



Guidelines for volunteering involving organisations during the November 2020 lockdown

Last updated 10.11.2020

The main message is that **it's OK to volunteer but you must keep yourself and others safe**. This means following the latest Government guidelines to mitigate risks.

If your organisation needs to provide guidelines for your volunteers, we've put together some resources that might be helpful.

- "Keeping yourself and others safe while volunteering" - one page guide to volunteering safely
- "It's OK to volunteer" social media graphics

You can download all these from <https://vcsutton.org.uk/volunteer/covid-19-resources-for-volunte/>

It's OK to volunteer...
GOV.UK <https://www.gov.uk/guidance/new-national-restrictions-from-5-november#stay-at-home>

1. Stay at home
You must not leave or be outside of your home except for specific purposes. These include:
Work and volunteering
You can leave home for work purposes, or to provide voluntary or charitable services, where you cannot do this from home.
Essential activities
You can leave home to buy things at shops which are open, for instance for food and medicine, or to collect any items - including food or drink - ordered through click and collect or as a delivery, to collect or deposit money, or to

But you must keep yourself and others safe

Volunteer
gov.uk/guidance/new-national-restrictions-from-5-november#stay-at-home
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Keeping yourself and others safe while volunteering
Last updated 02.11.2020
Following the announcement of national restrictions in England from 5 November 2020, the Gov.uk guidance states that you must stay at home **except for specific purposes** which include 'to visit members of your support bubble or provide care for vulnerable people, or as a volunteer'. You can [read the guidance in full here](#).

If you are volunteering during this period, please make sure you are following these steps to protect yourself and others.
HANDS - wash your hands your hands
is) especially before and
items to a person in
covering
res apart from people
a free NHS COVID-19 app

We must keep on protecting each other.

if you share personal information
ther people.
le who live close to you to avoid
nces or using public transport.

irus symptoms:
ire
is cough
ge to, your sense of smell or taste
at home

organisation you are volunteering for to report this

Other things to consider:

1. Are your activities permitted under government guidelines?
2. How are you allowed to deliver the activities (face to face, phone, online) under government guidelines?
3. Have you asked your volunteers if they feel safe and OK to continue to volunteer?
4. Have you put in place measures to provide safety to both volunteers and service users?
5. Have you developed a tracing system?
6. Does your insurance cover your activities under the new Government guidelines?

Read on for advice and support...



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1. Are your activities permitted under government guidelines?

The latest government guidelines state:

"Activities organised by a business, a charitable, benevolent or philanthropic institution or a public body to provide mutual aid, therapy or any other form of support to its members or those who attend its meetings, providing support:

a) to victims of crime (including domestic abuse);

(b) to those with, or recovering from, addictions (including alcohol, narcotics or other substance addictions) or addictive patterns of behaviour; (

c) to new parents;

(d) to those with, or caring for persons with, any long-term illness or terminal condition or who are vulnerable;

(e) to those facing issues related to their sexuality or identity including those living as lesbian, gay, bisexual or transgender;

(f) to those who have suffered bereavement;

(g) to vulnerable young people."

2. How are you allowed to deliver the activities (face to face, phone, online) under government guidelines?

Support groups are allowed to continue, with up to 15 participants formally organised to provide mutual aid, therapy or any other form of support. One person from a household can meet another person from a different household, as long as they meet in a public outdoor place.

3. Have you asked your volunteers if they feel safe and OK to continue to volunteer?

We would recommend talking to each of your volunteers to see where they are at and what their personal circumstances are. There is no one size fits all and people should not feel obliged to return if they don't feel comfortable. Your volunteers will fall in to 1 of 4 groups (Clinically extremely vulnerable; Extremely vulnerable; Self-isolating/shielding; Everyone else). The decision to return to volunteering will depend on the individual's health status and how they're feeling emotionally, what their volunteer role entails and where they carry out their role.



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4. Have you put in place measures to provide safety to both volunteers and service users?

It is important to identify risks associated with every volunteering role and put measures in place to ensure the safety of both volunteers and service users and reduce the risk of infection, or the risk of spreading it to others.

- Create a risk assessment in line with [HSE guidance](#). Share your risk assessment with colleagues, volunteers and consider publishing the results on your website.
- Keep an incident book to report any issues or concerns.
- Ensure your organisation and volunteer specific policies and procedures are up to date.
- Update volunteer training materials (E.g. Safeguarding, Data Protection, Health & Safety).
- Review your organisation's resources and capacity to recruit, support and manage volunteers safely.
- Appoint a designated person within the organisation with responsibility for volunteers to whom the volunteer can contact.
- If applicable, make sure that all relevant volunteer roles are DBS checked.
- Circulate volunteering safely guidelines and policies and procedures to volunteers.

