

Volunteering Policy

Updated August 2023

Introduction	2
Volunteering Contacts	2
The Volunteer Team:	2
Central office:	2
Volunteering in Hackney:	2
Volunteering in Haringey:	2
Volunteer Manager:	2
Volunteer Coordinators:	2
Equal Opportunities & Our EDI Policy	2
What is EDI?:	2
The Literacy Pirates’ commitment to its Crewmates:	4
Recruitment & Selection	5
Information & Training	5
Crewmate commitments	5
Sea Dog	6
Buccaneer	6
Tempo Time Credits	6
Employment References and work placement	7
Employment references	7
Work placement	7
Safeguarding Children & Young People	8
Capacity in session	8
Complaint procedure	8
Volunteer expenses	8
Review	9
Terminology	9





Introduction

The Literacy Pirates believes in the value of the work and support of our volunteers. We take responsibility for ensuring that volunteers within The Literacy Pirates are appropriately involved, valued for their contribution, and respected as colleagues.

In this policy we use the term 'Volunteer' or 'Crewmate' interchangeably, and this will always refer to anyone doing volunteer work with The Literacy Pirates.

Volunteering Contacts

The Volunteer Team:

volunteering@literacypirates.org

Central office:

020 3327 1777

Volunteering in Hackney:

075 476 60108

Volunteering in Haringey:

077 060 02254

Volunteer Manager:

Angele Tilly: angele.tilly@literacypirates.org

Volunteer Coordinators:

Olivia Prophet: olivia.prophet@literacypirates.org

Meggie Ambrose-Dempster: meggie.ambrose-dempster@literacypirates.org

Equal Opportunities & Our EDI Policy

What is EDI?:

When we refer to EDI at The Literacy Pirates we are focusing on:

- Equity is making sure that we create opportunities that ensure our staff, Crewmates, Young Pirates and families are not unfairly prevented from accessing resources or opportunities. We take steps to prevent others from having an unfair advantage and proactively focus on offering more than equality of opportunity. Instead of offering everyone the same thing, we





aim to give people what they need to ensure fair access. We want to proactively work toward closing the existing gaps between individuals.

- Diversity is the presence of differences within our setting. As an organisation we want to encourage, embrace and celebrate the differing identities, backgrounds and experiences we have and to ensure all have equitable access to resources, opportunities and decision making.
- Inclusion is the practice of ensuring that people feel a sense of belonging in the workplace. We proactively support people of different backgrounds, identities and experiences to feel welcomed, respected and confident that they can bring their 'full selves' to work. We work proactively to encourage an environment of psychological safety at The Literacy Pirates.

As an organisation we believe we have a deep social responsibility to uphold EDI. We also uphold our legal duty to ensure we:

Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time

Do not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

Oppose and avoid all forms of unlawful discrimination.

Having a diverse group of volunteer's benefits organisations and the communities they serve:

- It brings new ideas and perspectives into an organisation.
- It opens the benefits of volunteering to everyone.
- It helps people from different backgrounds to work together and understand each other.
- It makes organisations more representative of the communities they serve.
- It promotes role models from different backgrounds to the community the organisation serves.

Throughout the recruitment process we will ensure that no applicant receives less favourable treatment by reason of age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, or pregnancy and maternity.





Our in-person sessions are delivered in building(s) that are accessible to wheelchair users. Although we acknowledge that the accessibility of our Haringey building is less reliable.

We also acknowledge that the access to the virtual programme will be limited to volunteers who have the necessary equipment and tech-literacy skills to join the programme.

