



## Volunteer Policy

### Authorised :

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Date : 10/06/25

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Position : Trustee

Date : 17/09/2024

Version : 1.4

Page : 1

Bethel Baptist Church Pontyclun. Registered Charity No. 1187499

Bethel Baptist Church is committed to protecting data privacy and will process your personal data in accordance with current data legislation. Your data will only be used for purposes relating directly to your volunteering activity. It will only be seen by personnel responsible for your volunteering. It will not be sold or passed to any other organisation. A full data privacy statement for volunteers is available on request.





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## Volunteer Policy Statement

Bethel Baptist Church is a local Church located in Pontyclun, Rhondda Cynon Taff.

To deliver its Ministries amongst Church members, attendees and into the wider community the Church employs a variety of paid staff as needed

Staff will have been appointed by way of application, interview and the verification of educational qualifications together with relevant experience of working in previous Church environments. Employment will be accompanied by suitably designed and mutually agreed contracts.

However to complete the delivery of its Ministries the Church relies on the help of volunteer workers, mainly from within the Church. Formal contracts of employment will not apply to volunteers.

The purpose of this policy document is therefore to offer some guidelines into the identification, selection and appointment of volunteers and to suggest a more standardised approach to each stage.

### Volunteer Application

The application form is the primary source for gathering personal information for the volunteer applicant. It is an opportunity for the Applicant to display the breadth of their experience and for the Church to initially assess the suitability of the applicant for a volunteer role.

The Head of Ministry/Ministry Lead will give the applicant a description of the role for which they are applying.

Each application will be processed in confidence by a combination of the Trustees and relevant Head of Ministry/Ministry Lead.

The process of appointment may involve a form of interview or practical demonstration of relevant skills. Each volunteer may be required to be submitted for an Enhanced Disclosure and Barring Service criminal record check, the Church will assist with this procedure.

See **Appendix 1** for Application Form.

## **Induction Planning**

Following successful appointment the volunteer will be given suitable induction training, normally involving the Head of Ministry/Ministry Lead.

Although not always a formal process the induction training may take place over an agreed period of time and may vary according to the differing requirements of the various Ministries.

It is envisaged that this period will be used as an opportunity for both the appointee and the Church to assess the complete suitability to the volunteer role and will offer the opportunity to withdraw should there be an identified incompatibility.

## **Safeguarding**

Volunteers are likely to come into contact with children and/or vulnerable adults at some point during their ministry. The Church has a safeguarding policy as well as procedures and guidelines to help fulfil the policy. All volunteers are expected to be aware of our policy and will be asked to follow our procedures and guidelines. Where contact with children and/or vulnerable adults is likely to be a major part of the volunteer's ministry, the church will provide/pay for level 2 safeguarding training.

## **Training**

Basic training for each volunteer role will be necessary and will be conducted for each volunteer as early as possible following appointment.

The diversity of Ministries and their volunteer roles may require some formal training to be undertaken e.g. Food Hygiene. Where this is identified as a necessity the Church will seek to fund any formal training costs and will require the completion of such training by the individual in order to continue in the volunteer role.

From time to time internal training conducted within the Church may be required, this may be purely Ministry related or be generally applicable across the Church.

## **Volunteer AGREEMENT**

In order to formalise this agreement process the Volunteer will be asked to sign a Volunteer Agreement which will also be counter signed by their Head Of Ministry/Ministry Lead.

In signing the agreement the volunteer acknowledges their commitment to the Ministry, to the Church and to maintaining and upholding the principles and confidentiality of the Church.

See **Appendix 2** Volunteer AGREEMENT

### **Confidentiality Agreement**

Needless to say any volunteer role will necessitate contact with people of all ages, their personal situations and circumstances. All associated information will be treated in confidence and with caution.

Each volunteer is responsible for maintaining all information securely and confidentially unless specifically required to disclose to third parties such as Safeguarding Officers or external to the Church e.g. the Police. Under these circumstances the volunteer will be supported in any discussions by the relevant Head of Ministry and Safeguarding Trustee.

