



Kohima Educational Trust (KET) Volunteer Policy

KET activity and the place of volunteers

The KET exists to support the advancement of education amongst the Naga people as a debt of gratitude to them for their support of British, Indian and Commonwealth troops during the Battle of Kohima. The KET raises funds through fundraising activities, legacies, online donations and applications to foundations and trusts.

While some of the KET's fundraising is conducted online, face-to-face activity occurs and in this instance, volunteers may either act by themselves on behalf of the KET, or they may volunteer to work for the KET to raise funds.

Our management of volunteers should in all instances be legal, follow best-practice and fundraising regulations and be fair and reasonable to all concerned.

Structures for Managing Volunteers

There is no specific structure for managing volunteers yet as events are arranged on an ad hoc basis. Crucially, the CEO of KET needs to be made aware of what volunteering activity is being arranged and will confirm she is happy with the proposed arrangements.

Any volunteers will be briefed on their tasks by a member of the KET. When required, the KET may draw up a Volunteer Agreement and job description. Volunteers will be briefed on relevant information on the KET before acting in their name, as well as on who their main point of contact is for all matters within KET.

Equality and Diversity

The KET embraces diversity, equality and inclusion.

Health & Safety

The KET is Health and Safety conscious. Where necessary, risk assessments will be conducted and these will be shown to the volunteers along with details of emergency procedures. Further details about risk assessments can be found online including here:

<http://www.hse.gov.uk/event-safety/getting-started.htm> .

Where necessary, appropriate insurance will be arranged for the volunteer to be funded either by the KET or by the volunteer by mutual agreement.

Expenses

In certain cases, volunteers will be able to claim travel and subsistence expenses. These, and the claims procedure, will be made clear before the volunteer acts for the KET.

Appreciation

The KET will always thank volunteers in writing while simultaneously asking them if there was anything that could improve the experience that the volunteer had, or any improvements in the service given for the KET.

Data and Privacy

The KET will handle volunteers' personal data according to the provisions of the General Data Protection Regulation (GDPR), 25 May 2018. Volunteers will be asked for their consent for images or mention of their name to be used in KET publicity. Any limitations on use of social media will be explained to the volunteers before engagement.

Reviewing Policy

The KET is committed to the Fundraising and Remembrance Committee reviewing our policy and good practice every two years.

This policy was last reviewed in:	November 2024
This policy was reviewed by KET Chairman Angus Barclay and KET CEO Sylvia May	November 2024
This policy was approved by the Board of Trustees	25 November 2024
Date of next renewal	November 2026