The Literacy Pirates' commitment to its Crewmates:

- We encourage equity, diversity, inclusion and belonging in the Literacy Pirates volunteer programme.
- We create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all Crewmates are recognised and valued. Responsibilities include Crewmates conducting themselves to help The Literacy Pirates provide equal opportunities in volunteering and in its programme, and prevent bullying, harassment, victimisation and unlawful discrimination. Crewmates should understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, during their volunteer role, against fellow Crewmates, Young Pirates, employees and the public.
- We take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow Crewmates and any others during the charity's work activities. Such acts will be dealt with as misconduct and / or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- We make opportunities for training, development, and progress available to Crewmates, who will be helped and encouraged to develop to their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the charity.
- We review volunteering practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
- We encourage volunteers with all skills and experience to join our programme. Where a volunteer does not have the equipment to join online training or book sessions, we will facilitate in-person support to ensure they can join the programme as well prepared as any other volunteer.
- We monitor the make-up of the volunteering workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equity, diversity, inclusion and belonging, and in meeting the aims and commitments set out in this policy. Monitoring will also include assessing how the equity, diversity, inclusion and belonging policy are working in practice, reviewing them bi-annually, and considering and





taking action to address any issues.

- We aim at continuously improving our own practices. We are aware of our own limitations and welcome feedback from Crewmates in how our programme could be more inclusive and this is why we are constantly review the data collected from Crewmates, as well as training and marketing material, and any other volunteer related procedure and documentation, and try to accommodate volunteer needs wherever we can.

Crewmates will be expected to adhere to The Literacy Pirates Equal Opportunities Policy, a copy of which can be found on [our website](#).

Recruitment & Selection

Volunteer opportunities will be promoted in a manner that ensures there is wide accessibility to the positions we offer. Recruitment of Crewmates will be from all sections of the community, and will be in line with The Literacy Pirates Equal Opportunities Policy.

Prospective Crewmates will be required to complete an application form. If required The Literacy Pirates will provide help to complete the form.

Crewmates will be asked to sign a statement saying they understand the specific policies that affect them in their role and will be given help and assistance if needed to be able to do this.

We will ensure that procedures are in place to explain, support and monitor good practice requirements for Crewmates selected to work with Young Pirates

Crewmates will be asked to undergo an enhanced Disclosure & Barring Service (DBS) check. For the DBS process the prospective Crewmates must show proof of identity to a member of staff at The Literacy Pirates.

Information & Training

Crewmates will receive a full description of their role and responsibilities to The Literacy Pirates and the Young Pirates.

Crewmates will be given induction and training in the specific tasks to be undertaken and will be consulted in decisions which affect them.

Crewmate commitments

When volunteers sign up to be a Crewmate, they will have been made aware of our minimum commitment of 12 sessions with our Young Pirates. It's up to the Crewmate as to how quickly or slowly they honour their Pirates Pledge. They may do one session a month or multiple sessions a week. 12 sessions is the turning point at which volunteering will start to show an impact on our Young Pirates. We invest a large amount of resources into volunteer recruitment, training and retention because our Crewmates are at the heart of everything we do at The Literacy Pirates.





We know that 12 sessions is a big commitment and we recognise this. We have Crewmate promotions that become available to Crewmates once they have completed 50% and 100% of their Pirate Pledge:



Sea Dog

After 6 sessions Crewmates will be elevated to a 'Sea Dog', which means they are half-way through their commitment. They will have the opportunity to get more involved with the organisation through things such as helping with training and getting involved with fundraising.



Buccaneer

When Crewmates have completed their full 12 session commitment, we will elevate them to the role of 'Buccaneer'. This is a big achievement, after this Crewmates can access more exciting opportunities, such as helping in our Alternative Provision, a programme we run for Young Pirates who are outside of mainstream education.



Tempo Time Credits

Tempo Time Credit is a platform that allows us to reward you for your time.

For every month that you volunteer with The Literacy Pirates, you will be able to gain one credit to redeem against a whole [range of activities](#) across the UK, including trips and visits to cinemas, zoos, classes, cultural venues and so much more!

How do I gain Tempo Time Credits?

Once you have volunteered 6 times or more with The Literacy Pirates in Hackney, Haringey or virtually, you will be invited to sign up for a Tempo Time Credit account. You will then be able to claim one credit for every month that you continue volunteering.

The majority of our Crewmates carry on beyond our 12 session commitment, many Crewmates feel that after 12 sessions is when they get the most out of sessions. By the time Crewmates have done 12 sessions they are familiar and comfortable with our processes and have started to really get to know the Young Pirates.





