



### **Bude Refugee Support Group Staff and Volunteer policy**

The term **volunteer** is used to describe someone who helps BRSG to meet its charitable objects (see below) by giving freely of their time without receiving payment, other than the reimbursement of out of pocket expenses. **Staff** is used here to describe self-employed teachers, interpreters and others who are paid an hourly rate by BRSG for professional services.

The current work for staff and volunteers involves: -

- Befriending and helping with material needs
- Driving
- Interpreting
- Language tuition

### **Selection of paid workers and volunteers**

The selection and appointment of volunteers and paid workers whose role will be direct working with refugee families will be subject to the following procedures:-

- Completion of application form
- Interview with trustees
- References to be taken up if appropriate
- Verification of identity
- Checking of certification of qualifications if appropriate
- DBS check as required for work with vulnerable adults or children
- Induction and agreement to follow policies and procedures and guidelines of BRSG

All staff and volunteers actively working with the families will be invited to attend a regular 'staff meeting' – this is a forum for discussing any concerns, supporting staff and volunteers, and sharing good practice.

### **Good practice guidelines for befrienders**

BRSG recognises that there is a distinction between befriending and friendship. Friendship is a private, mutual relationship. Befriending is a service where the relationship is open to scrutiny by others. The aim of befriending is to enhance the quality of the refugees' lives by supporting and promoting their welfare. It offers them an opportunity to form a trusting relationship, to enable them to:-

- Become familiar with their new surroundings and

- Settle, live and work independently in the UK
- Become fluent in English

**Guidelines: -**

The befriending relationship carries a high level of responsibility. Volunteers and staff are asked to work reliably and to the best of their ability to fulfil the aims of the befriending relationship.

**Personal safety and boundaries**

- Please work at all times to maintain safe practice.
- Do not undertake any task for which you feel that you have insufficient knowledge or training.
- Report any incidents or concerns, including near misses, to the Trustees.
- If you are providing transport, please ensure your car is roadworthy and insured as appropriate.
- Please respect the privacy and confidentiality of the refugee families.

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