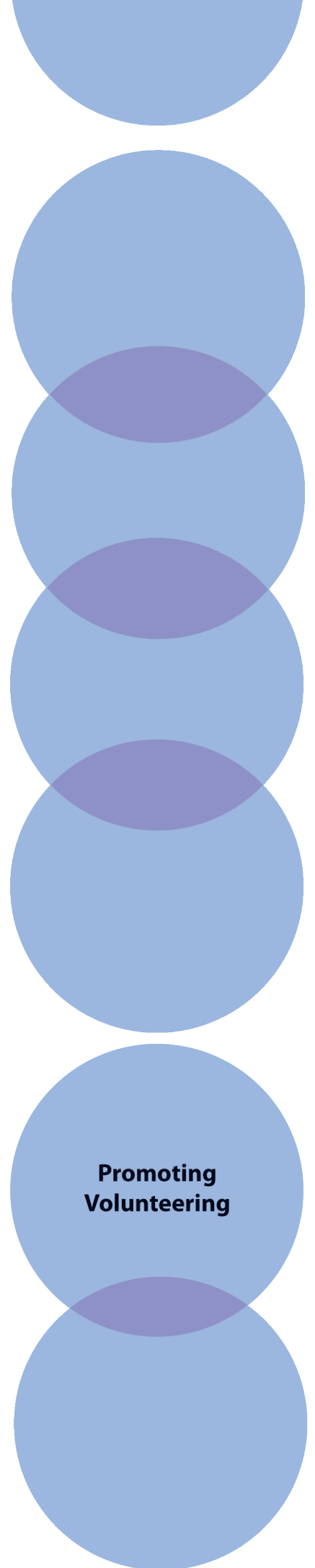


The Kitemark

Information and application form

compact for leeds
public and third sector
working together for the people of leeds



**Promoting
Volunteering**

INTRODUCTION

This kitemark is designed to show that an organisation meets the principles set out in the Leeds Compact for Promoting Volunteering, available from The Leeds Initiative website www.leedsinitiative.org. It also follows the Leeds Compact Promoting Volunteering Basic Toolkit, which is available from Volunteer Centre Leeds as a download or in printed form. Please contact volunteering@val.org.uk if you would like a copy.

What is the Kitemark for Promoting Volunteering in Leeds?

The Kitemark is a certificate awarded to organisations that show that their volunteering programmes follow the principles that have been agreed as good practice in the Compact for Leeds. It is valid for two years, after which an organisation needs to apply again.

Why should my organisation apply?

The kitemark is recognition by Leeds City Council and Voluntary Action Leeds that your organisation manages a volunteering programme where volunteers receive a high quality, positive volunteering experience. Volunteer Centre Leeds will be one of the organisations promoting this kitemark, helping volunteers to make informed choices about which organisation to apply to.

The application process

This form is also the application form. To apply for the certificate you need to provide some photocopied documented proof and written evidence, details of which are on the 'checklist'. When you have included these documents please post or email back to Volunteer Centre Leeds:

Email **volunteering@val.org.uk**
Address **Volunteer Centre Leeds**
Enterprise House
12, St Pauls Street
Leeds, LS1 2LE

Who will be the awarding body?

Volunteer Centre Leeds will be the main organising body and will meet with members of the Leeds volunteer managers network every quarter to judge applications.



CHECKLIST - evidence required

1. Volunteering is open to everyone

Evidence required

- Organisation's equal opportunity policy

2. Organisations aim to deliver a good volunteering experience

Evidence required

- Please write a short statement on how your organisation aims to give volunteers a quality volunteering experience and how you show they are valued within the organisation (no more than 500 words)

3. Recruitment of volunteers is fair and accessible

Evidence required

- Copy of volunteering role descriptions for each role
- Volunteer person specification if your organisation has these
- Application form
- Short description of recruitment process
- Induction outline

4. Organisations have appropriate policies for managing volunteers

Evidence required

- Organisation's health and safety policy
- Organisation's confidentiality policy
- Volunteer policy
- Volunteer expenses policy (if expenses are paid)

5. Volunteers are supported and supervised within their role

Evidence required

- Short description of support structure within the organisation including how responsibility for supporting volunteers is organised.

6. Volunteer programmes provide the training and information volunteers need to carry out their role

Evidence needed

- Outline of training procedure within the organisation and how this relates to the volunteering roles

7. Insurance, health and safety, safeguarding and other legal requirements are met

Evidence required

- Copies of the relevant insurance policies needed for the types of volunteering roles within your organisation (please refer to the basic toolkit)
- Evidence that your organisation's safeguarding checks are performed to ISA guidelines

APPLICATION FORM

Name of Organisation:

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Address:

.....

.....

Telephone number:

.....

Email address:

.....

Principle contact: (name and job title)

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Please tell us briefly about your organisation

Please tell us briefly about your volunteer programme

How do volunteers benefit your organisation?

Why do you have volunteers?



Volunteer Centre Leeds,
12 St Pauls Street LS1 2LE
Phone: 0113 395 0405

www.leedsyearofvolunteering.co.uk

compact for leeds
public and third sector
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