

Volunteer Policy.

Aim.

Gympanzees CIC values volunteers for the diverse skills and experiences they bring to the activity centre. They will be complementary and additional to our staff group. This policy will ensure the best interests of the volunteers whilst keeping the children's safety and wellbeing of paramount importance.

Recruitment.

Recruitment of volunteers will occur as outlined in Gympanzees 'Safe Recruitment Policy'.

The interviews will be rated and recorded reflecting the criteria of the Volunteer Competency Grid.

References and Checks.

All volunteers must provide Gympanzees with two referees. References will be taken up before the volunteer starts work.

All volunteers will need an Enhanced level Disclosure and Barring Service (DBS) check. They will also be required to disclose if they receive any convictions, cautions, court orders, reprimands and warnings whilst working with us, as this may affect their suitability to work in our organization.

Induction and Training.

All volunteers and staff will be taken through an induction when they start. This will include the health and safety policy, safeguarding policy and procedures, risk assessments and training in communication skills relevant to children with disabilities. Records will be kept of this induction process and will be signed by the volunteer to confirm that they have taken part.

The volunteer will be given a particular area to work in depending on their skills and interests.

Insurance.

We will provide a safe workplace and all relevant risk assessments will have taken place.

All volunteers will be covered by Gympanzees Liability and Public Liability Insurance from Morton Michel - Policy number: GR0085675

Equal Opportunities.

Volunteers will be expected to have a commitment to our equal opportunities policy available on our website www.gympanzees.org

Health and Safety.

Volunteers will have been made aware of the issues within this policy at their induction. It can be found on our website www.gympanzees.org

Supporting all children.

All children at Gympanzees will attend with a parent/carer who will retain overall responsibility for their child.

The volunteers will support the children and their families with respect so that the sessions at Gympanzees will foster confidence, self esteem and positive relationships for all attendees. All participants will be encouraged to be as active as possible at a level that is both fun and appropriate for them.

Child Protection.

All volunteers will be given a copy of our Safeguarding Policy and Procedures. In addition, the volunteers like all other members of Gympanzees have a responsibility to ensure the child's welfare and should adhere to the following:

- Avoid being alone with a child at all times. This prevents difficult situations arising.
- Never take a child to the toilet. If it is requested find the parent/carer who can take them instead.
- Never become involved with any child associated with Gympanzees outside the centre unless there is the full consent of the parent/carer.
- Confidentiality must be respected at all times unless the child is in danger.
- Take all concerns regarding the safety and wellbeing of the child to a staff member who will liaise with the Designated Safety Officer or her deputy.
- Act as a positive role model for the children at all times.

Volunteers Responsibilities.

- Be punctual and notify staff as soon as possible if you will be unable to attend a session.
- Help staff set up at the start and tidy up at the end of a session.
- Help provide a safe, clean and stimulating environment for the children.
- Help ensure the equipment is clean and notify staff of any damage.