



VOLUNTEERING POLICY

Version adopted November 2020
Review November 2023

Beacon Volunteering Policy

1. Introduction

BEACON's vision is that the Bradford district becomes a hospitable community where asylum seekers and refugees are welcome, enjoy access to justice and fair treatment and are supported on their journey to independence and integration. BEACON volunteers make a vital contribution to helping us realise this vision. BEACON seeks to recruit volunteers, who support our vision, from a diversity of backgrounds.

Within BEACON volunteers are involved in:

- The Board of Trustees
- The BEACON Projects

The involvement of volunteers will be guided by the following principles of good practice:

- volunteering opportunities will complement rather than replace the work of paid staff
- volunteer roles will be clearly defined
- the organisation will comply with the General Data Protection Regulations in the use of data held on all volunteers
- volunteers will be provided with regular opportunities to share ideas/concerns with their Project Co-ordinator
- all existing and future policies will be checked as to how they affect volunteers

2. Purpose

By adopting this policy BEACON aims to:

- highlight and acknowledge the value of the contribution made by volunteers
- reflect the purpose, values, standards and strategies of the organisation in its approach to involving volunteers
- recognise the respective roles, rights and responsibilities of volunteers
- confirm BEACON's commitment to involving volunteers in its work
- establish clear principles for the involvement of volunteers
- ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by our volunteers

3. Recruitment and Selection

- BEACON will adhere to its Equality and Diversity policy when recruiting and selecting volunteers
- All potential volunteers must be over 18 and will be asked to complete a volunteer application form
- A meeting/interview will be arranged with the BEACON Project Coordinator, and when appropriate, BEACON Team Leader

- Where there is specific training required this will be highlighted as part of the recruitment process
- Where there is a requirement for a DBS Check, this will be highlighted as part of the recruitment process
- All volunteers will be required to provide 2 references
- The decision to appoint will usually be made by the Project Coordinator in consultation with the Team Leader
- An initial probationary period may be agreed between the volunteer and their Project Coordinator
- All volunteers will be provided with a description of their role within the specific project and must sign a Volunteer Agreement clarifying the respective expectations of both volunteer and the project
- Volunteers should not seek to represent the views or act on behalf of BEACON unless they have express permission to do so

4. Support and Supervision

- Volunteers will be given copies of and should comply with all BEACON's policies and procedures
- All volunteers are covered under BEACON's Public Liability insurance, however this does not extend to loss of personal belongings
- Before starting, all volunteers will be provided with initial general induction and training relevant to their role
- Following induction, volunteers will have regular support (and ongoing training when possible) from their Project Coordinator
- Volunteers will be able to claim reasonable expenses for their volunteering in line with the expense's procedure (see Appendix 1). Volunteers should discuss any planned expenditure prior to incurring these expenses to ensure that it will be covered by the organisation
- Volunteers should ensure they have appropriate insurance if they use their own vehicle in the course of their duties.

5. Concerns and Complaints

- Volunteers are encouraged to discuss any concerns as soon as possible with their Project Coordinator
- If the issue cannot be resolved, volunteers should follow the procedure outlined in BEACON's Complaints' Policy

6. Ending the Volunteer Agreement

- Volunteers are asked to give as much notice as possible to their Project Coordinator of their intention to stop volunteering
- Where the Project Coordinator becomes concerned that the volunteer may not be suited to their specific role, they will arrange to meet as soon as possible to discuss their concerns
- If it is not possible for the concerns to be satisfactorily resolved within this meeting, the Project Coordinator will bring the issue to the BEACON Team Leader. A record of these meetings will be made. A decision, which is final, may be made to terminate the Volunteer Agreement

Appendix 1

Volunteering expenses

- BEACON will offer reimbursement to volunteers for travel to and from the place of volunteering
- BEACON will offer to cover the cost of any form of transport taken up to the price of a First Day West Yorkshire Bus Ticket per day
- Volunteers are encouraged to use the cheapest option for travel
- Car mileage will be paid at a rate of 45p per mile, motorcycles at 24p per mile and bicycles at 20p per mile
- Any regular journeys made where the mileage exceeds the price of a First Day West Yorkshire Bus Ticket should be agreed in advance with the project coordinator
- BEACON will also reimburse travel to other destinations which volunteers are required to travel to as part of their role e.g. for training, trips or accompanying service users to appointments, however this must be agreed in advance with the project coordinator
- Any other expenses incurred must be approved in advance with the project coordinator prior to purchase, in order to receive reimbursement
- To claim expenses, volunteers should complete and sign a Volunteer Expenses claim form and return this to the project coordinator along with copies of bus tickets, records of mileage or receipts.
- Volunteer expenses should be claimed within a calendar month of the date they are incurred.