

## **The Bamford Community Society**

### **Volunteer Policy**

<b>First produced on</b>	<b>September 2013</b>
<b>Approved on</b>	<b>13th August 2015</b>
<b>Approved by</b>	<b>Board of Directors – see minutes</b>
<b>To be reviewed no later than</b>	<b>August 2016</b>

## 1. Policy statement

The Bamford Community Society Ltd is a registered society under the Co-operatives and Community Benefit Society Act 2014 and is owned by its members, the majority of whom are residents of the village of Bamford. The Society operates from the Anglers Rest site within Bamford village, in the Derbyshire Peak District and delivers various services for the benefit of residents of Bamford, the wider Hope Valley and visitors to the area. The BCS is a socially responsible business committed to commercial success whilst upholding the highest standards with regards to business operations. This policy forms part of those standards of good practice.

The BCS recognises the important contribution that volunteers can make to our organisation and the benefits that volunteering can provide to members of the local community, for example, in terms of skills development and socialization.

All volunteers also have rights and responsibilities. These are described in the policy below.

## **2. Volunteer Policy**

### **2.1. Recruitment**

- We welcome and respect the breadth of experience, skills, dedication and goodwill that volunteers bring.
- Volunteers need to be over 16 years of age to volunteer independently. Children and young people under the age of 16 will need to be accompanied by a parent/guardian at all times.

### **2.2. The Rights of Volunteers**

All volunteers are entitled to be treated with dignity and respect, regardless of gender, race, colour, disability, religion, age or sexual orientation.

The BCS aims to provide volunteers with:

- Equal opportunities to everyone who wants to volunteer.
- A positive and friendly atmosphere.
- Roles that match individual's skills and experiences, where possible.
- Make necessary arrangements to ensure the health, safety and welfare of volunteers.
- Respect for all our volunteers and listen to what they have to say, consistently encouraging two-way communication.
- Notice of any change to arrangements as soon as possible.
- A named person they can go to for advice and support;
- Have their contribution valued by all sections of the organisation;
- Have agreed, out-of pocket expenses reimbursed where possible;

### **2.3. The Responsibilities of Volunteers**

Volunteers will be expected:

- To act as a good ambassador and always consider and protect the good reputation of the Bamford Community Society and The Anglers Rest in your actions and conduct.
- To treat everyone equally regardless of age, gender, sexual orientation, religion or disability.
- To be respectful towards others and be aware of use of language to not cause offence.
- To respect the confidentiality of members, customers and the organisation;
- To be reliable, particularly with agreed arrangements;
- To notify the appropriate person if they are unavailable or unable to fulfill their volunteer duty.
- To co-operate with other volunteers;
- To undertake relevant training when necessary;
- To exchange information and feedback;
- To ask for support when and where it is needed;
- To carry out agreed roles and tasks;
- To comply with health & safety instructions.

### **2.4. Expenses**

The BCS believes that volunteers should be able to claim back reasonable, agreed expenses they incur in the course of their activities, e.g. travel costs for attending a training course, subject to prior agreement with the BCS. All expenses need to be claimed by following BCS financial procedures, and would normally require the submission of original receipts.

## 2.5. Insurance

Volunteers are covered by our Public Liability cover when taking part in agreed BCS activities. Volunteers should not act in such a way as to invalidate this insurance.

## 2.6. Implementation

A volunteering log will be kept in an accessible place in the Anglers Rest in which volunteers should log their working session. The log will also contain a copy of the Volunteering Policy and the Health & Safety Policy. For the purposes of this policy BCS Directors undertaking volunteer tasks are regarded as volunteers and should comply with the following points.

Any person organising a volunteering session should ensure:

- That prior agreement is obtained from the Anglers Rest management team.
- That the tasks to be undertaken by volunteers are appropriately risk-assessed, and any significant risks identified are addressed;
- That volunteers are properly briefed about the task(s) in hand, including any health & safety issues;
- That all volunteers working on-site register their presence in the volunteer log.
- That the employed staff working on-site should be informed about the presence of volunteers and the tasks being undertaken.
- If a volunteer intends working alone, that they are asked to ensure any employed staff working on-site know of their presence and when they leave. If no staff are present then a lone-working volunteer should carry a fully functional mobile phone.