

BRADFORD UNDER FIVES ASSOCIATION

VOLUNTEER POLICY

1. Introduction

Bradford Under Fives Association is a local umbrella organisation providing support to playgroups, toddler groups and other under 5's groups. It recognises the significant contribution volunteers make to the work and service objectives of Bradford Under Fives Association. This policy defines the term and sets out the principles, practices and procedures, which Bradford Under Fives Association will follow in the appointment, management and supervision of volunteers.

2. Definition

Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and or with the primary aim of bringing some benefit to the local community.

3. Principles

In appointing volunteers Bradford Under Fives Association will adhere to the following principles:-

- a) Volunteers will not be used to do the work of paid staff during an industrial dispute;
- b) Current Bradford Under Fives Association employees will not be required to work voluntarily at Bradford Under Fives Association;
- c) All volunteers will be provided with a role description, specification and guidelines on their placement - see appendix (i).

4. Equal Opportunities

Bradford Under Fives Association recognises that the activity of volunteering can provide a volunteer with experiences and opportunities for self and career development. In accordance with the organisation's Equal Opportunity Policy, volunteer placements at the organisation will therefore be open to individuals irrespective of race, disability, sexuality or marital status. In addition, the *specification* must set out the equal opportunity dimension and any specific equality requirements of the role. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for the equal opportunity policy, she/he will be deemed automatically to be unsuitable for a volunteer position at Bradford Under Fives Association.

5. Trial Period

Each volunteer will be subject to a trial period of 3 months.

6. Termination

Where appropriate, the role and placement of the volunteer may be terminated by the Chairperson of the Management Committee of the Organisation at one week's notice prior to having consulted with their Supervisor, or immediately, where behaviour equivalent to gross misconduct has occurred. In all cases the volunteer will be entitled to an explanation of the decision and action taken. The Chairperson of the Management Committee will report any such terminations to the Committee.

6. Discipline and Grievance

Volunteers will not be subject to Bradford Under Fives Association's disciplinary procedures. Correspondingly, volunteers will not have access to the Organisation's grievance procedures. However, volunteers will be entitled to use Bradford Under Fives Association's Complaints Procedure. Where appropriate, the complaint will be investigated fully by the Chairperson of the Management Committee or her/his representative.

7. Health and Safety

All individuals have a common law **duty of care** to take reasonable steps to ensure no one suffers injury or illness as a result of something that could reasonably have been predicted and prevented. It is expected that volunteers will at all times work safely with due regard for the health, safety and welfare of others; report accidents and incidents that may lead to injuries; report all unsafe conditions that may arise and co-operate fully when accidents require investigation. Volunteers will be given a copy of Bradford Under Fives Association's Health and Safety Policy.

8. Confidentiality

All volunteers will be bound by the same requirements for confidentiality as paid staff. A copy of the Bradford Under Fives Association's confidentiality policy will be given to volunteers on starting their placement.

Basic personal details of all volunteers will be kept in a secure Personnel file held by the Chairperson of the Management Committee (in line with the Organisation's Data Protection and Confidentiality Policies).

9. Expenses

(j) Volunteers will be entitled to travel expenses and other out of pocket expenses as appropriate. They may not normally receive payment for any other reason (with the exception of the maximum of 200 hours per year of professional services as specified in our Constitution).

10. Insurance

Volunteers will be covered by Bradford Under Fives Association's employer's liability, professional indemnity where appropriate, and personal accident insurance. Where volunteers are driving on behalf of Bradford Under Fives Association, they will need to be covered by their own insurance.

11. Monitoring and Review

It will be the responsibility of the Management Committee to regularly review the operation of Bradford Under Fives Association's Volunteer Policy to ensure that it is in accordance with the Bradford Under Fives Association's Equal Opportunity Policy.

12. Training

Training will be provided as appropriate to the area of work being carried out.

Appendix (i)

PROCEDURE

Recruitment of Volunteers intending to work with us on a regular basis.

Volunteers will be selected through the following process:-

Step 1:

The following items must be agreed by the Staffing Sub-Committee, before a proposed Volunteer placement at the Organisation is implemented:-

- a) a *Role Description*, outlining the specific tasks, responsibilities and reporting lines of the volunteer;
- b) guidelines including the duration, hours, expenses, insurance etc., relating to the placement;
- c) a *Specification*, outlining the relevant experience, skills, knowledge, abilities and equal opportunity awareness necessary to carry out the role effectively.

Step 2:

The prospective volunteer will be invited to a meeting with the intended supervisor. Using the *Role Outline* and the *Specification* the parties will engage in a two-way discussion of the proposed role, of its mutual suitability. Following the meeting, Bradford Under Fives Association representative will make a decision within one week regarding the individual's suitability for the particular role.

Step 3:

The prospective volunteer must complete and sign the necessary forms to agree to a CRB investigation, before starting the placement.

Step 4

Prior to commencing their placement at Bradford Under Fives Association each successful volunteer shall be formally allocated to a co-ordinator who will manage and supervise the volunteer throughout the duration of her/his placement at the Organisation.. The responsibilities will include ensuring that the volunteer receives the following:

- (i) a planned induction to Bradford Under Fives Association;
- (ii) regular supervision and support sessions;
- (iii) positive feedback on their contribution;
- (iv) advice and information to enable them to carry out their tasks;
- (v) opportunities to participate in the decision making of the organisation;

Responsibilities and expectations of Volunteers

- (i) to give a commitment in hours
- (ii) to adhere to the the Organisation's Confidentiality policy
- (iii) to respect and work with the Organisation's policies
- (iv) to notify the Organisation if unable to attend