**Blackrod Sports and Community Centre (BSaCC)**

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| --- | --- |
| Title | Volunteer policy |
| Author |  |
| Authorised by | Trustees committee |
| Effective date |  |
| Review date | + 12 months |

Blackrod Sports and Community Centre (BSaCC) is a charity. Volunteers are an essential part of BSaCC fulfilling its vision to create welcoming and valued community facilities which give opportunities to all and add to the vitality of the village. This policy is to support the role of volunteers at the BSaCC.

Recruitment

* Volunteers will be recruited by word of mouth, contacts, social media and adverts places around the village.
* Volunteers will be required to complete an application form.

Induction and training

* To provide all volunteers with an information handbook on registering
* Volunteers be invited to updating meetings and discussions
* To ensure volunteers are invited to required / relevant training such as Safeguarding and Health and Safety.
* To invite all volunteers to a policy and positive working annual review.

Expenses

* To reimburse all volunteers monthly for any expenses they have encored at the request of BSaCC. All such cost must be approved by the nominated person.
* Expanses will be paid on the giving of receipts to the Treasurer via the Centre Manager.

Support and Problem solving

* To provide a named person who will provide an annual review meeting
* To provide relevant training opportunities
* To provide a named person who will deal with any problems, difficulties or complaints that are a result of volunteering for BSaCC. (see handbook)

Insurance

* All volunteers are insured by BSaCC insurance while doing activities approved and requested by BSaCC.
* To make sure all volunteers receive relevant training, especially on Health and Safety and Safe Guarding, in line with general insurance requirements.

Confidentiality

* To make sure that all information provided to BSaCC by volunteers is kept in line with the Data Protection Act (personal information will be kept for 2 year after a volunteer stops volunteering)
* To provide volunteers with training / guidance on how any/ all information of a personal nature about other centre users and / volunteers must be kept confidential.

General

* Volunteers will be specifically mentioned in all other relevant policies eg. Safe Guarding, confidentiality, Health and Safety etc

|  |  |
| --- | --- |
| Approved - date |  |
| Signed |  |

**Volunteer Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | DBS check  Yes No | Clear Concerns | |
| Address |  | Post code |  | |
| Aged under 16 ? | Parental consent | Yes No | # | |
| Contact phone number  (please circle preferred contact) | Mobile  Messenger | Email  Facebook | Other :/ | |
| Areas of interest  (please circle) | Café Events support | Gardening | Other: | |
| Why have you chosen to volunteer at BSaCC |  |  |  | |
| Do you have volunteering experience |  |  |  | |
| Do you have any health or disability issues that you may need support with? | Yes No | If yes please explain: | |  |

Signed:

Date :

**Volunteer Information**

Name : …………………………………………………………………………………………

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| --- | --- | --- | --- | --- | --- | --- |
| Areas of interest  (please circle) | Cafe | Events Support | | Gardening | | Other: |
| Handbook provided | Yes No | | Signed: | |  | |
| Availability | Set days | mornings | | afternoons | | evenings |
| Method of contact  Other | Mobile | Messenger | | Email | | Facebook |
| Relevant training:  Induction  Safe Guarding  Health and safety  Food hygiene  Risk assessment  Other: | Date: | Signed: | | Date: | | Signed: |
| Information updated | Date: | Signed: | | Date: | | Signed: |
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