



VOLUNTEER POLICY

Introduction

Safeguarding people who come into contact with Baraza – particularly children and vulnerable adults is everybody's responsibility. Therefore, recruitment and vetting of people who act on behalf of Baraza is of critical importance. Volunteers are seen by people as safe and trustworthy and therefore it is vital that Baraza adopts robust recruitment and vetting procedures for volunteers which minimise the risk of using a volunteer who might bring the organisation into disrepute.

PRE-APPOINTMENT

Recruiting Volunteers

Volunteers fall into the below categories and this document provides guidance on the process which should be followed:

Individuals known and/ or unknown to Baraza

If Baraza is actively seeking volunteers, as part of the recruitment process it should adopt the following measures;

- Request a CV or application form
- Seek at least 2 references – Baraza can request additional referee details if it wishes
- Make informal enquiries to ensure that there are no concerns
- Conduct an interview or arrange a meeting to gauge the person's suitability
- Undertake criminal records or related checks if it wishes to or request official paperwork from the candidate which demonstrates a clear check within the past year.

One-off volunteers

In circumstances where a volunteer's role will be 'one off' – e.g. helping at an event, the measures shown above will not be necessary provided that the person is not to be left alone/unsupervised in charge of children and/ or vulnerable adults.

Volunteers recruited by other organisations

Where volunteers recruited and nominated by another organisation work with Baraza e.g. volunteer supervisors on programmes, the partner organisation should obtain assurances in the form of written confirmation that the volunteer has undergone appropriate clearance checks and is suitable to volunteer.

Vetting

- CV or application form - All volunteers will be required to submit a CV or fill in an application form in order for Baraza to obtain basic information about the individual.
- Verification of Identity - It is important to be sure that the person is who they claim to be. Baraza must see proof of identity, which should include photographic proof and proof of address.

Criminal records or related checks

Baraza reserves the right to ask candidates about any criminal convictions whether unspent or otherwise. Volunteers must provide full and honest answers.

Baraza can undertake criminal records or related checks with external bodies if it wishes to or request official paperwork from the candidate which demonstrates a clear check within the past year.

References

At least two specific and confidential references should be sought for a volunteer by Baraza. Reference enquiries should include a request for a specific statement about whether the referee knows of any reason why the person might be unsuitable for work relating to children and or vulnerable adults. The referee may feel more comfortable with verbal communication and so this is another option. Under no circumstances should a reference from a relative be accepted.

Record keeping

Baraza will retain all volunteer records.

POST APPOINTMENT

Induction

There should be an induction meeting for all volunteers except those undertaking non-delivery tasks such as Advisors and Associates. In these instances an induction should be held albeit one which covers key requirements e.g. role description and governance. The purpose of a volunteer induction is to:

- Provide information about Baraza's governance, work, policies and procedures
- Support individuals in a way that is appropriate for their role in Baraza
- Confirm the conduct expected within the organization
- Provide opportunities for the volunteer to discuss any issues or concerns about their role
- Enable Baraza to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

Health and Safety

Baraza has a duty of care to avoid exposing volunteers to risks to their health and safety. Senior staff should ensure that volunteers are made aware of appropriate health and safety/ risk measures including the policy as part of their induction.

Complaints

Baraza has a Complaints Policy which volunteers must follow should they wish to make a complaint.

Confidentiality

Volunteers are bound by the same requirements for confidentiality as paid staff. No Baraza information can be shared outside the organisation without the express permission of the President.

Expenses

Baraza may choose to pay reasonable expenses to volunteers. Any decision on this will be made in advance of an appointment. Expenses must only be out of pocket expenses e.g. travel for which receipts must be provided where possible.

Policy status

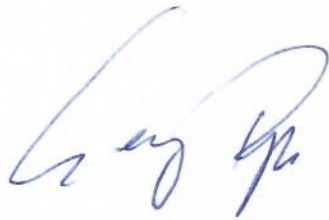
Baraza may alter or adapt this policy and any components of it at any time.

This Volunteer Policy is approved and endorsed by Baraza Executive.

Baraza intends to review this policy by the end of September 2025.

Name: Georg Popp

Signature:



Role: President

Date: 8th October 2022

Baraza e.V.
c/o Treffauerstrasse 18
81373 Munich
Germany

www.baraza.ngo

<https://www.facebook.com/baraza.ngo/>

Registry Court Munich VR 207246.