

The Brunswick Club for Young People Volunteer Policy

Introduction

Volunteers offer a valuable resource by giving their time and dedication without pay. It is important to ensure that we protect volunteers by making sure that they are well looked after and that they are fit to work. It is important that volunteers are treated with respect and dignity.

Purpose

The aim of this policy is to produce a clear framework for of volunteers working at The Brunswick Club for Young People. A volunteer is someone who is working in an unpaid capacity as part of a planned programme of activity. This would include any friends and relatives who may offer their services from time to time.

The policy is intended to help promote a constructive partnership between volunteers and staff. People volunteer for a variety of reasons and can contribute in a range of ways according to the individual needs and talents that they bring. Volunteers will need to abide by the values, principles and policies which form the framework of The Brunswick Club for Young People.

Equal Opportunities

The Brunswick Club for Young People is committed to the development of equal opportunities and believes that opportunities should be open to all regardless of social class, gender, sexual orientation, disability, age, marital status, religion, colour, race or ethnic or national origin. Teamwork promotes mutual interests, harmony, respect, co-operation and understanding between volunteers from diverse backgrounds.

Recruitment and Selection

Volunteers will be recruited and selected according to their suitability in helping meet the needs of planned activities. All prospective volunteers will be asked to make a declaration and sign an agreement document (see attached appendix). They will be interviewed by a member of staff and approved volunteers will be inducted into the work.

DBS Checks

All approved volunteers will be subject to criminal record checks through the Disclosure & Barring Service (DBS). No volunteer will work unsupervised with children or young people until their DBS check has been received and checked by the Club Manager or Chair of the Management Committee.

Volunteer Agreement

All new volunteers should sign an agreement which lays out general and specific expectations. This does not amount to a contract of employment, but clearly sets out what either party can expect from the other.

General Expectations

Volunteers should:

- i. Have the right to be made welcome and to feel involved and valued.
- ii. Should acquaint themselves with and work in accordance with all appropriate policies, guidelines and procedures. These will be covered as part of the induction procedure.
- iii. Receive regular supervision and support during induction.
- iv. Undertake only those tasks and responsibilities as arranged and agreed.
- v. Respect confidentiality at all times.
- vi. Report all accidents, serious incidents or damage to equipment immediately to a member of staff.
- vii. Have the right to withdraw volunteering services without notice.

Specific Expectations

The term of agreement will specify, without being inflexible:

- i. The timetable during which the volunteering will take place.
- ii. The name and contact details of the staff member responsible for their induction.

Expenses

Subject to prior agreement and project budgets, any eligible costs incurred during volunteering will be reimbursed.

Insurance

Public Liability cover is in force to protect The Brunswick Club for Young People's legal liability for third party injury or property damage arising in connection with volunteering work.

Consultation and Commitment to Review

The Brunswick Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and children and young people.

Employees and volunteers will be consulted on changes to policies through staff meetings and children and young people through youth meetings.

The employees' and volunteers' representative is Danny Volino.

This policy was reviewed by the Management Committee on 18th July 2016.

This policy will be reviewed by the Management Committee in July 2017.

VOLUNTEER AGREEMENT

<p>The Brunswick Club for Young People will:</p> <ul style="list-style-type: none"> i) Provide the details of the staff member who is the volunteer's point of contact. ii) Induct the volunteer in the following: <ul style="list-style-type: none"> a. Explain the values and aims of The Brunswick Club for Young People b. Health and Safety c. Accident reporting d. Any other relevant information. iii) Provide regular supervision. iv) Involve the volunteer in any relevant meetings or communications. 	<p>The volunteer will:</p> <ul style="list-style-type: none"> i) Have the right to be made welcome and to feel involved and valued. ii) Be expected to acquaint themselves with and work in accordance with all appropriate policies, guidelines and procedures which will be covered in the induction procedure. iii) Undertake only those tasks and responsibilities as arranged and agreed. iv) Respect confidentiality at all times. v) Take responsibility for providing feedback and information to relevant staff members. vi) Report all accidents, serious incidents or damage to property and equipment immediately.
<p>The Brunswick Club for Young People expects that the volunteer will work:</p> <p>Days dates, hours</p> <p>.....</p> <p>The name of the volunteer's support worker for induction is:</p> <p>Name</p> <p>Contact details</p> <p>The volunteer's responsibilities are set out above.</p>	
<p>Signed: (for The Brunswick Club for Young People)</p>	<p>Signed: (the volunteer)</p>
<p>In signing this document, both parties understand that this does not constitute a contract of employment and that there was no intention of forming such at the time of signing.</p>	
<p>Date</p>	