

# Time to Help UK

## Volunteering Policy



### 1 WHY HELP US

---

We, Time to Help UK, are a registered charity based in Enfield (reg. no: 1160467). We have completed many successful projects in aid of those in need with the help of our hardworking and generous volunteers. We at Time to Help UK rely on volunteers to help us with most tasks as we want to spare as much as possible of the donations we receive for those who need it most.

Our mission is to aid destitute people both internationally and locally. Our projects aim to provide clean water, clothing, and aid in healing cataract abroad, while also operating an orphanage for 100 young girls in Burundi. We are also working towards raising community awareness in the future generation with our 'As if I ate' program in the UK.

With the assistance of our volunteers from the local community we have been supporting the destitute and homeless in our area by collecting and distributing second-hand clothing and food packages and raising money through fundraising campaigns to support them.

### 2 WHO CAN HELP

---

This document aims to explain the roles of volunteers at our organization, who generously offer to give their time to assist us with agreed tasks and given roles to the best of their abilities while they receive no payment in return.

Anyone can volunteer to help us and register through our website (<http://www.timetohelp.org.uk/volunteer/>) to offer their time. Although we welcome all ages, activities may be restricted to age. Anyone under 16 who gets involved in our activities must be accompanied by a responsible adult at all times. Young adults between the ages of 16 and 18 need parental consent to volunteer with us.

We may conduct an informal interview to determine the most suitable candidate among volunteers for certain roles and select a person whose abilities match our activities best. If necessary or required, we will provide induction or training for volunteer to be able to carry out their role successfully.

At Time to Help UK we welcome volunteers of all backgrounds as we are committed to equal opportunities and diversity. We will do our best to ensure that we use that their time responsibly with the utmost regards to their safety. While we will treat volunteers with the highest respect their kind assistance deserves, we will ask the same from them and expect them to act as a responsible representative of our organization and its aims.

### 3 WHAT TIME TO HELP OFFERS ITS VOLUNTEERS

---

Time to Help UK takes responsibility for its volunteer by:

1. Adhering in all its practices and dealings with volunteers to the current equal opportunities policy of the UK government.
2. Using help of volunteers appropriately whenever possible, by matching them to roles that suit their skills, abilities and personal inclinations.
3. Providing necessary training or induction to activities as needed.
4. Offering full support in all issues from staff at all times.
5. Taking the necessary precautions to ensure the health and safety of volunteers under all circumstances as appropriate.
6. Informing volunteers who is in charge at all times, and who to contact and what to do if a problem arises or in case of an emergency.
7. Acknowledging the received support from volunteers.
8. Maintaining a respectful and meaningful communication between staff and volunteers.
9. Reimbursing expenses paid by volunteers as agreed.
10. Providing information on the organization, its policies and procedures, and the relevant policies.
11. Reserving copyright of all original works produced during or as a result of any volunteering activities including photographs and any written work.
12. Protecting their data and information given to the organisation as appropriate.
13. Having an appropriate public liability and employers' liability insurance in place which however, does not cover the personal belongings of volunteers.
14. Asking them to refrain from smoking, and from using/drinking or being under the effect of any alcohol or drugs whilst being engaged in any volunteering activities.
15. Resolving any concerns, problems or complaints as reasonable and according to the organisation's policies and the law.
16. Being accountable to the UK's Charity Commission and following their guidelines and the law in all practices to be a trustworthy charity.

## 4 WHAT IS EXPECTED FROM VOLUNTEERS AT TIME TO HELP UK

---

Time to Help UK kindly requests all its volunteers to:

1. Do their best to complete tasks and roles assigned by following instructions from staff so we can provide as much as possible to those in need.
2. Treat people they work with including all other volunteers, staff, the general public and most importantly, those we are working to help, with due respect and kindness.
3. Inform staff and/or management of any problems or concerns regarding anyone's health & safety and wellbeing during volunteering activities.
4. Know who or which member of staff/management to turn to if any situation or an emergency arises.
5. Only conduct fundraising activities which have been sanctioned by, and only in the form in which it has been agreed on in, by management.
6. Observe an appropriate degree of confidentiality when it comes to relating details of their work, and not relate any of it to the media unless required by their volunteering role or given permission by the management.
7. Understand that any original work (e.g. photography, artwork, graphic design or any written work such as leaflets) they produce during volunteering activities belong to the organisation, and may be used for promotional purposes (unless an image is requested to be withdrawn by a volunteer for any reason).
8. Conduct themselves at all times in a responsible manner which adheres the aims of the organisation and the law.

9. Follow the health and safety procedures of the premise they are working at and the policy of the organisation while taking reasonable care of themselves and others.
10. Act according to the organisation's policies.
11. Work towards the good reputation of the organisation and protect its interests.
12. Use their vehicles at their own responsibility and under the protection of their own car insurance, and without reimbursement for its costs of use.
13. Not smoke, use any drugs or drink any alcohol or being under the influence of any of these substances while volunteering.
14. Discuss any concerns or complaints with the responsible staff immediately, so it can be dealt with efficiently and without further delay which might cause it to accelerate.

**For further information on the above or to volunteer please contact Time to Help UK:**

337 Fore Street, London, N9 0NU

Tel: **020 3239 1111**

Email: **[info@timetohelp.org.uk](mailto:info@timetohelp.org.uk)**

Website: **[www.timetohelp.org.uk](http://www.timetohelp.org.uk)**