



# brag enterprises

Enterprising People, Sustaining Communities

## Volunteering Policy

QM/LEVEL 2 /STAFFING PROCEDURES 35

REVISION 01

April 2020

|                            |               | DATE       |
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| <b>Responsible Person:</b> | HR ADVISOR    | 07/04/2020 |
| <b>Authorised:</b>         | CMT           | April 20   |
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### 1.1 Purpose:

This document sets out the statutory rights and responsibilities of volunteers who are registered to volunteer for Brag Enterprises and support the day to day activities of the organisation as a whole.

### 2. Scope:

2.1 All Volunteers

### 3. Accessibility

3.1 This policy is written in English but can be translated into Community Languages and also large print and audio for people with sight impairments and hearing difficulties.

## Volunteering Policy

### About us:

Our core values – **Transparency and honesty** sits at the heart of all that we do. This is then underpinned with a drive for **continuous improvement and excellence thus ensuring we focus on our results**. These horizontal themes then continue in that we aim to ensure that the services we then offer, treat the communities and people who live within them with **respect** and that our offering is **inclusive** of everyone. Whilst delivering on this, we will work hard to ensure that people remain **safe** whilst having a **minimal impact on our environment**.

Think about how you may want to benefit from volunteering as it's a good start to finding the opportunity that's right for you.

- **Gain confidence.** Volunteering with Brag can help you gain confidence by giving you the chance to try something new and build a real sense of achievement.
- **Make a difference.** Volunteering with Brag can have a real and valuable positive affect on people, communities and society in general that we work with.
- **Meet people.** Volunteering can help you meet different kinds of people and make new friends.
- **Be part of a community.** Volunteering can help you feel part of something outside your friends and family.
- **Learn new skills.** Volunteering can help you learn new skills, gain experience and sometimes even qualifications.
- **Take on a challenge.** Through volunteering you can challenge yourself to try something different, achieve personal goals, practice using your skills and discover hidden talents.
- **Have fun!** Most volunteers have a great time, regardless of why they do it.

### *Purpose of our volunteer policy*

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at BRAG Enterprises. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

### *Our vision and mission for volunteering*

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting likeminded people in the local community. By volunteering for BRAG Enterprises you will be making a positive contribution in the local community as BRAG relies on volunteers for the delivery of certain services. In return for the dedication and commitment we gain from volunteers, we aim to make volunteering with us a rewarding and worthwhile experience.

Our Volunteer Policy is underpinned by the following principles: BRAG Enterprises will ensure that volunteers are properly integrated into the organisational structure and that

mechanisms are in place for them to contribute to our work. BRAG Enterprises does not aim to introduce volunteers to replace paid staff. All staff involved with BRAG Enterprises will work positively with volunteers and, where appropriate, will actively seek to involve them in their work. BRAG Enterprises recognises that volunteers require a satisfying role and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do fulfil their role effectively.

### ***Practical Guidelines***

The following guidelines deal with practical aspects of the involvement of volunteers. More detailed information, including copies of the various documents referred to, are available from BRAG Enterprises.

### ***Policies***

BRAG Enterprises have adopted a range of policies which you should make sure you have read and understand as part of your induction. Copies of the policies are available from BRAG Enterprises Volunteering Handbook. Current Policies include; Code of conduct, Health and safety, Equalities, Protection of Vulnerable persons, Recruitment Policy, Complaints Investigations, Issue resolution, Expenses, Data Protection etc.

### ***Health and Safety***

BRAG's health and safety policy and risk assessments are available from the HR department.

### ***Confidentiality***

Volunteers are bound by the same requirements for confidentiality as paid staff.

### ***Expenses***

Expenses will be made for any out of pocket expenses incurred inline with Brag rates.

### ***Resolving problems***

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. Talk to named contact of staff first who will hopefully be able to sort it out with you before it becomes a problem, or if you do not feel this will resolve things you can speak to a member of the committee.

### ***Volunteering whilst on benefits***

Provided you are claiming benefits in line with Government guidelines, volunteering should not affect your benefits. You need to make sure the only money you receive is to cover your volunteering expenses, such as travel from home to the volunteering location. There are no limits on the amount of time you can volunteer for, as long as you continue to meet the conditions of the benefit or tax credit you are receiving. However, we strongly recommend that you discuss your choice of voluntary work with your benefits adviser before you start, as we would never want your volunteering role to affect any benefits you may receive.

### ***Flexibility***

We understand that our volunteers have other responsibilities and commitments and will require flexibility in their volunteering to enable you to do your employed work, care for others, have a break from volunteering, go on holiday and pursue other activities. As far as is practical, we can work with you to build this flexibility into our volunteering activities. Please just keep us informed and we will do our best to support you.

### ***Ending***

As much as we might want our volunteers to make a long-term commitment, we understand that sometimes you will move on, and we will fully support this. We will always say thank you, we have been known to hold a little goodbye party and will on request provide a reference where appropriate.

### ***Recognition and reward***

We could not do the work we do without our volunteers. To acknowledge this our staff will always say thank you and show appreciation for a job well done. The kettle will always be filled and the biscuit tin full. There will always be a listening ear or shoulder to lean on. We will take opportunities in our newsletter, annual general meetings, website and local and national press to praise the achievements of our volunteers.