



Community First
Yorkshire

Volunteering in North Yorkshire Directory **Terms and Conditions for Organisations**

Register and promote your volunteer opportunities:

The Volunteering in North Yorkshire Directory (VINY) provides a platform to advertise volunteer opportunities within North Yorkshire, enabling organisations to link with potential volunteers.

Volunteering involving organisations can register and advertise volunteer opportunities through the Directory. Volunteers can then register interest in volunteering opportunities through the Directory.

Community First Yorkshire (CFY) seeks to ensure that use of the directory meets not only an organisation's needs but also the needs of potential volunteers. We will ask for confirmation of the policies and procedures in place for good volunteer management, and can provide support to develop these where needed. By doing this we hope that both organisations and potential volunteers have a good experience.

How can we help?

Community First Yorkshire can provide organisations with further information about good practice in working with volunteers, including policy-writing guidance and help and support on a wide range of topics relating to volunteer recruitment and management. In the event an organisation does not have policies in place, such support may be necessary before registration and opportunities can be uploaded.

What is needed?

An organisation that wishes to set up a profile on the directory must:

- Ensure that all the information provided is accurate.
- Add each volunteer opportunity separately. We have found it is most effective when organisations register each of their volunteering opportunities individually, rather than listing multiple volunteering roles in one opportunity. Promoting separate opportunities in a clear, accurate, and brief way makes it easier for a potential volunteer to find something that they would like to apply for.
- Keep your organisation's profile, volunteering opportunities and further information about your organisation up-to-date.
- Read and agree to these Terms and Conditions, our [Privacy Policy](#) and [Service Level Agreement](#).



Community First
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Eligibility to register as an organisation

The directory provides a platform for organisations to promote their volunteer opportunities, whilst at the same time helping volunteers to find safe, welcoming and well-managed opportunities. We ask all organisations to have in place **as a minimum** these five volunteer policies and procedures:

- **Volunteer Policy** – providing a framework for your organisation’s involvement of volunteers. Ideally this will contain an overview of the organisation, its aims and values and statements relating to the involvement of volunteers including equality and diversity, roles and descriptions, recruitment, support and supervision, induction, training and development, code of conduct, volunteer voice and recognition, health and safety, (appropriate) volunteer insurance, problem solving, expense payments, data protection and confidentiality. Please note this list is not exhaustive and there may also be statements not included here which are relevant for an organisation. Any statement made in a volunteering policy should be supported by relevant policies and procedures.
- **Diversity, Equality and Inclusion Policy** – outlining how your organisation will avoid discriminating against people recognising that everyone is different and can make and bring their own unique contribution, experience, knowledge and skills to your organisation (in line with the Equality Act 2010)
- **Health and Safety Policy** – setting out your organisation’s approach to health and safety, explaining how it is managed, who does what, when and how. This should include details of any specific responsibilities for volunteers.
- **Safeguarding Policy** – outlining your organisation’s approach to protecting people, particularly children, at risk adults, beneficiaries and volunteers from any harm that may be caused due to them coming into contact with your organisation. Ideally your policy will contain information about procedures relating to incidents, allegations, concerns and relative roles and responsibilities.

In addition to these minimum policies, organisations are also asked to:

- Contact potential volunteers within ten working days of receiving their enquiry about a possible volunteer opportunity.
- Consider good volunteer management practice. Community First Yorkshire has developed a [Volunteering Charter](#) which offers suggestions for good practice in twelve areas from being inclusive and offering a safe place for volunteering to providing support, supervision and training. Signing up to The Charter is an opportunity to visibly and publicly pledge your commitment to providing excellent support to your volunteers. It’s a way of demonstrating that the policies and practices you have in place mean that current and potential volunteers know that they will have a valuable and professional experience with your organisation.

If you need support and advice writing a policy, developing training, introducing a new procedure or practice, or on any of the points above, please contact our expert volunteer team via volunteersupport@communityfirstyorkshire.org.uk or 01904 7041477.

Any active volunteer opportunity on the directory may be featured on Community First Yorkshire’s social media platforms or through our e-news bulletins. If you would not like us to share your opportunity more widely, please let us know.

Community First Yorkshire reserves the right to refuse validation to any organisation that we believe are not able to offer a safe, welcoming and well-managed opportunity for volunteers. Once an organisation

has registered and/or confirmed details of roles, an email will be sent either confirming validation or advising of any actions needed to progress validation.

Community First Yorkshire reserves the right to spot check policies to ensure they meet standard requirements. An organisation may also be required to provide references or further information about governance structure or organisation practices.

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