



Volunteer Policy

Last Updated: 20/01/2023

Summary Statement:

White Ribbon Alliance UK extend our gratitude to any person wishing to voluntarily offer their time, skills, knowledge and effort to furthering our mission and vision. We value our volunteers and understand that giving your time freely to our work is a gift. We also recognise that volunteering holds many benefits for the people giving their resource to us and hope that all of our volunteers will find working with us to be beneficial to their personal development and career aspirations.

This policy sets out the main terms of our engagement with volunteers and offers information that is useful to consider when entering into a voluntary agreement with us.

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Our need for volunteers

White Ribbon Alliance UK is a small charity that operates with a core team of staff who all work remotely from their homes with occasional meetings and events across the UK, and sometimes across the world. Where we engage volunteers in our work, we aim to do this with clear guidance on their engagement which includes providing volunteers with a description of their role and responsibilities and the resources available to them to achieve the desired outcomes.

White Ribbon Alliance works with approximately 40-100 volunteers each year, depending on the events that we have scheduled and the programmes and campaigns that we are delivering.

We understand that volunteers are giving their time, skill, knowledge and effort to furthering our vision and mission and the engagement of volunteers enables us to achieve great things without requiring financial resources that may not be available to us.

Volunteering also enables people to assess and further their personal career pathways, we recognise that the motivation to volunteer for a charity differs from person to person and we are always interested in understanding our volunteers' ambitions and supporting them to achieve them within their role.

Our volunteer agreements are divided into three main types:

- **Administrative/ Operational Voluntary Worker**
 - Roles and responsibilities that further the administrative or operational activities of the charity in line with our strategic, financial and operational needs. These roles would otherwise be carried out by an employee.
- **Event Volunteer**
 - Roles and responsibilities that assist us in the delivery of an event or series of events in line with our strategic, financial and campaigning needs. These roles would not otherwise be carried out by an employee.
- **Campaign Volunteer**
 - Roles and responsibilities that assist us in the delivery of a specific campaign to advance peoples sexual and reproductive health and rights. These roles would not otherwise be carried out by an employee.

The roles and responsibilities carried out by volunteers at White Ribbon Alliance UK differ from person to person and every volunteer engaging with us is provided with a Volunteer Agreement or Contract which sets out the duration of the voluntary engagement and the remit of the work assigned to them.

Recruiting volunteers

White Ribbon Alliance UK recruits volunteers in various ways. Where we have a specific need for volunteers and engage in active recruitment, we utilise the Charity Jobs platform to advertise our voluntary opportunities and accept applications on this platform. We do this in line with the equalities act and strive to make the application process accessible for all and fair in our assessment. Where a specific role has been identified and recruitment efforts made we may interview candidates to assess which people are most suitable to the role. We operate using our Recruitment Policy guidelines to ensure fair and equal opportunities for people applying through an open recruitment process.

We engage volunteers to support and further our vision and mission and we also engage voluntary workers to undertake a specific set of obligations related to our administrative or operational activity.

We often receive offers for volunteering and aim to meet with and discuss the offer with all candidates contacting us for this purpose. When we do not have open opportunities for voluntary engagement we are honest with people and offer to store their contact information in a confidential way in order to approach them again when we have an opportunity to take on new volunteers.

An initial meeting with a volunteer will most likely be via an online meeting invitation and we will ask you if there are any access needs that you may have that we can support you with to attend this initial meeting. Initial meetings are not interviews, but rather an informal chat which enables us to better understand your offer and how you might fit within our current voluntary roles.

Once an appointment has been made or an opportunity identified we may ask our volunteers to undertake some, or all, the following:

- Read and sign agreement to our Code of Conduct
- Read and sign a volunteer agreement if they are fulfilling a role that does not substitute an employee role or a volunteer contract if they are fulfilling specific obligations for the charity that would otherwise be fulfilled by an employee
- Read and sign our charity policies on Safeguarding, Health and Safety and Confidentiality
- Read and sign our charity policy on access to files, emails and resources
- Undertake a DBS check if your role requires one
- Provide us with basic information related to your personal identity, health and wellbeing and location to keep you safe

Volunteers at White Ribbon Alliance are not given employment rights. This means that we do not engage volunteers through a contract of employment and our volunteers are not protected by employment law. We offer reasonable expenses to volunteers on a case-by-case basis and this will be set out in the contract or agreement at the beginning of the voluntary engagement.

