

**BRITAIN YEARLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS  
(QUAKERS IN BRITAIN)**

**VOLUNTEERING POLICY**

**1. Policy statement**

- 1.1 BYM values the contribution that volunteers make to the organisation's goals of sustaining its church and faith; supporting meetings; promoting Quakerism; supporting its work through income generation, and supporting the work of its staff.
- 1.2 Volunteering is a partnership from which BYM and the volunteer benefits.
- 1.3 In this policy volunteering does not include service on Quaker committees.

**2. Definition of volunteering**

- 2.1 BYM defines volunteering as any activity that involves a person voluntarily working unpaid, doing something that benefits BYM.

**3. Scope**

- 3.1 This policy covers volunteering by any individual who volunteers for BYM the organisation and its departments, both nationally and regionally, and not the wider Quaker community e.g. Area Meetings and other Quaker bodies.
- 3.2 Volunteering for Committees and the nomination process is not covered by this policy and procedure.
- 3.3 The World Council of Churches EAPPI volunteer programme (co-ordinated by Quakers in Britain) is also not included in the scope of this policy. This is managed by Quakers on behalf of World Council of Churches and their policies and procedures are applied. The particular circumstances of this programme has no parallel with the usual scope of BYM volunteering.

**4. Relevant Policies and Procedures**

- 4.1 This policy should be read in conjunction with the Expenses Policy for those Engaged in Service on Committees and Volunteers.

**5. Policy principles**

- 5.1 This volunteering at BYM is underpinned by the following principles:
  - BYM does not use volunteers to replace paid staff and all roles are designed to complement, add to, or enhance the work of a paid member of staff.
  - BYM expects staff at all levels to work positively with volunteers and, where appropriate actively seek to involve them in the work of their department.

- BYM acknowledges that volunteers contribute to the delivery of the centrally managed work
- Volunteering is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out tasks involved in the voluntary activity.

5.2 Although volunteers offer their time freely and willingly without binding obligation, there is a presumption of reliability.

## **6. Expectation of volunteers**

6.1 A freely entered into volunteering relationship carries certain responsibilities and expectations. BYM expects all who chose to volunteer in any capacity with the organisation, to act in a way that upholds its values and reputation.

6.2 Volunteers have a responsibility to:

- be mindful of their role as ambassadors of the organisation
- perform their role to agreed standards
- fulfil the duties and responsibilities set out in the volunteer role description
- be reliable
- attend work at the time agreed
- participate in agreed training and development
- respect confidentiality
- familiarise themselves with and comply with all policies and procedures, particularly in relation to health and safety
- share any personal information which may compromise or affect the reputation of the organisation so that an open, frank conversation and decision making can occur.
- give reasonable notice to terminate the volunteer relationship

## **7. Responsibilities**

7.1 Managers should put in place arrangements that match their specific department requirements and ensure that:

- volunteers are provided with and signs a volunteer agreement and ensures that this is held securely in accordance with the data protection act.

- volunteers are provided with a member of staff, who will provide guidance and support.
- Volunteers are trained and developed. An annual review may be offered as appropriate.

## **8. Insurance**

- 8.1 Volunteers are covered by BYM's employment liability insurance policy while on the organisation's premises or engaged in any work on its behalf.
- 8.2 BYM does not insure the volunteer's personal possessions against loss or damage. A secure lockable space is available by the library corridor, which volunteers at Friends House may use. Other venues will have their own arrangements.