

# Bradford Environmental Action Trust Volunteer Policy



Bradford Environmental Action Trust (BEAT) was established in 1997 as an independent charity. Its mission is to “work towards a healthy sustainable environment, which improves the quality of life of all people in the Bradford District”.

BEAT, in its many activities has many different people both employed and voluntary involved in its day-to-day business. BEAT recognises the value of the contribution volunteers make in helping us to achieve this mission, and volunteers have made a huge contribution in ensuring that BEAT is the success that it is today.

In turn, BEAT believes that volunteers should be given clear guidelines about their rights, roles and responsibilities. This document sets out BEAT’s responsibility to its volunteers and outlines what expectations BEAT has of its volunteers. This document sets out the general principles applicable to volunteers, referring to various policies, which also apply. Volunteers will be expected to read these during their induction period. BEAT has a duty of care to protect its volunteers from harm. BEAT will ensure volunteers have adequate knowledge about their role, responsibilities and rights. Volunteers must exercise reasonable care when carrying out their duties.

## Recruitment

BEAT wants to make volunteering a positive experience, where both parties are able to feel satisfied with their achievements. It is for this reason that BEAT tries as much as possible to ensure that the role is suitable for the volunteer and the volunteer is suited to the demands of the role.

BEAT advertises for volunteers via:

- Bradford Volunteer Centre
- our website
- our email newsletter

It depends on the role as to whether an application form will be required. For practical conservation work we usually have an informal interview beforehand and no application form is necessary, though for clerical / administrative work a brief application form may be desired, but we will always have an informal interview.

Should there be two or more applicants for one position then we shall select by using a scoring method that measures the volunteer’s skills and abilities and/or relevant experience.

The recruitment of all volunteers will operate within the principles of BEAT’s Equal Opportunities Policy. BEAT will provide full copies of the statement to all volunteers.

Volunteers should understand and apply the policy to their work for the project.

## **Health & Safety Procedures**

It is BEAT's responsibility to ensure that all reasonable steps have been taken so that volunteers are not placed in a potentially hazardous situation: this includes risk to personal safety; disease related risk and risk from hazardous equipment.

BEAT will ensure that volunteers:

- are given written Health and Safety Guidelines in relation to their project
- receive general advice, information and training about Health and Safety issues in relation to their role
- are given clear guidance about their role and responsibilities.

Volunteers should always follow the guidelines set by the project.

In the case of an incident it should be reported to the project within 24 hours, further advice will be provided by the project.

## **Expenses**

It is BEAT's policy to reimburse volunteers' travel expenses to and from their place of work.

## **Insurance**

BEAT will provide relevant insurance cover for all volunteers.

If volunteers use their own car for voluntary work purposes they must inform their insurance company in writing and ask for this to be added to their cover. This does not usually involve an additional premium.

## **Induction and Training**

BEAT will:

- provide an induction programme to enable volunteers to carry out their role
- provide training sessions around specific issues related to the work of the project.
- respond to any training needs identified by volunteers.

Volunteers are expected to:

- attend all induction and ongoing training sessions where possible.
- raise areas of training need with their line manager.

## **Volunteer Support**

BEAT recognises the need for ongoing support and supervision. Provision will be made for regular individual supervision with your line-manager. This is a time set aside to review the work you have achieved and report on your progress, it is also a good time to raise any training needs you feel you may have.

## **Grievance Procedure**

If you have a grievance then you should ideally raise it first with your line-manager or supervisor, unless they are involved in the grievance, in which case it should go to their line-manager. A grievance by a volunteer will be examined quickly and effectively. A mutually agreeable resolution will be sought at each stage

Stage one: raise the issue with your line-manager or another member of BEAT staff

Stage two: contact their line-manager or a BEAT Director, whichever is advised by your line-manager

A written response will be provided within fifteen working days.

## **Disciplinary procedure**

Most matters will be dealt with informally by your line manager. If required, the disciplinary procedure to be followed is outlined below.

Stage one: verbal Warning

Stage two: written Warning

Stage three: de-registration of volunteer.

---

Signed by Chair of BEAT