

Internal Volunteering Policy

1) Introduction

Volunteering is the commitment of time and energy for the benefit of society and the community: the environment of individuals outside one's immediate family. It is undertaken freely and by choice **without concern for financial gain**.

Bachpan believes in the value of **voluntary activity** as an important expression of citizenship and an essential component of a free and democratic society. We support and promote volunteering in **voluntary, statutory and community organizations**. Bachpan takes responsibility for ensuring that volunteers within its own organization are appropriately involved, valued for their contribution and respected as colleagues.

2) In issuing this volunteer policy, Bachpan wishes to:

1. Formally acknowledge and support the role of volunteers in its work
2. Set out the principles governing the involvement of volunteers and provide a set of guidelines to ensure good practice in working with volunteers
3. Encourage and enable, rather than restrict, the involvement of volunteers.
4. Set out the rules, one has to follow while volunteering in the team.

This volunteer policy and accompanying guidelines are intended for use by the team of Bachpan.

3) Volunteer Policy Statement

Bachpan Equal Opportunities

1. As an employer and engager of volunteers, Bachpan is committed to a policy of **equal opportunities**. This principle will apply to recruitment, training, procedures and all terms and conditions.

Recruitment & Selection

1. Recruitment of volunteers will be from all sections of the community, and will be in line with Bachpan Equal Opportunities Policy. Appropriate targeting may be used.

Information & Training

1. Volunteers will receive full information about their chosen area of work and will be given a clear idea of their responsibilities to Bachpan.
2. Volunteers will be given induction and training in the specific tasks to be undertaken.
3. Volunteers will be consulted in decisions which affect them.
4. Volunteers who have a problem of any kind should discuss it in the first instance with their department head or founder.

Support & Supervision

1. Volunteers will be assigned their **department head** for supervision and support.
2. The respective heads have the **full authority to remove** you from the groups, if you **violate the internal volunteering policy**.
3. In case, you are removed from all the departments, you are by default not a part of our initiative.
4. **No leader will be biased with you**, but in case that happens, we have a **suggestion form** which is released every midmonth.
Feel free to register any such problems there.

Terms and Conditions

1. On the basis of their voluntary work, volunteers will have the **right to request a certificate of appreciation** if they follow the terms and conditions.
2. **Terms and conditions**
 - a. **Respect for the teammates** is the foremost condition to be the part of team.

- b. We need a time commitment of **minimum 5-6 hours, per week**.
- c. We need your **active service** in every meeting unless, you inform us prior about your absence.
- d. You are advised to be in **two maximum departments**.
- e. **Spamming (any message not related to our cause)** in the group should be avoided.
- f. After your declaration as a **department head**, you have to serve **at-least 2.5 months** from the day of commencement.
- g. If you decide to discontinue your service with us, inform us **15 days prior to it**.
- h. Certification will be provided if you work for at-least **two quarters consecutively**.
- i. You will acquire experience, knowledge, skills and a lot more things, if you leave before two quarters, **except a certification**.

3. Counter for active days

- a. If you have to take a day or two leave, due to extreme health conditions, we are all excused for that.
- b. **Except 3(a)**, if you take a leave for more than one day, you will have to let us know about it, and it will be counted as inactive days.
- c. If you take a **complete break during examination**, they will be counted as inactive days.
- d. Your **long personal trips or rejoice off days**, will be counted as inactive days.
- e. You should not skip team meetings, until something urgent comes up.

Your tenure with us will start only after you **complete the training period** and send us a **confirmation mail**, agreeing with the internal volunteering policy.

Monitoring & Evaluation

- 1. Bachpan will systemically monitor and evaluate its involvement of volunteers with reference to this Volunteer Policy.

4) Guidelines for Involving Volunteers

These guidelines are intended for use along with the policy statement. They give further detail on recommended good practice in the involvement of volunteers within Bachpan.

Recruitment

1. Bachpan has an Equal Opportunities Policy and will prevent discrimination particularly on the grounds of gender, marital status, disability, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, etc.
2. In order to reach a wide section of the community, recruitment should be by a variety of means.
3. Positive action in recruitment may be used for specific voluntary tasks. For example, specific work with minority ethnic groups.

Selection

1. You should not be involved in any unethical activity. In denial of it, your services at Bachpan will be terminated.
2. If volunteers may be working with vulnerable people, or in positions of trust, they should be asked to provide information on their application form about any criminal convictions that they may have.
3. All volunteers should complete **a registration form**.
4. After the application form, your screening will be done on the basis of **registration form**, followed by an **orientation**, followed by **two weeks training and analysing period**.

Induction

- Induction sessions should be provided for all new volunteers and should cover:
 1. Role of volunteers
 2. Responsibilities of volunteers
 3. Arrangements for training, support and supervision
 4. Contact person
 5. Problem-solving procedures

Expectations from Volunteers

- Bachpan expect volunteers to:
 1. Participate in induction sessions
 2. Comply with existing policies and procedures
 3. Undertake voluntary work at agreed times
 4. Inform relevant contact person if unable to attend
 5. Give notice of 15 days, if unable to continue volunteering
 6. Raise any issues of concern relating to their voluntary work with the contact person.
 7. Agree with the aims and ethos of the organisation

Support, Supervision and Problem-Solving

1. Regular support/supervision should be available to each volunteer. Full information on this will be provided during induction.
2. Each volunteer should have a clearly identified department head who is responsible for the day to day management and guidance of the volunteer and who will be able to offer advice, support and feedback on a regular basis.
3. If a complaint about a volunteer arises, appropriate action will be taken place.

Note:

This document is only meant for internal use, so refrain from sharing it elsewhere. Besides, you are required to send this document back to us with your email ids, giving a confirmation, that you agree with the internal policies of Bachpan.