

## POLICY: VOLUNTEERING POLICY

### 1. Summary

- A. Books To Africa International (Books2Africa®) is a UK Registered Charity (1152599) that is committed to reducing environmental waste in the UK and improving the quality of education in Africa through the collection and distribution of books. Founded in 2012 by four African students during their time studying in the UK, the organisation now has Special Consultative Status with the United Nations Economic and Social Council (ECOSOC).
- B. The charity is truly embedded in the local community, and functions through the constant support of its staff and volunteers. The core team is made up of the four founders, three of whom continue to carry out extensive work for the charity and contribute to its development on a voluntary basis. Under the skilled guidance of the core team, a dedicated group of paid staff and volunteers work at the charity's Processing Centre.
- C. The charity will provide its volunteers from diverse ethnic backgrounds, an opportunity to gain practical employability skills and have real positive impact in their communities in the UK and in Africa. This policy is to be read alongside the charity's other policies, particularly the Equal Opportunities policy and the Safeguarding Policy.

### 2. Recruitment

- A. Books2Africa seeks to recruit volunteers from a diverse range of backgrounds that reflects the makeup of the local community. Before recruiting, Books2Africa will consider and take advice on how to attract people from a diverse range of backgrounds to the organisation.
- B. Each potential volunteer will be required to complete an online application form, provide references and attend an induction training.
- C. Each person who volunteers for Books2Africa and works with children or vulnerable adults will have a CRB check. This check will need to be carried out before the volunteer begins work. CRB check is a police check to see if you have committed an offence that would restrict you from working with children or vulnerable adults. However, if you have a criminal record this does not necessarily stop you from volunteering for Books2Africa.
- D. Before commencement of volunteering, each person whose application to volunteer is approved must subscribe to the volunteer mailing list and give consent to be informed on the shifts and plans of the charity.
- E. Volunteers will have a Volunteer Agreement and role outline which shows the expectations and support offered by Books2Africa. This is not a contract.

### 3. Training

- A. Each volunteer will receive an induction training about volunteering with Books2Africa before they carry out any tasks on behalf of the charity.
- B. Each volunteer will receive additional training relevant to their role, including but not limited to Health and Safety and Safe Manual Handling. The volunteer's manager will discuss with the volunteer about any other training needs in supervision.
- C. Each volunteer will act on a trial basis of one month to ensure both Books2Africa and the volunteer are happy with the role/performance.

#### 4. Support

- A. Volunteers will have a supervisor or manager who will be the main point of contact regarding the Volunteering Policy and role.
- B. Volunteers will have team meetings to get together with the other team members monthly to review overall performance and satisfaction.
- C. Volunteers can call in to the Books2Africa office to discuss any issues, but it is advisable to phone first.

#### 5. Expenses

- A. All volunteers will have their lunch expenses covered by the charity. The charity may also cover the cost of transport for a volunteer on a duty agreed and approved by the manager.
- B. Receipts of expenses incurred and a completed Volunteer Expenses Form should be submitted to the volunteers' manager.

#### 6. Insurance

- A. All volunteers are covered by Books2Africa's insurance policy whilst they are on the charity's premises or engaged in work as a volunteer in accordance with their volunteer agreement within the United Kingdom.
- B. It is the responsibility of the volunteers to inform their motor insurance company that they are using their car in the act of volunteering.
- C. It is the responsibility of the volunteers to arrange adequate health and travel insurance when volunteering outside the UK as they will not be covered by the charity's Public and Employee Liability Insurance.

#### 7. Company Policies

Before commencement of volunteering, each person whose application to volunteer is approved must read and accept all the company policies of Books2Africa, including;

- A. Volunteering Policy
- B. Equal Opportunities Policy
- C. Anti-Harassment and Bullying Policy
- D. Grievance Procedure Policy
- E. Health and Safety Policy
- F. Safeguarding Policy
- G. Confidentiality Policy
- H. Data Protection and Privacy Policy