



Timebanking UK

Timebanking UK Working Declaration

Time banks who are members of Timebanking UK and who plan to engage members in person-to-person time exchanges within their private homes and gardens should ensure that they are operating in accordance with our recommended working practices. It is paramount that everyone involved in each timebanking project or network is safe and risk is minimised.

We also request that time banks agree to our Five Core Values (see page 3).

Timebanking UK recommend time banks adhere to the following **guidance points**:

1. **Attend a training course** run by Timebanking UK on the setting up and running of a timebanking project.
2. **Timebanking UK Member Handbook is read by each member.** This contains:
 - ✓ Frequently asked questions and answers
 - ✓ How to arrange an exchange
 - ✓ A generic list of risks and how to be safe
 - ✓ What to do if something goes wrong
 - ✓ A code of conduct (including confidentiality, use of personal belongings, adhering to the agreed length of time, use of language etc).
 - ✓ The time bank's complaints procedure

The time bank member should sign to say they understand the content and will abide by the rules of the handbook.
3. **References** to be taken for each new time bank member.
4. **Risk assessments undertaken** for time exchanges which involve DIY, gardening or decorating to ensure all those involved are happy with the equipment, place of exchange, time allowed and how to manage any difficulties that may arise.
5. **Verbal safety checks** undertaken with each time bank member before they undertake time exchanges so each person understands what is involved and what to do should anything go wrong.
6. Full and comprehensive **personal information** stored on the **Timebanking UK timebanking database** (subject to GDPR requirements) to enable the best possible time exchange match for each person involved. Personal information could include data on age, ethnicity, health, doctor, medical conditions, allergies, mobility, pets, and information about their home situation.
7. Procedures in place to **introduce new members** to others when completing a time exchange with that person for the first time.

Registered Office
The Exchange, Brick Row
Stroud GL5 1DF
+44 (0) 1453 750952

www.timebanking.org
info@timebanks.co.uk
Twitter #TimebankingUK
Registered Charity no: 1101204
Company Ltd by guarantee no: 4502783

8. **Time exchange procedures** in place to monitor time exchanges to ensure expectations have been met before and after exchanges.
9. Separate **policy on safeguarding** when a time exchange involves a **vulnerable person or child**.
10. **DBS checks** may be required for time bank members according to guidance negotiated by Timebanking UK with the Disclosure and Barring Service. A copy of these guidelines can be found at www.timebanking.org
11. A relevant timebanking specific **insurance policy** such as provided by our recommended insurers, who support time banks that are members of Timebanking UK.

Your time bank will NOT:

- Replace paid services
- Provide professional services
- Provide regular childcare services
- Provide statutory services to vulnerable people

If a professional organisation or person wishes to join the time bank and trade their skills, they must do so under their own insurance policy.

The time bank will provide basic help such as:

- Basic gardening
- Basic DIY
- Basic decorating
- Escorting to appointment
- Shopping
- Errands
- Knitting/sewing/crochet
- Teaching a musical instrument
- Car or motorbike maintenance
- Dog walking
- Light housework
- Cooking
- Ironing
- Companionship/befriending
- Visiting people
- Pet care
- Walking companion
- Computer skills
- Budgeting
- Letter writing
- Translation
- Teaching a language
- Car washing
- Bicycle maintenance
- Design work
- Painting/drawing tuition
- Leaflet delivery
- Litter picking

PLEASE NOTE

We may undertake random audits at any time to ensure standards are being maintained.

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Timebanking UK's five core values

- **PEOPLE ARE ASSETS**

The real wealth of our society is its people. We believe that every person is valuable and has something to offer others in the community.

- **REDEFINING WORK**

Time banks are helping to redefine 'work' to include raising healthy children, preserving families, making neighbourhoods safe and vibrant, caring for the frail and vulnerable, and tackling injustice.

- **RECIPROCITY**

We believe the impulse to give something back is universal. Timebanking enables people to be givers as well as takers. At a time bank, 'you need me' becomes 'we need each other'.

- **SOCIAL CAPITAL**

Timebanking builds mutual social and practical support networks in communities, strengthening social capital and encouraging collaboration between community organisations and public services.

- **RESPECT**

Time banks give people respect and recognise the value of everyone's contribution by giving them the benefit of someone else's time in return.

The undersigned agree to run their timebanking project in accordance with **ALL** the 11 **guidance points** on this working declaration, plus agreeing to abide by the above core values of Timebanking UK within six months of launching the time bank project.

A binding agreement is made when ticking the confirmation box on TBUK website at the point of joining. Should you not adhere to our guidance points you should inform Timebanking UK as this could affect your time bank operations. In such cases, Timebanking UK may not be able to assist you if something goes wrong within your time bank.

You may complete the information below and keep this form for your records.

Time bank contact:

Time bank/organisation name:

Date:

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