



Volunteer Policy and Agreement

How we recruit, support and work with volunteers, and the agreement each volunteer signs.

Document	4.1 Volunteer Policy and Agreement
Organisation	Brick's Foundation for Autism Inclusion - In Loving Memory of Lucca Lacerda Tavares
Legal structure	Charitable Incorporated Organisation (CIO), Foundation model, principal office in England
Charity number	Registration with the Charity Commission for England and Wales in progress
Version	1.0
Status	Approved
Approved by	Board of Trustees
Approval date	21 October 2026
Document owner	Board of Trustees
Next review	21 October 2027, or earlier after a serious incident or a significant change in activities
Published	Yes, on bricksfoundation.co.uk

1. Volunteers are at the heart of Brick's Foundation

Brick's Foundation is run entirely by volunteers: our trustees and the people who help with writing, social media, translation, events, finding Champions and assessing the Award. We value every hour people give in Lucca's name. This policy explains what volunteers can expect from us, and what we ask of them.

2. Volunteer roles

Role	What it involves	Safeguarding level
Writer or editor	Writing and checking website content, news and guides	Low
Social media helper	Sharing posts, replying to comments with agreed wording	Medium (online contact with the public)
Translator	Translating content into Portuguese, Spanish, French or other languages	Low
Events helper	Helping at awareness events and award presentations	Medium to high (may meet children and families)
Champion finder	Suggesting people and organisations for the Champions Wall	Low
Award assessor	Reviewing Inclusion Award evidence, and sometimes visiting	High (may visit schools and services)

Each role has a short description agreed before the volunteer starts.

3. Recruitment

- Anyone can apply through the Be a Volunteer page on bricksfoundation.co.uk. We especially welcome autistic people and their families.
- We have an informal conversation about the role and make any reasonable adjustments.
- For medium and high safeguarding roles we take a reference and, where the law allows, a DBS check in the UK or a local police clearance elsewhere (see the Safeguarding Policy, 2.1).
- Volunteers must be 16 or over. Volunteers under 18 work only on low-risk tasks with a parent's or carer's agreement.

4. What volunteers can expect from us

- A clear role, an induction and a named contact.
- Training in safeguarding, data protection and our Code of Conduct, proportionate to the role.
- Flexibility: volunteers choose how much time they give and can stop at any time.
- Respect, thanks and recognition, including a LinkedIn recommendation or reference on request.
- Support and someone to talk to, especially as our work touches on grief and difficult family situations.
- Insurance or host arrangements for events (see 5.5 Insurance Guidance Checklist).

5. What we ask of volunteers

- Follow the Code of Conduct (2.7), the Safeguarding Policy (2.1) and the Data Protection Policy (2.3).
- Report any safeguarding concern to the Designated Safeguarding Lead the same day.
- Keep confidential information private, during and after volunteering.
- Use Foundation accounts and materials only for Foundation work, and do not speak for the Foundation without agreement.
- Never ask for, accept or handle money for the Foundation.

6. Expenses

Volunteering should never leave anyone out of pocket for agreed tasks. As the Foundation does not hold money, volunteers should agree any cost with a trustee before spending. Volunteers do not receive payment or rewards for volunteering.

7. Volunteers, not employees

Volunteering is freely given. This policy and the agreement below are not contracts of employment and create no legal obligations other than those required by law (such as data protection).

8. Problems and ending

If a volunteer has a concern, they can talk to their contact or any trustee, or use the Complaints Policy (2.5). If we have a concern about a volunteer, we will talk to them openly and fairly. In serious cases, including safeguarding concerns, we may end the volunteering arrangement straight away.

Volunteer Agreement

Brick's Foundation for Autism Inclusion and

Volunteer's name _____

Role _____

Named contact _____

Start date _____

Email and phone _____

Brick's Foundation will: give you an induction and training for your role; explain what is expected; support you and listen to your ideas; respect your time and your other commitments; treat your personal information in line with our Data Protection Policy; and recognise your contribution.

I will:

- ☐ follow the Code of Conduct, the Safeguarding Policy and the Data Protection Policy;
- ☐ complete the induction and training for my role;
- ☐ report any safeguarding concern the same day;
- ☐ keep confidential information private;
- ☐ tell my contact if I can no longer help, or my circumstances change;
- ☐ never ask for or handle money on behalf of the Foundation.

This agreement is binding in honour only and is not a contract of employment.

Volunteer's signature and date _____

Signed for Brick's Foundation (name, signature and date) _____

Version history

Version	Date	Approved by	Summary
1.0	21 October 2026	Board of Trustees	First version, written for Brick's Foundation and adopted by the trustees.