

Volunteering in North Yorkshire Directory Terms and Conditions for Volunteer Involving Organisations

Register and promote your volunteer opportunities:

The Volunteering in North Yorkshire Directory (the Directory) will provide a platform to advertise volunteer opportunities within North Yorkshire, allowing organisations to link with potential volunteers. Volunteer Involving Organisations (VIOs) can register and advertise volunteer opportunities through the Directory. Volunteers will then be able to register interest in your volunteering opportunities through the Directory. Community First Yorkshire (CFY) seeks to ensure that your use of the Directory meets not only your needs but also the needs of your potential volunteers. We will ask you to confirm the policies and procedures you have in place for good volunteer management, and will work with you to develop these where support is needed. By doing this we hope that both you and your potential volunteers will have a good experience.

How can we help you?

Community First Yorkshire can provide you and your organisation with further information about good practice in working with volunteers, including policy-writing guidance and help and support on a wide range of topics relating to volunteer management. In the event that your organisation does not have policies in place, such support may be necessary before your registration and opportunities are validated.

What do I need to do?

As a volunteer involving organisation that wishes to set up a profile on the Directory you must:

- Ensure that all the information you provide is accurate.
- Keep your organisation's profile information, your volunteering opportunities and further information about your organisation up-to-date.
- Read and agree to these Terms and Conditions, our **Privacy Policy** and **Service Level Agreement**.

Eligibility to register as an Organisation

The Directory provides a platform for organisations to fill their volunteer opportunities, whilst at the same time helping volunteers to find safe, welcoming and well-managed opportunities. We ask all organisations to have in place a minimum of the following four volunteer policies and procedures.

- **Health and Safety Policy** – ensures that all activity undertaken by the volunteer is covered by the appropriate risk assessment i.e. Safeguarding (including DBS checks where appropriate), Working with Vulnerable Adults, Fire Safety, and Manual Handling. This should also cover any training required for volunteers, such as working with vulnerable people, using certain equipment, and ensuring safety at events.
- **Volunteer Insurance Cover** – ensures that all volunteers are adequately insured when volunteering with your organisation. This should be comprehensive and cover all of the activity the volunteer may have to undertake in the role.

- **Volunteer Policy** – provides a framework to help volunteers understand their role within the organisation and how they can expect to be treated.
- **Equality, Inclusion and Diversity Policy** – ensures that everyone, regardless of a person's disability, ethnicity, gender, sexuality or religion, will have the opportunity to take up the position as a volunteer. If you would like any further support addressing any questions regarding your organisation's Equality Inclusion and Diversity policy, please feel free to get in contact with Community First Yorkshire on 01904 704177 or volunteersupport@communityfirstyorkshire.org.uk.

In addition to these minimum four policies, organisations are also expected to:

- Contact potential volunteers within ten working days of receiving their enquiry about a possible volunteer opportunity.
- Have in place a fair selection process.
- Ensure that volunteers receive a comprehensive introduction to volunteering roles and your organisation.
- Provide adequate training for volunteers to undertake the roles required.
- Offer ongoing support and supervision to volunteers.
- Provide volunteers with a written volunteer agreement, ensuring that both the organisation and the volunteer know what is expected of both parties.

If you need support and advice writing a policy, developing training, or introducing a new procedure or practice, or on any of the points above, please contact our expert volunteer team via volunteeringssupport@communityfirstyorkshire.org.uk or 01904 7041477.

Community First Yorkshire reserves the right to refuse validation to any organisation that we believe is not able to offer a safe, welcoming and well-managed opportunity for volunteers. Once you have registered your organisation and/or confirmed details of your roles we will email you either confirming validation or advising you of any actions that you need to take to progress your validation.

Community First Yorkshire reserves the right to spot check policies to ensure that they meet standard requirements. Your organisation may also be required to provide references or further information about governance structure or organisation practices.

Last updated on 21.01.2019