



Burslem Jubilee Volunteer Policy

The Burslem Jubilee Project is a busy, vibrant and progressive registered charity which provides support, comfort and companionship to Asylum seekers within the local community. Volunteers are individuals who are willing to give their time and service of their own free will for no financial gain. We value the diversity of volunteers, the experience they bring and acknowledge that volunteers create a diverse and dynamic organisation.

Volunteers are required to have an awareness of:

- Their role description.
- The aims and objectives of the charity.
- The maintenance of a welcoming and safe environment.
- The location and accessibility of the charities constitution, procedures, policies and minutes of meetings.
- The importance of maintaining confidentiality.
- All volunteers are required to be DBS checked.

Induction Program

All volunteers will be required to complete a two hour induction program undertaken by the leaders. This program will include the following:

- Aims and objectives of the Burslem Jubilee.
- Awareness of all the Burslem Jubilee's procedures and policies which includes safeguarding children and young people, diversity and equality and an understanding of our zero tolerance policy.
- Individual rights and responsibilities of volunteers and attendees.
- Meeting the leaders and trustees.
- Over view and discussion of all those agencies which supports the Burslem Jubilee.
- Discussions regarding the Health and Safety Policy and Risk Assessments and their responsibility to ensure and maintain a safe environment for all attendees and volunteers.
- Accident and incidence reporting.
- Conflict resolution.
- Complaints procedure.
- Maintenance of effective and meaningful communications with all volunteers, attendees and visitors to the Burslem Jubilee Project.

Following the induction program all volunteers will be supervised to ensure they are adapting to the role and their responsibilities. Volunteers will be asked to help with certain tasks for example the distribution of food bags, sorting out donations, preparing the venue and classroom etc and maintaining a safe environment at all times.

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