

Volunteering Policy

Updated: December 2015

Next revision date: December 2016

1. Objectives

- 1.1 To ensure that appropriate actions are taken in order to protect young people on Develop programmes who are involved in working with volunteers.
- 1.2 To ensure that volunteers are protected, adequately briefed and aware of legal implications and issues that may arise when working with young people.

2. Scope

- 2.1 To cover all activities carried out by Develop.

3. Key Principles

- 3.1 Develop believes that it is our duty to ensure that appropriate actions are taken in order to protect children and young people in schools and local communities who are involved in working with volunteers on a regular basis. It is also Develop's duty to ensure that volunteers are protected, adequately briefed and aware of legal implications and issues that may arise when working with children and young people.
- 3.2 Develop recruits volunteers from a wide range of areas to support activities that aim to raise the achievement, self esteem and motivation of the client groups involved. These programmes include:
 - Community Volunteers
 - Support for 'Out of School Hours' learning opportunities e.g. First University
 - Activities delivered within the Charity
- 3.3 These programmes involve a large number of people in a wide geographical area. In some instances, the volunteers may be working in a one-to-one situation with children or young people without any other adults being present. A range of strategies will therefore be employed by Develop to protect all parties involved.
- 3.4 **DBS:**
See DBS policy

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3.5 Recruitment process:-

- a. All volunteers recruited by Develop will be required to complete an application form.
- b. Copies of the application forms will be kept in the relevant programme file in the Develop office.
- c. Volunteers being put forward by their school/company will not be required to complete an application form but a list of names of those involved will be stored in relevant programme files.
- d. Volunteers involved who do not come from a company or organisation will be asked to provide names of two people who are willing to act as referees and they will be contacted to provide references. Copies of these references will be held in the relevant programme file in the relevant Develop office.
- e. A school would be informed immediately if references were not received or any issues of concern were raised in a reference.
- f. Databases for all volunteering programmes will be established and maintained (in line with Data Protection requirements).

3.6 Guidance, training and support:-

- a. Individual volunteers for all programmes will attend a mandatory local induction session to determine their suitability for inclusion in the programme. During the training or induction sessions the volunteers will be made aware of any specific guidance related to their area of volunteering. Written guidance will be given.
- b. Where suitable there will be a named co-ordinator for the programme the volunteer is involved in and they will be informed of this.
- c. Each programme will also have a member of the Develop team who has responsibility for the programme and who can be contacted to discuss issues or concerns.
- d. All volunteers will be informed that there is a legal requirement to inform a member of staff (programme co-ordinator, child protection officer or head teacher) immediately if they suspect a child or young person they are working with is or has been a victim of abuse. Please refer to our Safeguarding Policy.
- e. All volunteers will be advised that if they have any other serious concerns regarding the child or young person they are working with, they should discuss these with the named school contact or contact

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the Develop team member responsible for that programme as soon as possible. Please refer to our Safeguarding policy.

- f. All volunteers will be informed that they should not have physical contact (cuddling, kissing, sitting them on their knee etc) with the child or young person they are working with. Please refer to our Safeguarding policy.
- g. Volunteers from companies, organisations and universities will have a named contact from within their own establishment with whom they can discuss any issues or concerns.
- h. Review meetings will be held with volunteers following the same Performance Review performance as employed staff. This is in order to discuss their involvement and any issues or concerns they may have.

4. Staff Responsibility

4.1 All volunteers.

4.2 CEO has overall and final responsibility for all matters relating to the Volunteering Policy.

4.3 The day-to-day responsibility for the Volunteering Policy is delegated to the CEO, who will ensure that:

- a. Adequate resources are made available to implement this policy.
- b. Adequate arrangements are made to bring this policy to the notice of all staff, Learners, Learning Providers and visitors.
- c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary.


5. Monitoring and Evaluation

5.1 Through an annual review of the Volunteering Policy.

5.2 This policy is liable to full equality impact assessment annually.

6. Supporting Documents

6.1 This policy should be read in conjunction with all of the policies and procedures relating to the Learning programmes offered by Develop and First Place Training.

Policy signed by CEO  **Date: 10/12/2015**

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