



# York Bike Belles CIC

## Volunteer Policy and Agreement

February 2023

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### Section 1 – Our Statement of Intent

YBB 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 YBB Works with Volunteers

#### Recruitment and Selection

Recruitment of volunteers consists of an application form, brief interview (telephone, Zoom, or face to face), a reference and signing of a Volunteer Agreement (see Appendix 1). For some roles, there will also be 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 YBB social media, York CVS and a variety of other channels to ensure that they reach a diversity of potential volunteers.

#### Equality, Diversity and Inclusion

YBB 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

YBB 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:

- 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

YBB 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

YBB 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



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

## **Privacy**

YBB 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 outside YBB, 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 supervisor in the first instance. If the issue involves the supervisor, we ask that they contact the Programme Manager at [yorkbikebelles@gmail.com](mailto:yorkbikebelles@gmail.com).

## **Expenses**

If agreed in advance with their supervisor, 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)**

**Dated: February 2023**

**Date of next review: February 2024**



## **Appendix 1 - Volunteer Agreement**

This Volunteer Agreement is a description of the arrangement between YBB ('the organisation') and you *[insert name]* ('the Volunteer') in relation to your voluntary work.

Your volunteer role is *[insert details]* which commences on *[insert date]*.

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

This volunteering agreement sets out the organisation's expectations of you in the role of volunteer and what you can expect from the organisation.

As a volunteer you will not receive any remuneration, benefits or other allowances, other than the reimbursement of your expenses as detailed in the Volunteer Policy.

### **Mutual Commitments**

#### **YBB Commitment to Volunteers.**

##### **YBB will:**

- provide a clear induction to YBB and the volunteer role
- provide appropriate guidance, training and resources to carry out volunteer activities effectively and safely
- offer support through other YBB staff
- offer the opportunity to connect with other volunteers e.g. regular Volunteer Socials
- provide regular communications to keep volunteers informed
- reimburse volunteers for agreed expenses
- hold public liability insurance to cover volunteer activities
- treat volunteers fairly and with respect
- keep volunteer records confidential
- follow our problem-solving procedure, should any problems arise
- celebrate volunteers and their work!

#### **Volunteer Commitment to YBB.**

##### **Volunteers will:**

- sign and respect the terms of the Volunteer Agreement
- carry out the agreed volunteer role reliably, responsibly and safely
- read and follow YBB guidance, policies and procedures
- attend relevant training and meetings, and support and promote YBB work. This includes being a positive advocate for YBB in conversations in person and online, and always wearing a YBB hi-vis vest when carrying out public activities



- reply to communications from YBB staff and other volunteers in a reasonable time, usually a week, unless a quicker response date is requested
- sign up for volunteer shifts by the date requested
- give advance notice of any holidays booked and other times when unable to volunteer or if a volunteer's usual availability changes
- be welcoming, friendly and respectful to all those encountered during voluntary work for YBB
- ensure all personal information and YBB operational information obtained during the course of work for us remains confidential within YBB

## **Acknowledgement**

You acknowledge that you have received and understand this agreement and agree to carry out your volunteering role in line with the required standards.

This agreement is not intended to be a legally binding contract and is binding in honour only. The agreement does not create an employer-employee relationship and may be cancelled at any time at the discretion of either party.

Signed: ..... *[Volunteer]*

Print name: ..... Date: .....

Signed: ..... *[YBB]*

Print name: ..... Date: .....