BBKA Volunteer Policy

BBKA Adopted by the Board of Trustees: 08.11.2025

This policy is effective from the Adopted date and replaces all previous policies. This policy is to be reviewed bi-annually or as and when legislation changes.

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1.0 Definition of ‘volunteer’

1.1 A volunteer is an individual who freely contributes their time, skills and experience to an organisation or community service.

2.0 The relationship between the BBKA and volunteers

2.1 Having been provided with this Volunteer Policy, recipients who undertake voluntary activity for the BBKA will be considered to have accepted and agreed to the policy.

2.2 The BBKA welcomes and appreciates the contribution made by volunteers and hopes that all volunteers enjoy volunteering with the BBKA and feel a part of the team. Volunteers often contribute specialist skills and knowledge and are invaluable to the BBKA as they enable us to do work that would not otherwise be possible.

2.3 The relationship of a volunteer to the BBKA is one bound by trust, mutual understanding and benefit i.e. it is a ‘gift’ relationship with time given freely and willingly, without expectation of financial reward by the volunteer. Neither the BBKA nor the volunteer regard the relationship as a contract of employment.

2.4 No enforceable obligation, contractual or otherwise, can be imposed on the volunteer to attend, give or set a minimum amount of time or carry out the tasks provided.

2.5 The BBKA cannot be compelled to provide volunteer tasks, and allocation of tasks is at the discretion of the BBKA.

2.6 Although volunteers offer time freely and willingly and without binding obligation there is a presumption of mutual support and reliability. If a volunteer fails to perform an agreed activity, by mutual agreement the volunteering arrangement will cease.

2.7 The BBKA or the volunteer may, without reason, at any time withdraw from the volunteering arrangement.

3.0 Volunteer applications

3.1 The BBKA has a range of opportunities for volunteers. Anyone interested in volunteering for the BBKA is invited to contact the BBKA.

3.2 The BBKA aims to match a volunteer’s skills, experience and availability to the specific BBKA requirement.

3.3 Anyone being considered for a volunteer role may have an informal interview with a person appointed by the BBKA to review opportunities, suitability and other matters.

3.4 Acceptance as a BBKA volunteer will be based on the individual’s suitability to carry out the specified task, along with their availability.

4.0 Equal Opportunities and Diversity

4.1 The BBKA recognises the importance of diversity and equality, and values and respects the individual by providing equal opportunity for all for active involvement within the scope of the BBKA’s needs and resources.

4.2 Volunteers are expected to actively support the BBKA’s commitment to equality and diversity.

4.3 The minimum age requirement for volunteers is 18.

5.0 Security and Screening

5.1 The BBKA will undertake a DBS (Disclosure and Barring Service) check (funded by the BBKA) for all volunteers who are likely to have unsupervised contact with children or vulnerable adults as part of their volunteering role.

5.2 No volunteer likely to have unsupervised contact with children or vulnerable adults as part of their volunteering role will be permitted to undertake volunteer tasks for the BBKA until such time as the BBKA is in receipt of a satisfactory DBS report.

5.3 All volunteers are required to comply with the BBKA Safeguarding Policy and other Policies in force from time to time.

6.0 Induction and training

6.1 New volunteers will undergo an informal induction by the Chair of the relevant Committee, the General Manager or a person appointed by them, which will include:

- An overview of the aims of the BBKA and how the role of the volunteer assists with those aims.
- Role-specific training, where required and any on-going training.
- Advisement of the standards of behaviour expected from volunteers.
- Providing a named person as the point of contact within the BBKA.
- Being provided with a copy of the BBKA Volunteer Policy, Equality, Diversity and Inclusion Policy and if appropriate to the volunteer role, the Safeguarding Policy and the School Visit Policy.

7.0 Expenses

7.1 If applicable, a copy of the BBKA Expenses Policy, will be provided.

8.0 Health and safety

8.1 The BBKA is committed to ensuring the health, safety and welfare of its volunteers. The BBKA aims to provide volunteers with the appropriate information, instruction, supervision and training required to provide a safe environment whilst volunteering.

9.0 Insurance

9.1 All volunteers engaged in the activities of the BBKA are indemnified under the BBKA Public Liability Insurance.

10.0 Confidentiality and Data Protection

10.1 During the course of volunteering, volunteers may have access to sensitive and/or confidential information. It is a requirement that volunteers always maintain confidentiality and do not divulge sensitive information to third parties.

10.2 Personal information recorded about volunteers will be stored and maintained in accordance with the provisions of the Data Protection Act 2018 and UK GDPR (General Data Protection Regulations)/Freedom of Information Act 2000.

11.0 Resolving problems

11.1 The BBKA will always aim for fair, consistent and equal treatment of all volunteers.

11.2 For each volunteer, the named person in section 6.1 of this policy is responsible for handling any problems regarding volunteer conduct or complaints received about the Volunteer.

11.3 Problems, grievances and difficulties experienced by the Volunteer should be raised in the first instance with the named person in section 6.1 of this policy or with the BBKA General Manager (gen.manager@bbka.org.uk) or with a Trustee.