If the Volunteer is in any doubt concerning disclosure they will consult with their Head of Ministry in the first instance.

See **Appendix 3** Volunteer Confidentiality Agreement

### **Volunteer Discipline and Grievance**

Volunteer workers will be acting on behalf of the Church in their capacity as a Ministry volunteer and as such be expected to adhere to the same Church principles that apply to employed personnel.

In the event of a breach of these principles the Church will seek to address the breach with the volunteer, initially on an informal basis. When the volunteer is deemed responsible for repeated breaches the Church may need to respond differently and where necessary will seek to pursue further discussion or relevant training to attempt to achieve a resolution.



## Appendix 1 Volunteer Application Form

Thank you for your offer to help with Bethel Baptist Church, Pontyclun. In order for us to process your application please would you answer the following questions:

*(If you have any questions about your application or would like help completing it please contact the relevant Head of Ministry/Ministry Lead)*

Title:

Full Name:

Address:

Postcode:

Tel No:

Email:

Date of Birth (if under 18):

### References (not family members please)

#### Referee 1

Name:

Daytime tel. number or email address:

Relationship to you:

#### Referee 2

Name:

Daytime tel. number or email address:

Relationship to you:

(At least one referee must be external to the church)

Next of Kin:

Name:

Tel No:

Relationship:

Contact in case of emergency (if different)

Name:

Tel No:

Relationship:

## Volunteer Policy

Do you have any health problems that we should be aware of? Yes ☐ No ☐

If yes, please give details:

Would you be willing to for us to submit for a DBS criminal record check, if required? Yes ☐ No ☐

Do you have any criminal convictions (except those 'spent' under the Rehabilitation of Offenders Act 1974)? (NB: this does not necessarily prevent you from volunteering) Yes ☐ No ☐

If yes, please give details:

Please state your reasons for volunteering:

Please give us any information you think may be useful to us:

## Volunteer Policy

Data protection: Bethel Baptist Church will hold your details on file but will not release them to a third party.

I confirm that the above information is complete and correct. I consent to the processing of this data in the consideration of my application and during the course of my volunteering, if applicable.

Signature:

Date:

Signature of parent/guardian if applicant is under 18:

Date:

Please return completed form to your Head of Ministry/Ministry Lead.





## Appendix 2 Volunteer AGREEMENT

Appointment of ..... **Sonia Castle** .....

To serve in the role of ..... **Accessibility Champion** .....

I agree to serve as a volunteer as stated above, to abide by the principles of Bethel Baptist Church, Pontyclun and to uphold the Ministry in which I will serve.

I will seek to work conscientiously and will adhere to the requests made of me to protect confidentiality.

I have read the Church's safeguarding policy for children and adults at risk. I will follow the Safeguarding procedures and guidelines to try ensure the safety of children and vulnerable adults in the church.

### Volunteer

Signed : ..... Name .....

Date : .....

### Head of Ministry

Signed : ..... Name .....

Date : .....



## Appendix 3 Volunteer Confidentiality Agreement

As a volunteer for Bethel Baptist Church, you may have access to (or may learn of) information of a confidential nature including personal, volunteer, donor and/or client details.

When someone gives us any confidential information, they need to be sure that we will not pass this on to anyone else without their prior permission.

The only exception to this is if you have been party to any information which raises a concern to you, such as a safeguarding matter. In this case, you will be expected to share this with the Church's Designated Person for Safeguarding.

Confidential information includes (but is not limited to) names and addresses, food bank vouchers, client or guest information, data system entries, spoken words and presentations, printed documents, loose notes, diaries, memoranda, drawings, photographs, electronic, magnetic and optical storage, and computer printouts.

### Confidentiality Statement

I understand that while volunteering with Bethel Baptist Church I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone outside of the project, subject to the exception outlined above.

I understand breaches of this agreement could result in termination of volunteering with the church.

Signed ..... Date .....

Name.....