



## **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 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.