



## Capernwray Voluntary Staff Recruitment Policy

### 1. Introduction

1.1 This Voluntary Staff Recruitment Policy document sets out the framework for recruiting voluntary staff at Capernwray. The recruitment of suitable voluntary staff is critical to the on-going success and growth of our ministry. Voluntary Staff include Ministry Assistants, short term Guest Team, short term AV Assistants, short term Voluntary Workers (such as for the summer season and for ad hoc support), Day Volunteers (such as with the Estates team or Housekeeping team) and short term Paying Volunteers volunteering with us under the Visitor Visa. **While this sets out the best practice we endeavour to follow, it is kept under constant review, and deviations may occur, as circumstances can change at short notice and it is essential that we retain flexibility in our recruitment and deployment of voluntary staff.** An internal working paper sets out our recruitment and induction processes for voluntary staff.

1.2 Capernwray places a high value on the benefits of a diverse and international community. This Procedure promotes practices that ensure that applicants are afforded the opportunity to demonstrate their individual attributes and suitability for the role in a welcoming environment.

1.3 Capernwray is committed to a recruitment and selection process that is based on its core values and is in line with relevant legislation so that our approach is consistent, fair and effective. It is a requirement under Capernwray's employer's liability insurance that ALL our voluntary staff are properly accredited and recorded. Recruitment of paid staff is the subject of a separate policy and procedure [here](#).

### 2. Advertising

2.1 Opportunities to volunteer at Capernwray are advertised widely including on our website, social media, through email and printed newsletters and at exhibitions. We also make opportunities known to partner organisations and through word of mouth..

2.2 Opportunities to volunteer are advertised in the Student Handbook (explaining the difference between VWs and volunteers) and in person to Bible School students and holiday guests.

2.2 Flyers/video/website material etc is reviewed at least annually by the marketing department. Material can be distributed to students, holiday guests, knowing that word of mouth is also a significant tool.

### 3. Eligibility and Right to work: Voluntary Workers and Volunteers

3.1 See Appendix 2 for HMG Guidance

3.2 **Voluntary Workers** (VWs) require the right to work in the UK e.g. British, YM Visa or European with pre-settled status, they can be rota-ed in any capacity, can receive board and lodging and travel and other e.g. laundry expenses. In November 2022 the Charity was granted a Visa Sponsorship licence in order to sponsor international voluntary workers for 12 months under the Charity Worker (Temporary Worker) Visa. Currently 4 certificates of sponsorship can be issued each year, with the possibility of asking for more.

3.3 **Volunteers** (e.g. from abroad under the Visitor Route) must be genuine volunteers rather than workers, may not receive payment, reward or benefits in kind so accommodation cannot be provided, although meals while working are permitted.

- limited to 30 volunteering days per visa period
- Visitors can usually enter and leave the UK **any number of times while the visa is still valid.** They can only stay for up to six months on each visit. Visitor visas issued overseas can be valid for six months or up to 10 years if you can prove you need to make repeat visits over a longer period.
- for charitable objectives not ancillary purposes.
- must pay for their accommodation (currently charged by Capernwray at £10 per night inclusive of food).
- we consider that their assisting with Guest Team alongside our wider hospitality ministry eg washing up and changing rooms is part of our core charitable hospitality objectives, but
- we cannot rely on them to operate as their service is purely voluntary and can be withdrawn at any time
- No longer a requirement that the volunteering must be incidental to another permitted purpose.

3.4 We follow the same application and induction process in terms of rigour (references, safeguarding, training) but different Volunteering Agreements to make clear the roles and expectations of a Visitor Visa Volunteer are different to a Voluntary Worker.

### 4. Role descriptions and Expenses

4.1 VWs are 'contracted' to work 37.5 hours per week, with 2 days off (although may be 1 full and two half days for short term VWs), and some flexibility as the needs of the ministry require Volunteers may contribute more or fewer hours.

4.2 Short term VWs/Volunteers may be here for between 1 week (any time) and 3 months (eg summer programme) depending on experience, need and season. Eg Someone who has been here before will be helpful for a short time.

