



# Sussex Clubs for Young People Volunteers Policy

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Signed

Chair of Directors: Peter Gooch

## **CHIEF EXECUTIVE OFFICER**

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## Policy Statement

The Sussex Clubs for Young People (SCYP) Volunteers Policy aims to ensure that anyone who volunteers with our staff and volunteer teams is supported to the best of our ability.

People give their time to help with voluntary activities because they find it fun, exciting, and worthwhile. Volunteering has also been shown to improve confidence, self-esteem and help develop new skills. Volunteers help SCYP to make most of our activities happen. We encourage new volunteers with energy, diversity and ideas who want to do something positive for others and ensure that our programme of activities for young people is sustainable for future generations.

## Recruitment of Volunteers

Before a volunteer opportunity is advertised the following information should be prepared by the Recruiting Manager and Administrator then agreed by the CEO:

- An updated role description
- Draft advertisement
- Recruitment timeline and roles and responsibilities

The role description should accurately reflect all elements of the volunteer role. Where a role description already exists for volunteer opportunity then it should be reviewed to ensure that it still accurately describes the role and should be updated where necessary.

Care should be taken when drawing up the role description to avoid including criteria that may have the effect of indirectly discriminating against certain groups of applicants.

The organisation's Equality Policy applies to all recruitment and must be complied with at every stage of the recruitment process. This means that prospective applicants for volunteer positions should not be discriminated against either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, sexual orientation, cultural or religious beliefs, disability and age. In addition candidates should not be discriminated against based on pregnancy.

## How to Volunteer

Volunteering for SCYP is a simple four step process:

1. Complete the Application Form for Volunteers and return by email to [member.services@sussexcyp.org.uk](mailto:member.services@sussexcyp.org.uk) or by post to: Volunteering, Sussex Clubs for Young People, Maybridge Keystone Centre, Raleigh Way, Worthing BN12 6JD.
2. Once we have received your form, we will contact you and arrange a time to discuss the activities you wish to get involved with and the possibility of doing a trial session.

3. If you are aged 16 or over, the required legislative check (currently called Disclosure and Barring Service checks) will be carried out before you can be considered for regular sessions. There will be no cost to you for this check. You will be advised which documentation you need to provide.
4. Once your DBS check has been returned along with satisfactory references you can start volunteering. Your progress will be reviewed after 3 months and again after 6 months to see how you are getting on.

### How Volunteers can help SCYP

A role description will be issued to all volunteers. Your role will cover all of the following:

- To assist with delivering the aims and objectives of SCYP
- To support the delivery of a programme of weekly activities that are safe and appropriate to the age group.
- To help with the set up and delivery of sessions with young people, assist with clearing up and attend the debrief after the session.
- To help young people present to participate in and enjoy the activities.
- To notify the relevant member of the team if you are unable to attend a session giving as much notice as possible so alternative cover can be provided.
- To familiarise yourself with SCYP's policies and procedures on Health and Safety, Equality and Diversity, and Safeguarding, provided on our website.
- To treat information on the children, young people, and their families with the strictest confidence in accordance with the Code of Conduct.

**COPYRIGHT:** If at any time during their volunteering (whether alone or with any other person) in the course of your duties you originate any design (whether registerable or not) or other work in which copyright may subsist, volunteers agree that they are acting as the agent or nominee of SCYP and that the rights in relation to any such design or other work shall vest in and become the property of the charity.

### What Sussex Clubs for Young People will do for volunteers

This is an overview of our expectations of how we will support volunteers.

- Provide an induction including an overview of SCYP, general guidelines for working with children and your role description.
- Keep volunteers informed of training/support opportunities that could be of help in relation to voluntary work and your personal development.
- Arrange appropriate pre and post session meetings for groups of volunteers to enable them to prepare for activities and discuss successes and any concerns.
- Offer one-to-one feedback sessions for those who help with an ongoing activity, to give the chance to reflect on voluntary work etc. This will help develop their role and achieve the aims of the project and their personal aims.
- Reimburse of out-of-pocket expenses, which must be agreed in advance, by the Youth Worker in Charge. This could be for travel to and from an activity, childcare costs or materials needed for an activity. We regret that no reimbursement will be paid without prior agreement and a valid receipt.
- Ensure they are covered by our Public Liability Insurance. However, the cover does not extend to property belonging to volunteers so personal items should always be kept with them or locked away.

- Ensure they are carrying out their voluntary role in a safe environment. Risk assessments are carried out for all activities and volunteers should familiarise themselves with these documents.
- Ensure that all are treated fairly and in accordance with the Equality and Diversity Statement.
- Thank you! – give recognition for your voluntary work, offer references/reports or certificates for academic or work purposes.

### Interacting with young people outside of sessions

Staff and volunteers may live and work in the same communities as the young people they support. This can be geographically and virtually (online).

Paid staff will be issued with SCYP emails, work mobile phones and equipment suitable for their role. This will allow them to provide young people, parents and guardians with contact details that are part of their professional role.

Staff and volunteers must ensure that they **DO NOT** share private and personal contact details with young people, parents, and guardians they do not already have a personal relationship with. This includes social media profiles and gamertags or their equivalent.

Care should be taken to ensure all interactions with young people away from the sessions should be managed in an as professional manner as possible. This could include considering familial and friendship relationships and be aware of the interaction of social circles.