Legal issues related to volunteering

Right to work

People who have refugee status or humanitarian protection can do any type of work. This includes voluntary work and volunteering.

People who've applied for refugee status or humanitarian protection (asylum seekers) are often not allowed to work. But they can volunteer in both the public or voluntary sectors. This includes when they are appealing against a decision to refuse them asylum.

Some visas allow a person to volunteer, but others don't.

Volunteers should ask UK Visas and Immigration if their visa allows volunteering. They have an online [tool](#) to check if you need a UK visa.

If a person is a volunteer and not a voluntary worker, you don't need to check their right to work in the UK. If there is any way it could look like the volunteer has a contract, you should check their right to work in the UK.

You can read more about the Right to Work in relation to volunteering [here](#)

Volunteering whilst on benefits

Within the UK you can volunteer while receiving benefits if you continue to meet all the conditions of your benefit.

If you're getting a benefit, you can volunteer for any type of organisation. However, you cannot volunteer for a close relative, for example:

- your parent or parent-in-law
- your grandparent
- your son or daughter
- your son-in-law or daughter-in law
- your grandchild
- your brother or sister

You can volunteer for as many hours as you like, as long you continue to meet the conditions of the benefit you get.

If you get Universal Credit, your volunteering can count to up to half the time you agree to spend looking for and preparing for work in your 'Claimant Commitment'.

Tell the office that pays your benefits about any volunteering that you are planning to do before you start.

If you have a health condition or disability, you can still volunteer. You will not need to have a Work Capability Assessment, just because you start volunteering, and you don't need to provide evidence from your doctor about your volunteering.

You are not paid for your time as a volunteer, but you may get money to cover reasonable expenses you incur.

Read more about volunteering whilst claiming benefits [here](#)

Welcoming volunteers, expenses and remuneration

White Ribbon Alliance UK will assign a member of our core team to support you during your voluntary agreement with the charity. Whilst this relationship does not constitute formal 'line management' the designated person to your role should be your first point of contact to raise any concerns. If you have a need to escalate any

concerns to a complaint you should refer to the charities grievance policy to enact your concern in accordance with our charity process.

You will be supported through regular meetings with your point person, a set of clear expectations/ deliverables for your role and the tools to undertake that work. Unless you are an employee of the charity we do not provide IT equipment to support volunteers unless a specific programme of work required that we do so. Volunteers will be given an email address and access to our Microsoft platform to perform administrative tasks where required and all volunteers will be expected to comply with our charity rules on privacy of information, storing of files and the ownership/ Intellectual Property of resources.

You may be required to attend our team meetings from time to time. This enables you to access the attention of the whole staff team and to bring your work deliverables into the conversation on the wider activity of the charity. You will be given clear instructions on how to access these team meetings and when you are expected to be attendance.

We want to support you in furthering your career and ambitions as much as we can. If you identify an area that you require additional tools or resources, training or support to further the role that you have undertaken you should raise this first with your point person, who can then bring that request to the attention of the charity Directors.

Feedback, Support and Retention of Volunteers

White Ribbon Alliance UK hopes that your time with the charity feels supportive and welcoming. We are able to provide feedback to you on your role through regular review if you are with us for a longer period of time, or through the provision of a reference to future employers. Requests for feedback and referring should be raised with your point person who will respond with support from the charity Director.

Should you require a one to one with any member of the Board, Senior Leadership Team or staff team you may request this by contacting them directly and outlining the reason that you would like to meet with them and what form of support they might be able to offer you.

We hope to retain our volunteers, certainly for the duration of their agreement/ contract with us, and hopefully for future opportunities. With your permission we will store your contact information after your contract/ agreement ends in order to stay in contact with you for future opportunities.