



## Essential Information/Guidelines for Volunteers

### Where to find EBM

East Belfast Mission  
Skainos Square  
239 Newtownards Road  
Belfast  
BT4 1AF

EBM is located on the lower Newtownards Road, between Templemore Avenue and Dee Street.

On street parking is available.

### Volunteer Expenses

EBM will reimburse volunteers out of pocket expenses for travel when claims are submitted on an EBM Expenses Claim form and accompanied by proof of expenditure.

All approved expenses claims must be submitted to the EBM Finance Department within the first week following the month end and will be paid by BACS.

As our volunteers are important to us we want to make sure that it does not cost you money to volunteer at the Mission. **Travel costs must be agreed with your Volunteer Supervisor in advance.** We will normally cover the cost of the cheapest form of transport to EBM locations.

If a Volunteer Supervisor feels that the travel expenses are too high for the project's budget an alternative volunteering location will be discussed with you.

#### **Public transport expenses**

Please claim by filling in an expenses claim form and attach the tickets to it. This form must be authorised by your Volunteer Supervisor.

#### **Mileage expenses**

Mileage expenses will be discussed on a case by case basis with your Volunteer Supervisor.

## **Meals**

Volunteers that work for **6 hours or more in any one day** are entitled to a lunch to the value of £4.50.

EBM will not accept liability for any expenses that result from activities which have not been agreed in advance and cannot guarantee reimbursement for claims that have been made too late.

## **Health and Safety**

It is the policy of East Belfast Mission to comply with Health and Safety legislation and to provide and maintain a healthy and safe working environment.

You will be given a Health and Safety induction on taking up your voluntary placement and a record will be kept of this. It is important that volunteers understand their personal responsibility towards promoting and maintaining health and safety standards in a safe working place and follow the EBM Health and Safety Policy and Procedures at all times. If you have any questions concerning Health and Safety these should be raised with your Volunteer Supervisor.

## **Insurance Cover**

As volunteers with EBM you are also covered by our public liability insurance with Methodist Insurance when carrying out your volunteering duties.

If you are using your own car in connection with voluntary work you must inform your own insurance company to ensure adequate and continued cover.

There is no insurance cover for personal effects or personal possessions. Mobile phones should be kept on the person or locked away and valuable items should not be brought in.