



JOSIMAH BABY BANK

VOLUNTEER POLICY

Introduction

This document outlines Josimah Baby Bank's (hereinafter known as JBB) policy and volunteering procedures. This policy covers all volunteers.

JBB believes that purpose is found in contribution and that everyone has something to give. JBB recognises volunteers' contributions and seeks to create an environment where volunteers flourish.

In adopting this volunteer policy, JBB wishes to set out the principles governing the involvement of volunteers and provide guidelines to ensure that volunteers are supported and have clear parameters for their work. This policy seeks to encourage and enable the participation of volunteers.

Volunteer Policy Statement

1. Equal Opportunities

- As an employer and engager of volunteers, JBB is committed to a policy of equal opportunities. This principle will apply to service delivery, recruitment, promotion, training, facilities, procedures and all terms and conditions.

2. Recruitment & Selection

- Applications from volunteers are welcome from all sections of the community; however, as a charity that deals with children and vulnerable adults, additional checks are in place to ensure that no disqualified or unfit person works in the Charity or has access to children and vulnerable adults. Please refer to our **Safeguarding Policy** for more information.

3. Information & Training

- Volunteers will receive full information about their chosen area of work and will be given a clear idea of their responsibilities to JBB.
- Volunteers will be given induction and training in the specific tasks.
- Volunteers are expected to complete First Aid Awareness and Safeguarding training.
- Volunteers will be consulted in decisions which affect them.

4. Support & Supervision

- Volunteers will be assigned a named contact person for supervision and support.

5. Problem-Solving

- JBB recognises that problems do arise, and we aim to identify and resolve these problems at the earliest stage. Volunteers who have a problem of any kind should discuss it in the first instance with their named contact person.

6. Confidentiality

- Volunteers will be bound by the same confidentiality conditions as JBB's paid staff, if any. This will be detailed in the volunteer agreement.

7. Expenses & Insurance

- JBB will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.
- Volunteers will be adequately covered by insurance while carrying out agreed duties.

8. Health and Safety

- All volunteers are covered by the same health and safety policies and provisions as paid staff. There will be a Health and Safety tour provided as part of the volunteer's induction.

9. Relations with Paid Staff

- JBB is committed to ensuring that volunteers work complement the work of paid staff. Voluntary work will not be used as a substitute for paid work.
- Steps will be taken to ensure that staff at all levels are clear about the roles of volunteers.
- JBB will foster good working relationships between staff and volunteers.
- JBB recognises the need for training for all working alongside and managing volunteers.

10. Costs

- JBB will endeavour to identify and cover the costs of involving volunteers and recognises the value of designated responsibilities within specific posts for managing volunteers.

11. References

- Based on their voluntary work, volunteers will have the right to request a reference.

12. Monitoring & Evaluation

- JBB will systematically monitor and evaluate its involvement of volunteers with reference to this Volunteer Policy.

13. Policy Review and Queries

- This policy is not contractual and may be subject to change at JBB's discretion in line with government legislation.
- Any questions about applying this policy should be directed to the charity by email at operations@josimahbabybank.org.

Policy Effective Date and reviews

1st April 2023, JBB

Reviewed April 2024

Reviewed 2025

Next review date: April 2026