



Bradmore Green

Community hub

Bradmore Green Community Hub CIC

Volunteer Policy

1. Policy Statement

Bradmore Green Community Hub CIC values the contribution that volunteers make to the life of the Hub and the wider community. Volunteers play an important role in supporting our activities, services, and events. This policy sets out how we recruit, support, and work with volunteers in a safe, fair, and inclusive way.

2. Scope

This policy applies to all volunteers, including regular, sessional, and occasional volunteers. It should be read alongside the Safeguarding Policy and Procedures, Safeguarding Code of Conduct, Safer Recruitment Policy, Equality and Inclusion Policy, and Whistleblowing Policy.

3. Principles

Bradmore Green Community Hub CIC is committed to ensuring that volunteering is accessible, inclusive, and rewarding. Volunteers will be treated with respect and dignity, and their contribution will be valued. Volunteering is unpaid and does not create an employment relationship.

4. Recruitment of Volunteers

Volunteers will be recruited in a fair and transparent way. Roles will be clearly described so volunteers understand what is expected of them. Recruitment may include informal discussions, completion of a volunteer application, references where appropriate, and DBS checks where the role involves contact with children or vulnerable adults.

5. Safeguarding and Safer Recruitment

Volunteers are subject to the Hub's Safer Recruitment procedures. Where required, volunteers will complete appropriate DBS checks before starting their role. Volunteers must follow the Safeguarding Policy and Procedures and the Safeguarding Code of Conduct at all times and report any safeguarding concerns immediately.



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6. Induction and Training

All volunteers will receive an induction appropriate to their role. This will include information about the Hub, relevant policies and procedures, health and safety arrangements, and safeguarding responsibilities. Volunteers may receive additional training to support them in their role.

7. Support and Supervision

Volunteers will have a named point of contact. Regular check-ins will be offered to provide guidance, feedback, and support. Volunteers are encouraged to raise concerns, ask questions, and seek help when needed.

8. Roles and Responsibilities

Volunteers are expected to carry out their role responsibly, follow reasonable instructions, respect confidentiality, and behave in a professional and appropriate manner. Volunteers must not undertake tasks they have not been agreed or trained to carry out.

9. Expenses

Bradmore Green Community Hub CIC may reimburse reasonable out-of-pocket expenses incurred by volunteers, where agreed in advance and supported by receipts. The availability of expenses will be made clear to volunteers.

10. Equality, Diversity, and Inclusion

Bradmore Green Community Hub CIC is committed to equality, diversity, and inclusion. Volunteers will not be discriminated against on the basis of protected characteristics. We aim to make volunteering accessible and to provide reasonable adjustments where possible.

11. Health and Safety

Volunteers must take reasonable care of their own health and safety and that of others. Volunteers must follow health and safety guidance, report accidents or hazards, and use equipment safely.

12. Confidentiality and Data Protection

Volunteers may have access to confidential or personal information. This information must be treated confidentially and handled in line with the Data Protection and Privacy Policy. Confidentiality continues even after a volunteer role ends.



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13. Ending a Volunteer Role

Volunteers may end their volunteering at any time by giving notice where possible. Bradmore Green Community Hub CIC may end a volunteer role if there are concerns about conduct, safeguarding, health and safety, or if the role is no longer required. This does not constitute disciplinary action or dismissal.

14. Complaints and Concerns

Volunteers are encouraged to raise concerns informally where possible. Formal concerns may be raised using the Complaints Policy or Whistleblowing Policy, depending on the nature of the issue.

15. Monitoring and Review

This policy will be reviewed annually or sooner if there are changes in legislation, guidance, or the operation of the Hub.

Date: September 2025

Next review date: September 2026 Approved by: Stacey Humphrey