



# Volunteer Handbook



**Thank you** for taking up a challenge to help eradicate period poverty in Bristol; the volunteering you do will make a real difference to us and to women, girls and all those who menstruate in Bristol. We're a small organisation and every little helps to keep us going.

Bristol has the third highest rate of period poverty across England, Scotland, and Wales. More than two in five women and girls in Bristol (41.2%) have been affected by an inability to afford menstrual products while the national average is 27%.

The negative impacts of period poverty are also far-reaching, with the effects clearly seen in education as a lack of access to menstrual health products exacerbates social and educational inequalities. In Bristol alone, 40% of students have missed school due to difficulties accessing period products.

In 2019, Bristol pledged to take a leading role in eradicating period poverty by making period products available to all who need them.

Period Friendly Places is at the forefront of this commitment.

So, on behalf of our staff, our volunteers and of all women and girls in Bristol – thank you for joining us to help make this happen.

Danny Cox, Chair of the Board of Trustees



# ABOUT US

Period Friendly Places know that period poverty is **entirely preventable**.

We directly address period poverty through providing free products to community venues for distribution. We also create educational resources to raise awareness.

We currently partner with four corporate organisations and volunteers to collect and distribute free sanitary products across the city to women, girls and others living in disadvantaged areas via 28 community venues.

We are working with Fair Share South West and Corporate organisations to expand our reach because there is significant demand as winter approaches and the cost-of-living crisis remains.

Future plans include ensuring awareness raising and campaigning work makes available more gender inclusive resources, so they also target single fathers, people from Black and minoritised communities, disabled people, trans+ communities, men and boys more broadly so that period health is more universally understood, and stigma is reduced.

We can't wait for you to get  
involved!

## OUR VALUES



**Courageous:** We are ambitious and determined to drive change. We focus on how our work can grow, develop and have the biggest impact for the most disadvantaged.

**Collaborative:** We connect and collaborate to expand knowledge, resources and reach, to create a fairer society.

**Inclusive:** We ensure eradicating period poverty is everyone's challenge, people have choice and that our work is accessible to all.

**Sustainable:** Our ambition is to work towards sustainable operations to care for the planet and future generations

# Code of Conduct

Everything PFP does should have our beneficiaries at its heart. We also must act with care and consideration to one another, creating a safe and supportive environment for all PFP volunteers and employees.

## **We expect our Volunteers to:**

- Maintain confidentiality both internally and externally.
- Act within their competence and training and raise any development needs with their manager.
- Act with integrity, raising any issues or concerns with their line manager promptly.
- Act with consideration and kindness to their colleagues and beneficiaries, showing zero tolerance for bullying, harassment, and discrimination.
- Provide work or services of a quality and scope and to a level that are commensurate with accepted standards of the role.
- Disclose any interest, whether financial or otherwise, that is related to the work for which you have been employed and that may cause conflict. This applies to interests in any company, organisation or person.
- Understand that PFP's resources help us deliver for women and ensure that our property and finances are respected, and due diligence is shown.
- Maintain the charity's reputation when representing PFP in person, online or on social media.

# **Confidentiality and Data Protection Policy**

Any questions volunteers have in relation to this policy or how we use personal data should be addressed to the Volunteer Coordinator or line manager. You can find out more about confidentiality and data protection at [www.ico.org.uk](http://www.ico.org.uk)

While volunteering with PFP, you may have access confidential information regarding the affairs of the Charity and its clients, customers, members, and associates.

Anyone with access to this info must not use any confidential information for reasons other than those with which it was gathered, and should not, without the Charity's prior written consent, disclose, divulge, or communicate confidential information directly or indirectly to any third party. This applies during and after volunteering with Period Friendly Places.

Nothing in this clause shall restrict or limit your rights under the Public Interest Disclosure Act 1988 (whistleblowing legislation).

Following volunteering, volunteers will return all Charity equipment, documentation and data, including documents (computer data or copy), and anything else relevant made or obtained in the course of volunteering.

## **Attendance, Time Keeping and Flexible Working**

Volunteers are a key resource for delivering our services, often working with women who experience intersectional disadvantage and who need to know that when we offer something it happens.

For this reason, we ask that you:

- Commit to volunteering at specific times/ dates and places (arranged with your line manager)
- Give us at least 48 hours notice if you need to occasionally change a volunteering arrangement with us (either by email or phone)
- Give us as much notice as possible if you cannot volunteer due to sickness (but don't volunteer if you feel unwell)

## **Expenses**

Volunteers may accumulate out of pocket expenses while delivering services for PFP, these should be as agreed in advance with the PFP Coordinator. Considering appropriate use of charity resources, and financial regulations, expenses must be appropriately documented through receipts and expense forms authorized.



## EXPENSES FOR PERIOD FRIENDLY PLACES

Money Being Claimed By:

DATE	DETAILS OF ITEMS CLAIMED	COST	SIGNATURE
TOTAL			

Bank details

Acc No:

Sort Code:

Account Name:

Signed off by:



## **Health and Safety**

PFP recognises that it is responsible for the health and safety of its staff, volunteers, trustees and to prevent accidents and causes of work-related ill health. In line with this, PFP will:

- Manage health and safety risks in our workplace and report any issues or concerns to the PFP Coordinator.
- Provide clear instructions and information and training (if required).
- Consult with staff and volunteers on health and safety issues.
- Ensure that staff and volunteers (including trustees) are aware of the emergency procedure, including evacuation in the event of a fire or other serious incident in the workplace, or where PFP is involved in an event.
- Review and update the policy regularly.
- Ensure staff and volunteers understand and are aware of any policies and procedures relating to their work. In particular fire and evacuation policy, lone working, accident reporting, first aid.
- Consult staff and volunteers on health and safety and work-related ill health and bring these issues to the attention of the Trustees where necessary.
- Line managers are responsible for updating the health and safety policy. All staff and volunteers are responsible for co-operating on health and safety matters; taking reasonable care of their own health and safety; and reporting any health and safety concerns to the PFP Coordinator.