



Volunteer Policy | April 2024

Blue Cabin Volunteer Policy



Our commitment to volunteering

Blue Cabin Volunteers contribute to our mission: to support care experienced children, young people and adults to develop and strengthen the relationships with people in their lives, through creative activities.

Volunteers support Blue Cabin by giving their time to carry out roles which have been initiated by, or agreed with, the charity. The volunteering relationship is based on trust and does not involve the obligations associated with employment. No payment, other than the reimbursement of agreed expenses, is made by Blue Cabin to people who give their time as volunteers.

Blue Cabin welcomes and respects the breadth of experience, skills, dedication and goodwill that volunteers bring. Informal conversations are carried out to ensure that applicants are suitable for the role in question. We will base our selection on the ability of each applicant to fulfill the role concerned.

In most cases you will need to be over 18 years of age to volunteer. We do not have an upper age limit for volunteers but there may be situations that require us to ask someone to stop volunteering – for example when health issues are considered a risk to the person concerned or others around them.

Our commitment to you

The staff and trustees of Blue Cabin value our volunteers and want to offer as much help, support, and encouragement to you as possible. We ask a lot from volunteers, but in return we hope that you will learn new skills, make new friends and have fun.

Blue Cabin is committed to the delivery of an anti-discriminatory service (please see [E1.1 Equality and Diversity Policy](#)).

All volunteers can expect to:

- Have a clear volunteer role description
- Gain experience to improve CVs and job/university applications
- Receive training and regular support relevant to the volunteer role
- Meet new people and have an enjoyable, meaningful experience during their time volunteering for Blue Cabin
- Be encouraged to look at what skills they are personally gaining from their volunteering experience
- Receive full payment of relevant expenses
- Wherever possible receive a reference from Blue Cabin
- Help to make a real difference to someone else's life

Application process

This is a summary of how Blue Cabin's volunteer application process works.

1) Application received

- Electronic file and log created
- Volunteer emailed confirmation of application receipt
- Brief phone chat to discuss application and arrange conversation
- References requested

2) Informal conversation

- Meet in a public place or via Zoom
- Go through roles and responsibilities
- Complete DBS check
- Volunteer signs consent form Give consent forms
- Check name with LA (to be part of informal conversation chat)
- Send link to safeguarding training

3) Next steps

- Await references (chase outstanding)
- Await DBS completion
- Add volunteer details to Blue Cabin's database
- Request ID / lanyard
- Arrange induction

Initial induction and training

Induction

- Meet for induction in a public place or via Zoom
- Go through volunteer handbook
- Give lanyard
- Check in on DBS
- Arrange next check in
- Log meeting on volunteer database

Training

- Volunteer completes safeguarding training
- Chase confirmation of safeguarding training and certificate
- Log on volunteer database

First week / first session

Introduction to project lead

- Connect volunteer to Coordinator / Associate so that a project briefing can take place
- Coordinator / Associate provides feedback to central team
- Activity dates and times confirmed and shared with volunteers
- Catch up added to the diary to review volunteer experience



Ongoing support and training

Support

- Operations Manager to maintain regular contact to monitor progress and offer support
- Diary invites sent to volunteers and reminder emails sent ahead of time
- Formal reviews carried out every six months by Operations Manager, in association with relevant Project Manager

Training

- Appropriate and relevant training opportunities to be shared with the volunteers
- All training recorded on volunteer database

Stepping down

Ending volunteering

- When a volunteer leaves, a certificate / thank you card will be sent in the post
- Volunteer issued with a leaving feedback survey to assess their time and progress made

Data

- Log will be moved to exited folder
- Email address removed from database
- Data will be kept for three years for safeguarding purposes and then permanently deleted

www.wearebluecabin.com

Blue Cabin CIO | We are a registered charity in England and Wales no. 1195152