4.3 We make clear in the initial information (website, application form) the need for DBS and online training to be in place before they can start work with us - so to allow time for that to happen.

4.4 Role descriptions should be on the website and in the relevant Handbooks for:

- Ministry Assistants in the SaLT team - our year long programme
- Guest Team short term Voluntary Workers/Volunteers
- Short term Voluntary Workers/Volunteers - Mixed deployment - to go where the need arises
- AV short term Voluntary Workers/Volunteers
- Sports short term Voluntary Workers/Volunteers
- Housekeeping Non-residential Day Volunteers
- Other Non-residential Day Volunteers for eg Admin, Driving, Gardens, Maintenance

#### 4.5 Expenses

- Each applicant who needs a visa will pay their own visa fee (currently £259 for YMV and the Charity Worker visa) and health surcharge payment (£940 for 2 year YMV, £624 for Charity Worker visa). Visa expenses may not be claimed from Capernwray.
- Travel expenses can be reimbursed for reasonable travel between home and Capernwray (on production of receipts or mileage claim) up to £30 per week (ie up to £1560 if here for a full year) so depending where they live that might cover 1 or more return journeys between home and Capernwray.
- Laundry/Hygiene expenses (to cover laundry costs, shower gel and shampoo) to be £20 per month for VWs (not Volunteers) working with us for 2 weeks or more.
- That £20/month will be pro rata for Short Term VWs (so £10 for those here for 2 weeks, £15 for 3 weeks)
- VWs and residential Volunteers who are here for less than 2 weeks are entitled to Travel expenses (up to £30/week) but not Laundry/Hygiene expenses.
- Travel expenses (only) are also available for Day Volunteers up to the max of £30 per week and on production of receipts/mileage.
- If mileage is being claimed, we pay 40p per mile.

## 5. Applications - VWs and Volunteers

5.1 The Online Formstack form specifies the role applied for, and dates of availability. Skills are identified. There is a separate shorter Formstack form for Returning voluntary staff (for the first year of return only - in third year a new full application is required), and a separate Google Form for students volunteering. The forms require self-declaration of criminal activity and mental health for safer recruitment, and (except for current students) requires 2 (English speaking) non-related referees. Current students applying to volunteer using a [short Google form](#) to cover basic details, current mental health and medical conditions, current special diet, Next of kin, dates available, additional skills to offer and safeguarding declaration (but employment history, personal faith section and references not needed) as we already have those details from their Bible School application.

## 6. Consideration of applications - VWs and Volunteers

6.1 Managers determine which departments need how many and when, while the Operations team determine how many beds are available for volunteers. We consider short term volunteers (either VWs or volunteers) during Bible School on a case by case basis, but the general expectation is that they will only be accepted if they have a prior connection with Capernwray (eg former student, former VW) and we know they can settle in quickly.

6.2 Acceptance to be clear in offer letter /Agreement that always subject to:

- Proof of **right to work** / Receipt of **visa** if required
- Proof of **identity** - passport, driving licence, birth certificate - send scan and check original on arrival
- **DBS** or Police Check - start the process immediately especially if abroad, and explain Update service
- Their agreeing and confirming **dates** - we set out dates we want, minimum periods and let them know that we may not be able to accommodate other dates
- Their agreeing to undertake the necessary **IHASCO** online training before they arrive - estimated to take X minutes
- Their agreeing to our expectations, be clear what is unacceptable - have **Handbook** (inc leave, expenses, clothes, free time activities etc) available on website (using the MA Handbook for now.)
- Our understanding of any **special diet** or **medication** they have disclosed
- For MAs, make clear that Hall closed for 5 days over Christmas
- Expect written **confirmation** from them that they understand and agree - they should sign and return the offer letter.

