



Corporate volunteering

01

Why volunteer with Baby Bank Network?

We support families experiencing poverty or crisis across Bristol with pre-loved essentials for their young children. We offer businesses and organisations a chance to **volunteer in our hub in Fishponds** – to learn about our service, help with a variety of tasks and meet some of our team.

Spending a team day volunteering with Baby Bank Network can give you:

- A chance to spend **quality time with your colleagues** outside your workplace
- A better **understanding of our work**, and the impact of your support
- An opportunity to give something meaningful back to **your local community** as part of your **corporate social responsibility**
- A **fun and inspiring day**, trying something new!



02

What tasks might we do?

Activities can vary depending on the size of your group and what needs doing! It can include:

- **Sorting and checking donations** of pre-loved items ready for families
- Preparing age-appropriate **book bundles** to support early childhood development

- **Sorting through donations of toys** to make sure they're ready to send to families
- **Packing seasonal clothing bundles** to help keep children warm, dry and comfy
- **Packing toiletry bundles** to help mums and babies stay clean and well
- **Preparing seasonal bundles** e.g. Christmas bundles for families to bring some Christmas joy!

We will discuss with you what activities are available for your group, and if you have any preferences (although we can't guarantee we can accommodate these).

03

How many people can volunteer?

Usually, we can host **groups of up to 6 people at our warehouse**. This gives you enough space to work comfortably alongside our existing volunteers and staff, who will be continuing with their usual tasks to keep our service running. If you have a larger group we may be able to offer multiple days, please get in touch so we can discuss this with you.

04

When can we volunteer?

Group volunteering days are available **Monday – Friday between 10am – 2pm** (subject to the availability of our small staff team). Please get in touch to discuss dates and times.

05

Where does the volunteering take place?

Volunteering takes place at **our hub in Fishponds**, home to our office and warehouse, on a small industrial estate off Fishponds Road. Most of our staff and regular volunteers work there, so you'll get to meet them, too. We'll send you our address when making your booking.

06

What facilities are at the hub?

Our hub is situated **across the ground floor and first floor**. There's a step to enter the building and stairs to access upstairs. There's a toilet downstairs and two more upstairs, however these are not accessible toilets. If anyone in your team has accessibility requirements, please let us know when enquiring, so we can try to organise reasonable adjustments and activities to suit.

07

Is there parking?

We **encourage the use of public transport where possible**. There's a bus route along Fishponds Road, with our warehouse a few minutes' walk away. Timetables are available from [First Bus](#).

Parking is available in front of our warehouse, and you are welcome to park in any of the Baby Bank Network spaces. Please note, these are also used by our team and by people dropping off donations – as well as our electric delivery van – so we can't guarantee there will be space when you arrive. If you can car share, that would be very helpful.

3 hours free parking is currently available at Stoke View Car Park next to the industrial estate.

08

What about refreshments and lunch?

We provide plenty of **tea, coffee and biscuits** for your team. We have cow's and oat milk – if you require any other milk, please let us know. Please bring a reusable water bottle.

You are **welcome to bring your own lunch** – we have a fridge and microwave you can use. You will be able to eat lunch in our project room which has a large table and enough seating. Fishponds Road also has a variety of cafes and shops, around 10-15 minutes' walk from the warehouse.

09

What should we wear?

Please **wear comfortable casual clothing and closed toe footwear** due to H&S. Parts of the warehouse can be very cold in winter, so we suggest wearing warm layers. We do not have air-conditioning or heating downstairs. We will provide branded aprons for you to wear on the day, which also look great in photos!

Please **don't bring anything valuable**, as we don't have lockers. There are shared areas where you can leave your belongings but these are accessible to staff, volunteers, contractors and members of the public bringing items to donate, so we cannot be responsible for them. Please keep any valuables you do bring, such as your phone or purse, with you at all times.

10

What will our volunteering day look like?

An example day is shown below. We can be flexible with timings between 10am and 2pm.

- **10am:** Arrive at the Baby Bank Network hub
- 10-10.30am: Meet our team onsite that day, tour the hub, H&S induction (plus tea/coffee)
- 10.30am-12.30pm: Volunteering activities
- 12.30-1pm: Lunch (if you'd like longer for lunch just let us know)
- 1pm-**2pm:** Volunteering activities

A member of the team will be on hand all day to provide any equipment, explain your tasks and answer questions.

11

Will there be photos taken on the day?

We would love to take photos of your team volunteering! These may be used on our social media, newsletters, website and press releases so we can thank you for your time and generosity and encourage others to support our charity. We'll ask you to complete a short consent form to check what you're comfortable with – please just let us know if you'd rather not have your photo taken.

You are welcome to take photos too! Please just check with us on the day to make sure any Baby Bank Network staff/volunteers working are happy to be in your photos.

12

Are there any costs?

If your organisation is already supporting Baby Bank Network or you're looking to begin a partnership, your volunteering day could be part of this agreement - please get in touch to discuss this.

If there's no partnership in place, we ask for a **donation of £300 per day for a team of up to 6 people**. This is to ensure we provide a great volunteering experience for your team. We require full payment ahead of the event, which includes a 10% non-refundable deposit.

13

What if we need to re-schedule or cancel?

If you need to cancel your volunteering day, please give us as much notice as possible.

If you paid for your day and **cancel with 7+ days' notice, we will refund you (minus the 10% deposit)**. If you cancel within 7 days, we don't offer a refund sorry.

In the unlikely event that Baby Bank Network needs to cancel, we can do so without notice. We will only cancel due to unforeseen circumstances out of our control (for example staff illness, extreme weather conditions or other force majeure). We will inform you as soon as possible and do our best to re-arrange to a date suitable for you. If we cannot re-arrange the day, booking costs (including the 10% deposit) will be refunded. We will not be held liable or be required to pay compensation for any loss sustained as a result of the cancellation.

14

What about health & safety?

We will **send you some H&S information to read in advance**. When you arrive, we will ask you to sign to confirm you have read and agree to this.

There must be a **named responsible person at the event (e.g. your group organiser)** who is responsible for supervision, including behaviours, H&S, and time management. They must also have a list of emergency contacts for those attending, plus a note of any relevant health issues. We don't need a copy of this, but please bring it on the day.

15

Do we need insurance to volunteer?

Baby Bank Network is covered by its own Public Liability Insurance, which covers anyone we have agreed can volunteer on our premises.

Your group organiser is responsible for arranging your own insurance if necessary.

16

How do we give feedback?

We will be in touch afterwards to ask for your feedback. This helps us to understand what went well and what we can improve on. **We welcome any quotes that we can use in our communications** – these can really help encourage others to support our work.

17

How can we book a team volunteering day?

To find out more and to book a team volunteering day, **please contact our Fundraising and Partnerships Manager on partnerships@babybanknetwork.com or 07523 680 040.**

Thank you for your interest in supporting Baby Bank Network – we look forward to working with you!



Thank you for your support

For further information and to book a volunteer day, please get in touch on partnerships@babybanknetwork.com