



## **BELL HOUSE Volunteer Policy**

Bell House, as a volunteer-led organisation and charity, is responsible for ensuring that volunteers within the organisation are valued for their contribution and respected as colleagues.

**In issuing this Volunteer Policy Bell House wishes to:**

- Formally acknowledge and support the role of volunteers in its work;
- Set out the principles governing volunteers' involvement and provide a set of guidelines to ensure good practice in working with volunteers;
- Encourage and facilitate volunteers involvement in the work of Bell House.

This policy and are intended for use by Bell House Trustees, Management Committee, Steering Group and volunteers.

### **Recruitment**

- Bell House's volunteer opportunities are open to everyone. Its recruitment policy reflects this aim and is supported by the Bell House Equal Opportunities, Diversity and Inclusivity Policy.

### **Information and Training**

- Bell House will give volunteers full information about their area of work and a clear idea of their responsibilities;
- Volunteers will receive induction and guidance and/or training in the tasks they will be undertaking;

### **Confidentiality and Data Protection**

- Bell House respects volunteers' and prospective volunteers' right to privacy and confidentiality;
- In the course of administering the charity, exercising its legal rights and performing its legal obligations in connection with the recruitment of volunteers, Bell House needs to process volunteers' personal data;

- Bell House will process that data in accordance with data protection legislation including the General Data Protection Regulations (GDPR). Further details regarding what personal data is collected and how it may be used are set out in the Bell House Privacy Policy.

### **Equal Opportunities**

- Bell House is committed to a policy of equal opportunities;
- Volunteers will be expected to adhere to the Bell House Equal Opportunities, Diversity and Inclusivity Policy, a copy of which will be made available to all volunteers.

### **Support and Guidance**

- Volunteers will be assigned a named contact for support and guidance. Volunteers who encounter a problem of any kind should discuss it in the first instance with their named contact.

### **Expenses and Insurance**

- Bell House will ensure that there is volunteers a clear and accessible process to enable volunteers to claim out-of-pocket expenses;
- Volunteers will be covered by insurance while carrying out agreed duties.

### **Health and Safety**

- Volunteers will be covered by the same health and safety policies and provisions that cover staff and Trustees.

### **Review**

- This policy came into force on 1<sup>st</sup> May 2021. Bell House will review the policy as and when changes in legislation or other factors make it necessary. The policy was reviewed in August 2023; next review date will be August 2025.