5. Have you developed a tracing system?

Having a tracing system in place can help you manage and mitigate COVID-19 spread. If any of your volunteers test positive for COVID-19, your system should enable you to easily trace who has been in contact with that volunteer and when.

6. Does your insurance cover your activities under the new Government guidelines?

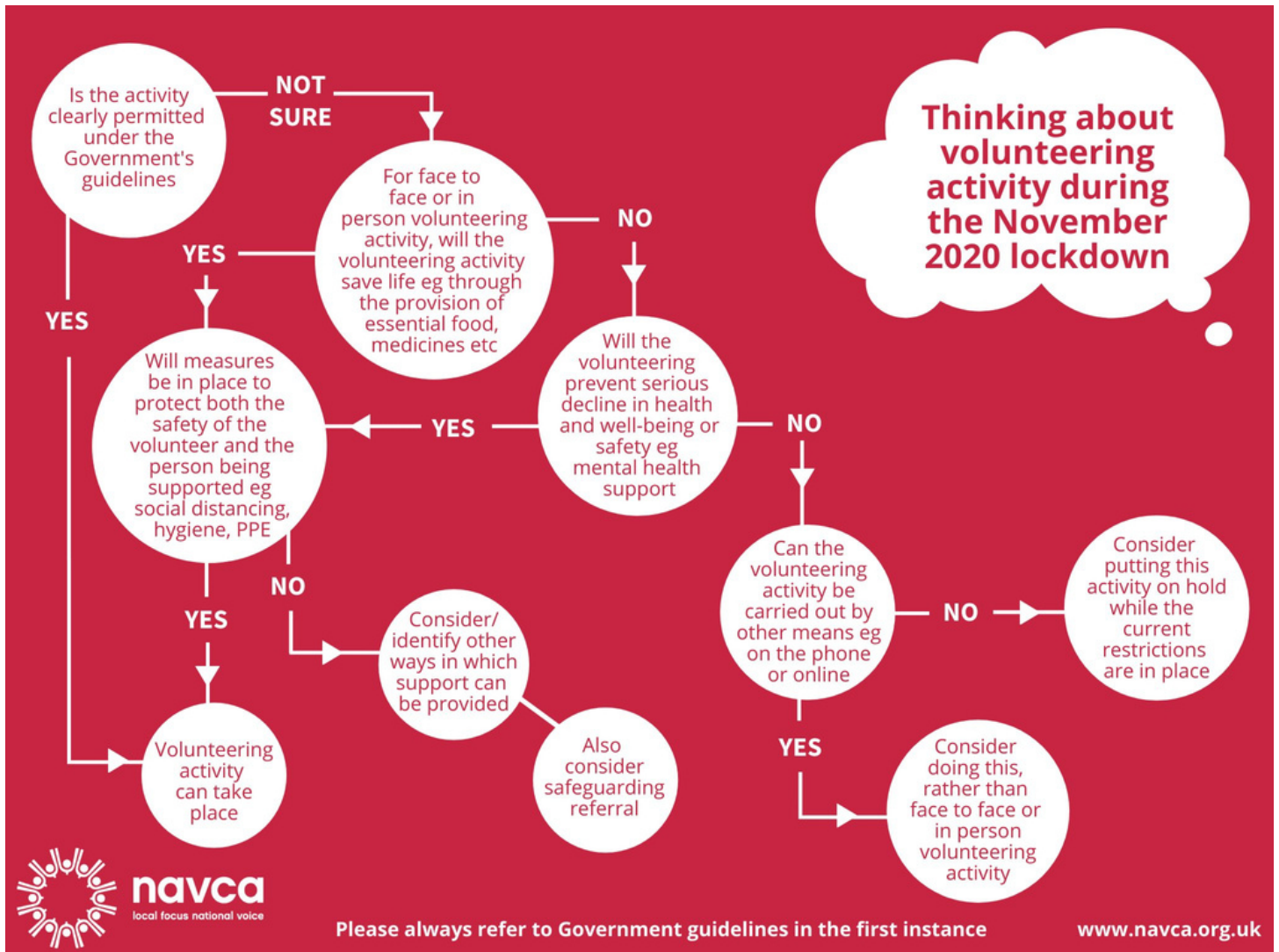
- Check that the insurance policy documents explicitly mentions volunteer's insurance.
- Find out if there are upper/lower age limits for volunteers.
- Make sure the insurance policy covers the types of activities that the volunteers will be doing.
- Check that the driver has the appropriate driving license, (E.g: If required to drive a 16-seater minibus).
- Shop around and negotiate the best policy for your organisation.



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NAVCA (National Association for Voluntary and Community Action) have produced this very helpful resource, a volunteering decision tree as a guide to see how you can help safely.



If we can help in any way with advice and support, please get in touch with us.

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