## 7. Safer recruitment and training

7.1 There are three aspects to our safer recruitment:

- Self-declaration in application form
- Our references ask referees direct questions on candidates' suitability to work with children/vulnerable adults
- We conduct DBS and international police checks

7.2 Part of our published safeguarding policy is to require a DBS/foreign Police check for every staff member (paid and voluntary, including all Guest Team, Group Leaders and Guest Speakers), prior to their joining the organisation or coming on-site. CMFOT takes the view that each member of Capernwray's permanent staff and most voluntary staff are involved in Regulated activity with children therefore an Enhanced check with Barred List is required. At any time while unaccompanied children and young people are staying (April, July, August) all staff working at those times are engaged in and available for any form of care for or supervision of children and the period condition is satisfied because the person carrying out the activity does so at any time on more than 3 days in any period of 30 days. We are advised that a check of the Barred List is not required for Trustees. There is an exception: we are not entitled to, and do not ask for, an Enhanced DBS check for

non-residential Day Volunteers (eg changeover housekeeping team) and very Short Term voluntary staff who work on site only while guests under 18 are not on site eg for the New Year holiday & Men's/Ladies' weekends. Instead we should ask for the Basic Check.

7.3 Online **training** is required for each role but how much and what is dependent on time spent here. The email setting that up is sent direct from the H&S team to the Volunteer. Our policy is for each Volunteer not to start work until the training has been done - ideally before they arrive. Additional training, including safeguarding training, is provided as necessary.

*Additional details of Capernwray processes and procedures, as updated from time to time to ensure continuous improvement, are available internally in the longer Policy and Procedures document here.*

## **Appendix 1**

### Disclosure / criminal conviction checks

We ensure that all appropriate measures are applied in relation to all employees who are likely to be perceived by the children and young people as a safe and trustworthy adult. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, gaining reasons for any unsubstantiated gaps or inconsistencies and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including the completion of an enhanced disclosure with the Disclosure and Barring Service (where relevant). An assessment has been carried out on each permanent role in the organisation and it has been determined that they fall into the definition of 'regulated activity' as defined in the Safeguarding Vulnerable Groups (SVG) Act 2006. Where a specific role meets the requirements of an enhanced DBS check as well as a check of the Barred list, it will be carried out.

NB Capernwray takes the view that members of Capernwray voluntary staff who are here for a year and/or while 'Connect', 'All Together' weeks and 'International Youth Weeks' are taking place, are involved in Regulated activity. At any time while unaccompanied children and young people are staying (April, July, August) they are engaged in and available for any form of care for or supervision of children and the period condition is satisfied because the person carrying out the activity does so at any time on more than 3 days in any period of 30 days.

Members of Capernwray Voluntary staff who are only recruited for adult-only holidays (Men's and Ladies' Weekend, Equipped and New Year Starter) will not be taking part in regulated activity and so Capernwray is not entitled to a DBS Enhanced disclosure check, but Capernwray will ask for a Basic or Standard Check. (Confirmed with 31.8)

### Working with offenders and those who may pose a risk

When someone seeking involvement with Capernwray/CMFOT is known to have abused children, is under investigation, or is known to be a risk to vulnerable adults with care and support needs, the Leadership will consider the safeguarding risks of the potential involvement of the individual concerned. If accepted, Capernwray will offer pastoral care to the individual, but in its safeguarding commitment to the protection of children and adults with care and support needs, will also set

boundaries for the individual, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

For more detail, please see:

[Regulated activity with children in England - GOV.UK](#)  
[Safeguarding Vulnerable Groups Act 2006](#)

## **Appendix 2**

**From HMG Guidance:**

**Voluntary workers:**

- often have a contract with their employer (this means the employer must provide the work and the voluntary worker must attend at particular times and carry out specific tasks)
- are also usually remunerated in kind [eg board and lodging]

**Volunteers:**

- do not have a contract of employment
- must not take the place of an employee
- must not receive payment in kind [ie board and lodging] but reimbursement for reasonable travel and subsistence expenses is allowed
- support a charity or voluntary or public sector organisation, but must not be undertaking work ancillary to the organisation's charitable purpose, for example: routine back office administrative roles, retail or other sales roles, fund-raising roles and roles involved in the maintenance of the organisation's offices and other assets

**Visitors** [who entered under the Visitor Visa] may undertake volunteering provided it is for a registered charity and will be for no longer than 30 days in total. The 30 days do not have to be consecutive and can be split across the visitor's period of permission to be in the UK. Visitors may not undertake voluntary work; you must be clear on the difference between the two.

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