



York Bike Belles CIC

Volunteer Policy and Agreement

May 2021

Section 1 – Our Statement of Intent

York Bike Belles values its volunteers and the work they do for us towards our vision of a healthy, green and kind city. We are committed to providing a variety of rewarding volunteer opportunities in a safe, inclusive and supportive environment.

Section 2 - How York Bike Belles works with volunteers

Recruitment and Selection

Recruitment of volunteers consists of an application form and a reference. For some roles, there may also be an informal interview and a Disclosure and Barring Service (DBS) check.

Volunteer Roles

Each volunteer role has a clearly defined purpose, with responsibilities/ tasks, and a person specification set out in a written role description. The current volunteer opportunities are on our website's Volunteer page at <https://yorkbikebelles.community/join-the-team/>. Volunteer opportunities are promoted via York Bike Belles social media, York CVS and a variety of other channels to ensure that they reach a diversity of potential volunteers.

Mutual Commitments

York Bike Belles' commitment to volunteers

- a clear induction to York Bike Belles and the volunteer role
- appropriate guidance, training and resources to carry out volunteer activities effectively and safely
- support from York Bike Belles' staff
- the opportunity to connect with other volunteers
- regular communications to keep volunteers informed
- to be reimbursed for agreed expenses
- public liability insurance to cover volunteer activities



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- to treat volunteers fairly and with respect
- to keep confidentiality of volunteer records as agreed on application
- to follow our problem-solving procedure appropriately, should any problems arise
- to celebrate volunteers and their work!

Volunteer commitment to York Bike Belles

- carry out the agreed volunteer role reliably, responsibly and safely
- read and follow York Bike Belles' guidance, policies and procedures
- attend relevant training and meetings support and promote York Bike Belles' work towards a healthy, green and kind future. This includes being a positive advocate for York Bike Belles in conversations in person and online, and always wearing a York Bike Belles hi-vis vest when carrying out public activities
- reply to communications from York Bike Belles' staff and other volunteers
- be welcoming, friendly and respectful to all those encountered during voluntary work for us
- ensure all personal information obtained during the course of work for us remain confidential, and are only shared externally with prior agreement with the Volunteer Coordinator

Equality, Diversity and inclusion

York Bike Belles is committed to reducing inequality, valuing diversity and enabling inclusion, and preventing unlawful discrimination, harassment, victimisation, and other conduct prohibited by the Equality Act 2010.

We are welcoming, friendly and respectful to all those we have contact with in the course of our work, whether volunteer, participant, supplier, partner or member of the public.

We ask that all volunteers are welcoming, friendly and respectful to all those they have contact with in the course of their work for us.

We also ask that all volunteers read and work within our Equality, Diversity and Inclusion Policy available on our website under [Our Policies](#)

Health and Safety

York Bike Belles is committed to ensuring all the people involved in its activities are kept safe, and that we carry out our health and safety responsibilities and arrangements, including:



York Bike Belles

- Preventing accidents and work-related ill-health
- Managing health and safety risks in our activities
- Providing clear instructions, information and adequate training to ensure our team (whether employed, self-employed, or voluntary) are competent to do their work
- Providing Personal Protective Equipment
- Consulting with our team on matters affecting their health and safety
- Providing and maintaining safe equipment
- Maintaining safe and healthy working conditions, including manual handling, display screen equipment and lone working
- Implementing emergency procedures, including evacuations from activity venues in the event of fire or another emergency incident

We ask that all volunteers:

- Cooperate with their activity supervisors on health and safety matters
- Take reasonable care of their own safety
- Report all health and safety concerns to their activity supervisor

We also ask that all volunteers read and work within our Health and Safety Policy available on our website under [Our Policies](#)

Safeguarding

York Bike Belles is committed to ensuring the welfare and safety of children, young people and vulnerable adults.

We ask that all volunteers read and work within our Safeguarding Policy available on our website under [Our Policies](#)

Environmental Sustainability

York Bike Belles is committed to tackling the joint climate and nature crises and values Environmental Sustainability as a priority.

We ask that all volunteers apply good Environmental Sustainability practices in their work for us. This includes:

- walking and cycling where possible during their work for us. If not possible, using sustainable transport
- carrying out sound sustainable office practices, including reducing paper, reducing waste and recycling
- encouraging participants and our online community to travel by sustainable transport to our activities where possible



York Bike Belles

We also ask that all volunteers read our Environmental Sustainability Policy available on our website under [Our Policies](#)

Privacy

York Bike Belles is committed to protecting volunteers' personal data and, in particular, ensuring that it is collected and used fairly, stored safely and not disclosed to any other person unlawfully. Our full Privacy Policy is available on our website under [Our Policies](#)

Confidentiality

Volunteers may be party to personal information about participants or others as part of their work for us. We ask that volunteers never use or disclose this personal information, unless with the prior agreement of their Volunteer Coordinator. This includes photos, videos, and any other recordings made of participants during activities, whether or not volunteers believe the participant has given informed consent.

Problem Solving

If a volunteer has any issues arising from their work for us, we ask that they contact their Volunteer Coordinator in the first instance. If the issue involves the Coordinator, we ask that they contact the Programme Manager at yorkbikebelles@gmail.com.

Expenses

If agreed in advance with their Volunteer Coordinator, volunteers may be reimbursed expenses for the reasonable costs they incur while volunteering for us.

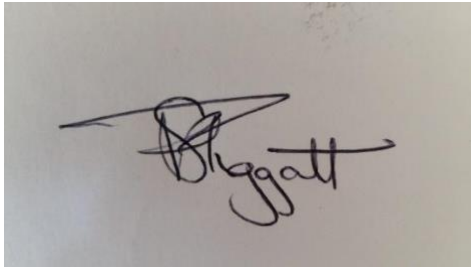
Review of policy

This Volunteer Policy is freely accessible to all. It will be reviewed at least every year.



Section 3 – Sign Off

Signed: Sheridan Piggott (Programme Manager)

A photograph of a handwritten signature in black ink on a light-colored surface. The signature is written in a cursive style and appears to read "Piggott".

Dated: May 2021

Date of next review: June 2022