



BEACON VOLUNTEERING POLICY

Recruitment of Volunteers

BEACON recognizes that by far the largest contribution towards its aims comes from volunteer support. Whilst it is an explicitly ecumenical Christian project, it seeks to recruit volunteers from all who are able to support its Mission Statement and Objectives.

The Process

- An application form will then be sent out along with a leaflet about Beacon, a Role Description and any specific information regarding the particular project for which the volunteer is applying
- A meeting will then be arranged between a Beacon staff member / Project Leader and the applicant to provide more information about the specific project, and ensure that this is the right opportunity for the applicant
- Two references will be sought from those able to comment on the suitability of the applicant for the role applied for.
- The decision whether to appoint will usually be made by the Project Leader in consultation with one or more members of the Beacon Executive.
- An initial probationary period may be agreed between the volunteer and their Project Leader

Volunteer Agreements and Role Descriptions

All volunteers will be provided with a brief description of their role within the specific project, as well as a Volunteer Agreement containing information about the project and clarifying the respective expectations of both the volunteer and the project. Neither of these documents represents a contract.

Induction and Training

Before starting, all volunteers will be provided with initial induction (this will usually be by the Project Leader) and training relevant to their role. Where possible and where funds allow, Beacon will subsequently provide ongoing and refresher training specific to the needs of the individual volunteer.

Support

All volunteers will have a named person as the main point of contact. It is intended that meetings will be arranged six monthly where volunteers will be encouraged to feed back any difficulties they may be experiencing in fulfilling their role. Support should be available at any time.



Concerns and Complaints

Volunteers are encouraged to discuss any concerns or complaints as soon as possible with their nominated Project Leader. If the issue is unable to be resolved at this stage, it should be submitted in writing to the chair of the Chair of the Beacon Executive.

Withdrawal

Volunteers are asked to give as much notice as possible to their Project leader of their intention to stop volunteering. Where the Project Leader becomes concerned that the volunteer may not be suited to their specific role, they will arrange to meet with the person as soon as possible to discuss their concerns. If it is not possible for these to be satisfactorily resolved within this meeting, the Project Leader will discuss with the Chair of the Beacon Executive and a decision may be made to terminate the volunteer's placement.

Public Liability Insurance

Volunteers are covered by BEACON's Public Liability Insurance policy in the course of their volunteering duties.

Criminal Records

BEACON volunteers do not work either with children, or with those deemed 'vulnerable adults' under legislation. We are therefore unable to routinely request that volunteers are DBS checked. All applicants are asked to declare any criminal convictions, and these will be considered in the approval process.

BEACON Volunteer Expenses Policy

BEACON strongly believes that no volunteer should be out of pocket.

We will commit to paying transport to and from the place of volunteering and other exceptional destinations where they are required to go as part of their role: eg for training, trips or accompanying clients to appointments. For exceptional destinations, the limit for travel expenses claimable will be stipulated by the coordinator prior to the event.

The following expenses will be reimbursed:

- BEACON will reimburse volunteers for travel to and from the place of volunteering.



- BEACON will cover any form of transport taken, up to the price of a **First Day West Yorkshire Bus Ticket per day. (currently at £4.70, November 2015).**
- Volunteers are encouraged to use the cheapest option for travel.
- Car mileage will be paid at the rate of **45p per mile.**
 - *Any journeys made where the mileage comes to over £4.70 need to be agreed by the coordinator.*
- Any other expenses incurred (for example materials for the CHAT English Sessions or translations for McKenzie Friends clients) will be reimbursed if the amount is agreed with the Coordinator prior to the purchase.
- Copies of bus tickets, records of mileage, and any receipts can be passed to the coordinator with the expense claim form on a monthly basis.

This Policy has been agreed by Trustees and will be reviewed **December 2019**