

## 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.

### Medical Fitness

It is essential for the health and safety of staff, volunteers and visitors that volunteers declare any medical or health conditions that may impact on their ability to carry out their role and they remain responsible for informing the duty manager if their condition changes at any stage during their time volunteering.

### 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.

At Gympanzees Pop Ups the volunteer will be given a particular area to work in depending on their skills and interests.

At Gympanzees Lending Library their role is to deliver/collect specialised play equipment. In doing so they must ensure that the health and safety of the service users and their family is maintained. These standards are also required for cleaning and wrapping the equipment. They may be asked to carry out any other reasonable duties in line with their responsibilities to assist in the smooth running of the Gympanzees Lending Library.

## 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: 021105/11/21

Gympanzees Lending Library volunteers are responsible for ensuring that their personal car insurance covers this role.

## Confidentiality

Whilst volunteering, the volunteer may have access to confidential information concerning the organisation's affairs. On no account should any of this information be divulged in any format to any unauthorised person.

## Equal Opportunities

Volunteers will be expected to have a commitment to our Equality, Diversity and Inclusion policy available on our website [www.gympanzees.org](http://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](http://www.gympanzees.org)

## Supporting all children

All children, young adults and adults at risk at Gympanzees Pop Ups 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 Pop Ups 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 child/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 deputies.
- Act as a positive role model at all times.

## Rules of Conduct.

The volunteer must:

- Be punctual and notify staff as soon as possible if you will be unable to attend a session.
- Not endanger the health or safety of any employee whilst at work.
- At all times use as instructed any protective clothing or equipment which has been issued.
- Immediately report accidents, no matter how slight.
- Observe all rules concerning smoking and fire hazards.
- Act wholeheartedly in the interests of Gympanzees at all times.
- Acquaint themselves with all authorised notices displayed at their place of work.
- Inform Gympanzees if they contract a contagious illness.

· Not remove any material or equipment from their place of work without prior permission.

· At all times follow the organisation's working and operation procedures especially in relation to safeguarding procedures and the health and safety of the service users.

E S Scholey 01.03.2022