

Introduction

Bradford Vision and its partner agencies are happy to back this Policy Statement on Good Practice in Involving Volunteers as a demonstration of its commitment to volunteering and in recognition of the contribution which volunteers make to the life of the Bradford District.

The Policy Statement is believed to be the first joint initiative on volunteering good practice between the statutory and voluntary sectors in the country, and is a brief summary of several key areas that must be addressed when involving volunteers. All Council-commissioned voluntary organisations and Council Departments that involve volunteers are currently required to have Volunteering Policies based on this document.

A group of volunteer-involving organisations has met regularly since the Policy Statement's launch with the purpose of overseeing its implementation. This group, now known as the Bradford Volunteering Strategic Partnership, represents a range of statutory agencies and strategic voluntary organisations which have either developed Volunteering Policies of their own or who support others in the management of volunteers, eg: West Yorkshire Police, Bradford Hospitals NHS Trust, University of Bradford, Bradford Cares, Volunteer Centres (Local Volunteering Development Agencies), and the Bradford Youth Volunteering Development Project, including Millennium Volunteers.

Who is the Policy Statement for?

For everyone in the Bradford District who manages volunteers.

Why Implement the Policy Statement?

- To be part of a Bradford-wide initiative which encourages high standards in volunteer involvement across statutory and voluntary agencies.
- To provide a checklist on good practice in working with volunteers in your organisation.
- To protect volunteers working in your organisation.

- To promote volunteers' rights.
- To give a clear, strong message to your volunteers that they are valued and are vital to the work of your organisation.
- To help recruit and retain volunteers.
- To involve volunteers more closely in the work of your organisation.
- To demonstrate to potential funders your organisation's commitment to good practice.

Your organisation's adoption and implementation of the Policy Statement is, therefore, a public acknowledgement of its good practice in working with volunteers.

How to Implement the Policy Statement - Further Help and Advice

1. Guidelines

The areas summarised in the Policy Statement have been expanded upon in Good Practice Guidelines which are intended to assist in the effective running of a volunteer programme. For a copy of any of the guidelines please contact the organisations listed overleaf, or visit the Partnership's website: www.bvolunteering.org

2. Training for staff who have responsibility for volunteers

Training for staff is provided on a regular basis via Volunteering Bradford, and Keighley and District Volunteer Centre - these Local Volunteering Development Agencies can also provide information on nationally organised training courses.

3. Advice and Information

- For individual advice on developing your Volunteering Policy contact the relevant voluntary or statutory organisation (see overleaf).
- A local Volunteer Organisers' Forum is held four times a year and looks at different aspects of volunteering, good practice management and current issues affecting volunteer management. Contact: Volunteering Bradford.
- A wide range of resources is available from: Volunteering England, Regents Wharf, All Saints Street, London N1 9RL. Tel: 845 305 6979. Email: information@volunteeringengland.org Website: www.volunteeringengland.org

For advice on any of the subject areas covered in this Policy Statement, please contact:

Voluntary Sector:

Volunteering Bradford, comprising:
Bradford Volunteer Centre
Bradford Voluntary Services Centre
19-25 Sunbridge Road
Bradford BD1 2AY
Tel: 01274 720744
Email: orgs@volunteeringbradford.org
ShIPLEY Volunteer Centre
(also Bingley and Baildon enquiries and Millennium Volunteers)
14 Commercial Street
ShIPLEY
Bradford BD18 3SP
Tel: 01274 588233
Email: info@volunteeringbradford.org
Keighley and District Volunteer Centre
8-10 North Street
Keighley BD21 3SE
Tel: 01535 609506
Email: admin@keighleyvc.co.uk

Employee Volunteering:

Bradford Cares
Kingswood House
80 Richardshaw Lane
Pudsey
Leeds LS28 6BN
Tel: 0113 205 8200
Email: yorkshire@bitc.org.uk

Statutory Agencies:

Volunteering Unit
Bradford Metropolitan District Council
1st Floor
Jacob's Well
Bradford
BD1 5RW
Tel: 01274 437970
Email: volunteering.unit@bradford.gov.uk

Voluntary Services Nurse Manager
Bradford Teaching Hospitals
Bradford Royal Infirmary
Duckworth Lane
Bradford BD9 6RJ
Tel: 01274 364309
Email: christine.heaton@bradfordhospitals.nhs.uk
University of Bradford
UCAN Volunteer Coordinator
Richmond Road
Bradford BD7 1DP
Tel: 01274 233278
Email: ucan@bradford.ac.uk
Volunteer Services Co-ordinator
West Yorkshire Police
Northgate
Wakefield WF1 3QP
Tel: 0845 6060606
Email: www.westyorkshire.police.uk

The Bradford Volunteering Strategic Partnership comprises representatives of the main strategic volunteer-involving bodies in the Bradford District. Its primary functions are to promote all aspects of volunteering and volunteering good practice, including organising and participating in promotional and celebratory events.

For further information, please see the Partnership's website: www.bvolunteering.org

Volunteering in Bradford District

Bradford's Policy Statement of Good Practice in Working with Volunteers



"Volunteers are people who, unpaid and of their own free will, contribute their time, energy and skills for community benefit"

