

VOLUNTEER ROLE STATEMENT

VOLUNTEER POSITION TITLE BASP Volunteer
REPORTS TO: Relevant BASP Coordinator or officer
HOURS PER WEEK: As mutually agreed.
LOCATION: BASP Office/Person's home / Community
AUTHORISED BY: Relevant BASP Coordinator

Duties

BASP aims to match the needs of those seeking asylum with the skills, availability and location of the volunteer. The volunteer activities may include one of the following:

1. Teaching English in a family's or individual's home
2. Social Support and friendship - in private homes or broader community
3. Transport to activities/appointments (occasional or regular)
4. Helping with form filling
5. Collection &/ delivery of food or material aid
6. Letter writing/ advocacy re concerns and fairness
7. Other – specify.

BASP works within a set of policies available on its website. BASP volunteers are expected to work within these policies as far as they relate to the context of their activities.

These policies cover:

Code of Conduct
Complaints Procedures
Practical Assistance
Volunteer
Privacy
Health and Safety
Housing
Whistleblower

The BASP Safeguarding of Children, Young People and Adults at Risk will be available and discussed at interview.

People proceeding to volunteer will be expected to have read and agreed to work within the BASP policies.

BASP undertakes:

- To pass on the relevant information required to undertake the allocated tasks.
- To alert the volunteer to any known or potential risks and to identify actions if any risk should occur.
- To respond promptly to concerns reported and issues arising from the volunteer activity.
- To amend or cease the activity if either the volunteer or asylum seeker is not comfortable with the arrangement.

The volunteer undertakes:

- To respect the privacy and dignity of asylum seekers, not breaching confidentiality in public or private
- To report any concerns, risks or issues which arise from the allocated activity to the relevant coordinator.
- To comply with the standards in the Commission for Children and Young People's website, contained in the BASP Safeguarding of Children, Young People and Adults at Risk policy.
- To advise the relevant co-ordinator if they are unable to attend as agreed.
- To treat people as you would like to be treated.
- To understand and demonstrate respect for cultural differences.

A Working with Children Check is required for this volunteer position.

I agree to undertake voluntary work for BASP on the basis of the conditions above.

Signed by Volunteer Date