



BOLTON INTERNATIONAL WRITING PROJECT  
www.biwp.org.uk                      boltoniwp@yahoo.com

## VOLUNTEER POLICY

1. We aim to have a diverse team in order to create an inclusive profile and public image and to generate new ideas from people from different social, cultural and ethnic backgrounds. Our diversity will be measured by an external evaluator on an annual basis.
2. We will try to remove any barriers to volunteering by paying expenses, offering a variety of roles, ensuring disabled access, providing support and training, pointing volunteers to other opportunities if we cannot find them a role and providing references.
3. We will consult with our existing volunteers before creating a role. Times will be flexible but identified. New roles will be supported. New roles will be defined in terms of tasks, skills and expectations.
4. We will encourage our partners to get involved in volunteering.
5. We will try to connect everything to our mission statement which is on the front page of our website ([www.biwp.org.uk](http://www.biwp.org.uk)).
6. Recruitment will be by CVS adverts with Volunteer centre Bolton. An application form and one character reference will be asked for. Some volunteers may need DBS clearance.
7. Induction will include a welcome interview, giving out information, discussing application and reference and possible roles or offering possibilities with other organisations.
8. Expenses will be paid for travel. Some roles will entail other expenses, identified by the Treasurer. Expenses will normally be paid in cash.
9. Support for volunteers will be provided by the Volunteer Coordinator who will ensure that volunteers are supervised, recognised, listened to and valued.
10. Insurance will be provided for all volunteers and the provisions explained to them.
11. BIWP is an equal opportunities organisation: roles are open to people of any gender and any social, cultural or ethnic background without exception.
12. In terms of Health and Safety, BWIP will maintain its duty of care for all volunteers.
13. Records held by the Secretary and Volunteer Coordinator will be kept in the strictest confidence for a limited time as appropriate with data protection guidelines.. These include Application Forms, Volunteer Information and Agreements.  
Any other information in terms of support, training or evaluation will be made available on request, but only to the individual concerned.

14. Any problems or complaints should be directed to the Volunteer Coordinator who may choose to involve other officers if necessary.

