

Volunteering Policy



Baildon Town Council has an overall responsibility to contribute to the well-being of our community. The work falls into three main categories:

- Representing the needs and interests of Baildon;
- Delivering services to meet local needs;
- Striving to improve the quality of life in Baildon.

In addition to a paid staff team, Baildon Town Council is made up of twelve councillors who are active volunteers within their community in a variety of ways, and care passionately about contributing to the continued improvement of Baildon for the benefit of all its residents.

Baildon Town Council is involved in projects in the community and volunteers are integral to their delivery including: Bracken Hall Countryside Centre; Baildon Library, and Baildon Farmers Market.

The delivery of the above services relies heavily on the tremendous hard work and continued commitment of volunteers. Volunteers add value to the Service, bringing in a wider mix of ages and cultures, new skills, experience and enthusiasm, and are not used to replace existing staff.

Baildon Town Council also recognises that volunteering has huge benefits for the volunteer themselves by enabling them to contribute to their community, increasing their well-being and levels of confidence, and providing the opportunity to develop skills that can be a route into paid employment.

Baildon Town Council:

- will ensure that volunteers are properly integrated into the structure of the organisation and are able to contribute meaningfully to the delivery of the services;
- expects that staff at all levels will work positively with volunteers;
- recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing training for them to do their work effectively.

Recruitment

Baildon Town Council aims to recruit volunteers from all sections of the local community and with a range of skills, life experiences and knowledge. All volunteering opportunities will have a Role Description.

Volunteers will be required to complete an application form and provide contact details for referees. The Volunteer Coordinator will meet with all prospective volunteers to discuss their skills, roles and expectations. There are different ways in which volunteers can get involved and an individual's skills will be closely matched to the opportunities available.

Some volunteering roles will be subject to a Disclosure and Barring Service (DBS) check. In some cases volunteering may affect the payment of benefits received. We ask potential volunteers who are claiming benefits to check their individual circumstances.

Equal Opportunities

Baildon Town Council is committed to ensuring that the recruitment and treatment of its volunteers is carried out in accordance with the Town Council's Equal Opportunities Policy. We are committed to developing and maintaining an organisation where differing ideas, abilities, backgrounds and needs are fostered and valued and where those with diverse backgrounds and experiences are able to participate and contribute.

Volunteers will be expected to accept and work in accordance with this policy.

Induction and Training

All volunteers will be welcomed into our organisation and will take part in an induction programme. We will also provide any training that is relevant to the volunteer role.

We will assess the individual needs of each potential volunteer and make reasonable adjustments where appropriate.

Support and Supervision

All volunteers will have a named person as their main point of contact. They will have access to effective supervision and will be provided with regular opportunities to feed back their job satisfaction, achievements and areas for further training and improvement. Where appropriate, group support meetings will be arranged.

Expenses

Volunteers are unpaid. We will, however, reimburse volunteers for reasonable out-of-pocket expenses where appropriate and agreed in advance with the Volunteer Coordinator.

Insurance

Volunteers will be indemnified against third party claims under the Council's Public Liability Policy while carrying out their duties.

Health and Safety

Volunteers are covered by Baildon Town Council's Health & Safety policy. We understand that we have a duty of care to our volunteers to minimise risks to themselves and others. Appropriate training is offered as part of the induction process and is ongoing.

Problem Solving

We aim to identify and solve problems at the earliest possible stage. If a volunteer is unhappy with any aspect of their voluntary role they should speak to their identified supervisor as soon as possible. Any concern or grievance will be treated with sensitivity and will be taken seriously. The process to deal with concerns/complaints and grievances against or by a volunteer will be given to the volunteer as part of the induction process.

Confidentiality

All volunteers are bound by the same requirements for confidentiality as staff.

Policy Review

This Volunteering Policy will be reviewed annually.