

## **Volunteering Policy 2022**

### **Purpose of this Policy**

The Stephen Lloyd Awards (the 'Awards') is an initiative of the Bates Wells Foundation, a charity registered in England and Wales under charity number 1150321 at registered address 10 Queen Street Place, London, EC4R 1BE. The purpose of this notice is to provide information on our vision and mission of volunteering, how the Awards selects and matches volunteers, broad principles of volunteering management, preliminary checks, safeguarding and risk assessments.

### **1. Vision and Mission of Volunteering**

One of the Awards' key objectives is to ensure its winners, finalists and applicants, get the right support they need. Without all our volunteers, who graciously offer their time, specialist skills and knowledge, we wouldn't be the organisation we are. Volunteers are invaluable to the Awards as they not only enable us to continue our mission, but they also contribute to a better understanding of the expectations, commitment and engagement to our activities.

### **2. Selection and Matching of Volunteers**

The Awards matches **Volunteers** (individuals and/or organisations) and refers them to the Awards' applicants, finalists and winners. The matching process involves circulating information on an applicant/finalist/winner's particular support needs and reaching out to Awards partners to recruit volunteers. Volunteers are suitably matched and introduced to applicants, based on their time available, skills and interest. These matches are made in good faith based on volunteers' expressed areas of interest and expertise, but it is the responsibility of the organisation which is receiving volunteer support to ensure that the volunteer has the appropriate skillset and availability for the volunteering opportunity offered, including taking up references if necessary.

### **3. Principles of Volunteering Management**

People who enlist to volunteer are freely and willingly offering their support through personal choice, without any obligation or expectation of a financial reward. The Awards does not set, nor require volunteers to offer a set minimum or maximum amount of time or complete a particular amount of work. Once introductions are made, each support matter should be discussed by both parties clearly in advance of any work commencing and the amount of time and work mutually agreed upon. The organisation receiving volunteer support should:

- provide any necessary guidance or training to its volunteer(s) around data privacy, safeguarding, equal opportunities and any key charity policies that the volunteer is expected to adhere to, and
- carry out any appropriate checks into the volunteers' suitability, including, if appropriate DBS checks and/or taking up references on the volunteer.

Volunteers who do not tender their technical skills, but offer time to judge application entries, are provided with general guidance and support, including a basic training/briefing session on how to judge entries, if necessary.

### **4. Preliminary Checks, Safeguarding and Risk Assessments**

The Volunteering relationship to the Awards is one bound by trust, mutual understanding and benefit. Once a suitable volunteer is matched to an applicant, it is the responsibility of the applicant/project to carry out their own safeguarding checks, risk assessments and due diligence. For specific guidance on how charities can carry out their own checks, please refer to [NCVO's Safeguarding and Volunteering](#) page.

### **How to contact us**

You can contact us if you have any questions about this Volunteering Policy at Mona Rahman, Stephen Lloyd Awards, 10 Queen Street Place, London, EC4R 1BE.

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