Volunteer Policy

Aim

Gympanzees 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 customer'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 2 referees and 2 forms of ID, one a photo ID eg passport/driving licence and one a utility bill/bank statement less than 3 months old to confirm address.

References and documentation will be taken up before the volunteer starts work.

All volunteers will need a Disclosure and Barring Service (DBS) check at the level indicated by its governing legislation . 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 all Gympanzees relevant policies and procedures. 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 Case Charity Insurance – Policy number: 021105/11/20

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, young adults and adults at risk at Gympanzees will attend with a parent/carer who will retain overall responsibility for them.
The volunteers will support the children, young adults and adults at risk 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.

Safeguarding

All volunteers will be given a copy of our Safeguarding Policies and Procedures. In addition, the volunteers, like all other members of Gympanzees, have a responsibility to ensure the childs/young adults/adults at risk welfare and should adhere to the following:

- Avoid being alone with a child/young adult/adult at risk at all times. This prevents difficult situations arising.
- Never take a child/young adult/adult at risk to the toilet. If it is requested find the parent/carer who can take them instead.
- Never become involved with any child/young adult/adult at risk 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/young adult/adult at risk is in danger.
- Take all concerns regarding the safety and wellbeing to a staff member who will liaise with the Designated Safeguarding Officer or her deputy.
- Act as a positive role model 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.

E S Scholey 13.01.2021

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