

**People  
Can** make a  
difference

**Kitemark**



**The Volunteering Kitemark  
for the Bradford District**



**Volunteer Centres**  
Bradford & Keighley District

# The People Can Make a Difference Volunteering Kitemark

The Volunteering Kitemark is a certificate awarded to organisations that show their volunteering programmes provide the best experience possible for volunteers. In addition, it benchmarks the quality of your volunteer management and involvement, proves and improves the effectiveness of your work with volunteers and enhances your organisation's reputation. It is valid for two years, after which an organisation needs to apply again.

## Why should my organisation apply?

The kitemark is recognised by the Bradford District Local Strategic Partnership and the Volunteer Centres and shows that your organisation manages a volunteering programme where volunteers receive a high quality, positive volunteering experience. The Volunteer Centres in Bradford and Keighley promote this Kitemark, helping volunteers to make informed choices about which organisation to apply to. It is based on the principles in the Bradford District Compact and the Bradford District Good Practice Statement on Volunteering.

## How much does the Kitemark cost?

The Kitemark is awarded free to community organisations.

## What is the application process?

To apply for the certificate you need to provide some documented proof and written evidence, details of which are on the 'checklist'.

## Who will be the awarding body?

The Volunteer Centres will be the main awarding body and will meet with members of the volunteer managers networks in Bradford and Keighley to judge applications.

## How is the Kitemark recognised?

On successful completion of the Kitemark award you will receive a Kitemark certificate and your account on the national online volunteer recruitment portal, [www.do-it.org](http://www.do-it.org), will have a "verified by the Volunteer Centre" logo.

## Links to other Quality Standards

Organisations with Investors in Volunteers status will automatically get the Kitemark on application. If you have PQASSO level 2 (externally accredited) then the evidence for this award can be found under the indicator areas noted. You would still need to add a brief narrative referencing work with volunteers.

Indicator	Indicators	Evidence	Guidance
1. Volunteering is open to everyone	1.2.8 3.2.3 5.2.3	<ul style="list-style-type: none"> <li>Equal opportunity policy</li> </ul>	
2. Organisations aim to deliver a good volunteering experience	3.2.7	<ul style="list-style-type: none"> <li>Please write a short statement on how your organisation aims to give volunteers a quality volunteering experience, how you show they are valued within the organisation and how you evaluate your work with volunteers.</li> </ul>	No more than 500 words.
3. Recruitment of volunteers is fair and accessible	5.2.3	<ul style="list-style-type: none"> <li>Volunteer role descriptions</li> <li>Person specification</li> <li>Application form</li> <li>Short description of recruitment process</li> <li>Induction outline</li> </ul>	Informal processes are allowed for smaller organisations and one off events where there is evidence of a clear process and a need to increase access.
4. Organisations have appropriate policies for managing volunteers	3.2.3	<ul style="list-style-type: none"> <li>Organisation's health and safety policy</li> <li>Organisation's confidentiality policy – if applicable</li> <li>Volunteer policy including Volunteer expenses</li> </ul>	If expenses are not reimbursed there must be a justifiable reason. E.g. small unfunded voluntary organisation
5. Volunteers are supported and supervised within their role	5.2.3	<ul style="list-style-type: none"> <li>Short description of support structure within the organisation including how responsibility for supporting volunteers is organised.</li> </ul>	No more than 500 words
6. Volunteer programmes provide the training and information volunteers need to carry out their role	6.2.1 6.2.1	<ul style="list-style-type: none"> <li>Outline of training procedure within the organisation and how this relates to the volunteering roles</li> </ul>	No more than 500 words
7. Insurance, health and safety, safeguarding and other legal requirements are met	3.2.3	<ul style="list-style-type: none"> <li>Copies of the relevant insurance policies</li> <li>Evidence that safeguarding checks are performed to DBS guidelines</li> </ul>	Guidance available from the Volunteer Centres

# The People Can Make a Difference Campaign

People Can is an open invitation to everyone in our communities, neighbourhoods, villages and towns that make up the district to Work Together and discover how we can make a difference to our lives and the places we live.

## People Can is a:

community of people finding new ways to Work Together;  
shared approach to solving problems and meeting needs;  
shared set of tools and resources to get things done;



## Community

Everyone who turns up is a welcome member of the network of the people Working Together to make a difference. There are opportunities for each of us to add our contribution whether we are employed by public bodies, voluntary sector, a citizen, members of a group or association, a locally based business.

## Get Involved!

Our work is currently themed in four areas:

**Volunteering** – how can we formally devote some of our time to helping others or find people to help.

**Be Neighbourly** – carry out small, informal, everyday acts of kindness, no need for a song and dance, simply make contact and help.

**Community action** – create a new group, activity or event with like minded people to begin tackling a local need – litter in the park, blocked up ginnels, a closed Council building etc.

**Find Resources** – where do we find funds, stuff, space, skills to get our project idea off the ground.

[www.peoplecanbradforddistrict.org.uk](http://www.peoplecanbradforddistrict.org.uk)

 @PeopleCanBD  /PeopleCanBradford

Bradford Volunteer Centre is a service of Volunteering Bradford.


Volunteering Bradford and Keighley Volunteer Centre are registered charities.

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 @BradfordVC  /volunteercentrebradford

**Keighley Volunteer Centre** 8-10 North Street, Keighley. BD213SE.

01535 609506 | [admin@keighleyvc.co.uk](mailto:admin@keighleyvc.co.uk) | [www.keighleyvc.co.uk](http://www.keighleyvc.co.uk)

 /KeighleyVolunteerCentre

