contract of employment
- be able to explain how volunteering works for people in receipt of state benefits and how immigration status affects volunteering
- understand how to keep volunteers healthy and safe and to fulfil your duty of care towards volunteers
- feel confident about managing volunteers' data in line with data protection legislation (including GDPR) and ensure that your volunteers understand their responsibilities
- have identified your next steps in terms of changes to your organisation's policies and procedures, educating and influencing others within your organisation.

## Essential training and skills for Volunteer Managers

### About the trainer

Laura Hamilton is a specialist in volunteer involvement and volunteer management, with 18 years' experience working in this field. Her background includes working for both volunteer involving and volunteer infrastructure organisations. She spent a number of years as a member of the management team at George House Trust; Greater Manchester's HIV health and wellbeing charity. She has also led youth volunteering programmes, was chair of Volunteering Greater Manchester and a member of the North West England Volunteer Development Council. She now works as an independent freelancer; supporting organisations to maximise the impact of their volunteer programmes.



### Previous delegate feedback:

*"Made the information extremely accessible but also engaging"*

*"Laura is great to work with; she is friendly and approachable to staff and volunteers and her training skills are exceptional."*

FEEDBACK

*"Engaging, knowledgeable, relevant. Clear experience"*