



## BATH WELCOMES REFUGEES

# Beyond Bath Team – BWR Standard Operating Procedure

### Purpose

Much of the work of Bath Welcomes Refugees is concentrated on the Bath area. The Beyond Bath team has a broader perspective and focusses on issues affecting refugees and asylum seekers in other parts of the world, beyond Bath, by:

- Raising awareness about current issues affecting refugees and asylum seekers.
- Supporting organisations which work with refugees and asylum seekers to find ways of addressing their mental health issues e.g. with the use of the arts
- Helping to organise convoys of BWR members to volunteer with organisations working to support refugees and asylum seekers, for example to refugees' camps in Europe.
- Helping to organise the donation of items needed by these organisations as part of BWR convoys or separately.
- Helping to organise fundraising campaigns for these organisations.
- Assisting with campaigns which focus on the plight and welfare of unaccompanied refugee children

### Scope

This document refers to activities relating to the BWR's Beyond Bath Team, whether they are in Bath or are working with people elsewhere. It only refers to activities arranged in connection with the BWR Beyond Bath team.

### Responsibilities

The co-ordinator is responsible for:

- Identifying officially recognised and reputable charities and organisations that offer on the ground support for refugees
- Overseeing and helping facilitate campaigns for the building of awareness, item donation and fundraising
- Liaising with Beyond Bath team members in terms of their responsibilities and involvement in each of the main areas listed above
- Allocating volunteers to specific roles or tasks if required
- Identifying officially recognised and reputable charities and organisations that offer on the ground support for refugees
- Closely overseeing the organisation and safe operation of volunteering convoys to refugee camps



Volunteers for the Beyond Bath team are responsible for:

- Being aware of and following BWR policies and guidelines
- Following current refugee issues
- Ensuring that campaigns for the building of awareness, item donation and fundraising are run in an effective and responsible manner
- Closely engaging in the organisation of volunteering convoys to refugee camps in order to ensure they are run efficiently and safely

### **Specific Procedures**

#### **Raising Awareness**

Building awareness campaigns may relate to BWR volunteering convoys or be carried out separately.

Co-ordinator and volunteers are responsible for:

- Identifying the charities and organisations that offer the most credible on the ground information
- Keeping up to date with the current situation at the main refugee camps across Europe
- Sharing these details using email or social media
- Informing the public about how they are able to support refugees in response to current situations

#### **Volunteering Convoys**

The co-ordinator is responsible for:

- Identifying credible and officially recognised charities and organisations that support the operations of the refugee camps
- Organising regular reviews to evaluate the effectiveness of the campaigns and organisation of the convoys in conjunction with other BWR committee members.
- Liaising with charities and organisations operating in the refugee camps where necessary
- Making contact with these charities and organisations to ask for details relevant to volunteering work
- Ensuring that potential volunteers are fully aware of the nature of the voluntary work they are going to be involved in
- Making contact with the BWR Treasurer and Trustees regarding any financial arrangements necessary for the trip
- Making necessary bookings for travel and accommodation
- Collecting personal details and next of kin for volunteers taking part in the convoys in accordance with BWR privacy and data protection policy
- Grouping the convoy members and organising the trip in terms of travel and accommodation
- Making continuous contact with the convoy volunteers to ensure that their trip and operation are carried out in line with the BWR Health and Safety Policy



- Officially recording any accident or incident using the BWR Accident or Incident Reporting Form
- Informing convoy members about the need to visit their GP in order take vaccinations if needed
- Informing convoy members about guidelines relating to contact with refugees, as identified by the charities and organisations working on the ground.

### **Items Donation Campaigns**

Item donation campaigns may be undertaken as part of volunteering convoys or separately. Coordinator and volunteers are responsible for:

- Identifying in coordination with the official charities and organisations the most needed items (e.g. clothing, hygiene and medical) for collection and donation
- Ensuring that the items meet the minimum standard and are in line with the guidelines of the receiving charities and organisations
- Organising drop off points for the collection of donated items
- Sorting items into bags and boxes in line with the guidelines of the receiving charities and organisations
- Ensuring the delivery of the items to the destination charities and organisations

### **Fundraising Campaigns**

Fundraising campaigns may be undertaken as part of volunteering convoys or carried out separately.

Co-ordinator and volunteers are responsible for:

- Supporting fundraising campaigns to directly channel funds to credible and officially recognised charities and organisations working beyond Bath
- Offering support through flyers and social media to raise awareness about fundraising campaigns
- Reporting fully about the total amount raised and where possible how the money is used.

Approved by the Management Committee of BWR – June 2020