However, every year we have a few Crewmates who are not able to fulfil their 12 sessions commitment. When a Crewmate doesn't meet their commitment, this results in a large amount of wasted resources for The Literacy Pirates and can mean that we are not able to fulfil our promise of one to one in all sessions. Therefore, we ask Crewmates to reflect now on the barriers they may face towards meeting their 12 sessions commitment. We like to keep in touch and check in with Crewmates if we have not seen them in a while, often we'll send an email to find out when we may next see them. If there are any changes in the Crewmates personal circumstances that will affect their ability to meet the 12 session fulfilment, for example moving house or going abroad, we ask that the Crewmates inform us so we can make a note of this and will hold off our emails until we know they are ready to volunteer again.

Employment References and work placement

Employment references

We require all Crewmates to have completed a minimum of six sessions before we can provide them with a reference, these must have been completed within the last six months. This is because we have a large pool of Crewmates and a limited team, we always want to ensure we provide accurate references.

Due to the high number of Crewmates that we have at the Literacy Pirates, we provide the same template reference for everyone.

The terms of our references are laid out below.

- If a Crewmate has just started, we can provide a confirmation letter that they are currently volunteering with the Literacy Pirates.
- If a Crewmate has completed between 6 and 11 sessions, we can provide a reference letter confirming the dates they have been volunteering with the Literacy Pirates.
- If a Crewmate has completed 12 sessions or more, we can provide a full reference, detailing the responsibilities of the volunteer role.

To request a reference, contact the Volunteer Team: volunteering@literacypirates.org

Work placement

Student Crewmates might join us as part of a placement. We ask that they let us know if they are joining us on a placement and how many hours they need to fulfil. If the target is lower than our minimum requirement, we still ask them to complete the Pirate Pledge of 12 sessions.

We are happy to fill in placement documentation for student Crewmates, including Health and safety forms and induction checklists. This can be completed by any member of the Volunteer Team. We can also provide confirmation of their hours.

Unless specified work placement roles are the same as our Crewmate roles. If a student wishes to complete additional tasks this needs to be agreed in advance with the Volunteer team and or any other team involved.





Safeguarding Children & Young People

We take safeguarding very seriously, keeping our Young Pirates safe is a number one priority. You can read our most up to date [safeguarding policy on our website](#).

Designated Safeguarding Lead: Lily Eastwood, Director of Learning - lily.eastwood@literacypirates.org – 07955339649

Capacity in session

The Literacy Pirates does its best to plan and prepare sessions with an accurate number of Crewmates to Young Pirates. The ideal ratio is 1 Crewmate to 1 Young Pirate for in-person sessions, and 1 to 2 for virtual sessions.

However, it might happen that number of Young Pirates varies, and we might have sessions when we have more Crewmates than Young Pirates (if Young Pirates are sick or unable to come on that specific day). While we do our best to prevent this from happening, if the situation does occur, we will offer the Crewmate the chance to join the virtual session when possible or the other in-person ship or conduct various admin tasks needed (such as cataloguing the library system), or alternatively to go home.

Complaint procedure

The Literacy Pirates views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person, people or organisation that has made the complaint.

[The complaint procedure is available on our website](#).

Volunteer expenses

Crewmates can claim expenses for volunteering with us. We follow best practice in the volunteer sector, and endeavour to enable Crewmates to volunteer with us, without incurring personal costs.

Our approach on expenses is that reimbursement will be made for any travel costs incurred of up to £10 per day that are additional to daily travel costs. Where appropriate, for food of up to £5 per day if the session is longer than five hours up to £5 per day.

Our Volunteer Manager authorises claims, they should be made within 14 days of the expense being incurred. They will be paid in cash or via BACS, usually within two weeks.

[The full procedure and expense form can be found on our website](#).





Review

The Literacy Pirates commits to review this policy as and when changes in legislation or other factors make it necessary. The policy will be subject to a comprehensive review every year.

Next review date: August 2024

Terminology

“Crewmate” refers to volunteers with The Literacy Pirates

“Staff” refers to paid staff and those undertaking placements with The Literacy Pirates

“Young Pirates” refers to the young people who take part in The Literacy Pirates programme.

