



Volunteer Policy (Last updated April 2011)

Introduction

Bradford Curry Project is a registered charity of volunteers that aims to provide a hot meal to adults who are homeless or in need. We operate on two evenings a week from our base in the inner city.

Aims and Objectives

- To prepare and serve a hot meal, without charge, to people over 16 years old who are in need.
- To secure food donations for that purpose from a variety of organisations and individuals.
- To provide a social environment in which everyone can expect to be treated with fairness and respect.
- To operate an open door policy that welcomes people from a variety of backgrounds and faiths.

Policy

Bradford Curry Project is an organisation entirely run by volunteers.

It is a multi-faith, multicultural charitable organisation.

We are committed to the belief that all human beings have a right to be respected and treated with dignity and care.

As a voluntary organisation, we place volunteers at the centre of our activities - as trustees, committee members and helpers.

The contribution of all volunteers to the work of Bradford Curry Project is greatly valued and respected.

The experience, skills and fresh ideas of volunteers help us to keep in touch with our purpose and continually improve the ways in which we deliver our objectives.

Types of volunteers

The definition of a volunteer is a person who gives their time and skills to carry out a task, brings added value and contributes in whatever way they can to the organisation.



Bradford Curry Project will always try to match volunteers to the time commitment that the volunteer wishes to give and their reasons for wanting to be part of the organisation.

We recognise that there are different types of volunteers and includes:-

Occasional Volunteers

These are people who volunteer on particular occasions such as collecting tinned food donations at Harvest Festivals, or those who help with projects such as putting up extra shelving in the food store. They volunteer occasionally, perhaps a few times a year.

Regular volunteers

These are people who take on a particular task on an ongoing basis. Regular volunteers include those who are part of a team involved in preparing and serving food one evening a week each month.

Trustees and Committee Members

These are people who have been elected to fill a particular role, such as chairperson, secretary, treasurer or selected on the basis of their skills at fund-raising or public speaking for example.

Principles

The Volunteer Policy is guided by the following principles:-

- The organisation and its volunteers will follow this policy.
- The volunteer's role will be clearly explained and mutually agreed.
- Volunteers will be given information on the aims and background of the organisation, and the name of someone responsible for their support.
- Volunteers have the right to express their views within the organisational structure.
- Volunteers are encouraged to tell the committee member responsible for their support if something is not right or they are unhappy or require help.
- Volunteers will work together within the organisation's rules, policies and procedures.

Practical guidelines

Bradford Curry Project is committed to good practice when supporting its volunteers.



Recruitment

Bradford Curry Project operates an equal opportunities policy and will recruit volunteers from a wide variety of sources.

Volunteer agreement

Volunteers will be required to complete a simple application form. All regular volunteers, trustees and committee members will sign the volunteer agreement.

Induction and information

After selection, volunteers will undergo an appropriate induction. Additional information will be provided to help the volunteer in their work.

Training

Appropriate training will be given to tasks undertaken. Bradford Curry Project will consult with volunteers regarding training needs.

Health and safety

Bradford Curry Project will, as far as practical, care for the health, safety and welfare of its volunteers. Volunteers will be given copies of relevant health and safety procedures and receive appropriate training and support.

Expenses

Volunteers will be reimbursed approved expenses when allowed by Bradford Curry Project policy. To claim expenses, supporting receipts need to be provided.

Insurance

Volunteers will be covered by the organisation's insurance while engaged in tasks on behalf of Bradford Curry Project. Volunteers are encouraged to only do those things they have been asked to do.

Equal Opportunities

All volunteers are required to make a commitment to equal opportunities. Volunteers will be provided with a copy of Bradford Curry Project's equal opportunities policy and will be supported in its practice.



Support

Volunteers will be supported by a named contact person who may be another volunteer or committee member. This person will give the volunteer a chance to discuss any issues that may arise.

Confidentiality

Bradford Curry Project maintains the confidentiality of information about or provided by volunteers. This information will not be passed on to anyone else without the person consenting.

Policy Review

This policy will be considered by the committee every 3 years and reviewed and revised as necessary.

Resolving concerns

Bradford Curry Project aims to identify and resolve problems at the earliest possible stage.

A Grievance Procedure has been drawn up for dealing with complaints by volunteers.

Where the actions of a volunteer cause serious concern, the Disciplinary procedure may be used.

Copies of these procedures can be found in the Volunteer pack.

August 2011