

VOLUNTEER & BUDDY PRINCIPLES & PROCEDURES

Principles:

- a. This document should be read in conjunction with all the other employment policies i.e.
 - 1) Safe employment (PP06), Safeguarding children (PP12), Equal opportunities (PP20), Grievances (PP13), Complaints (PP14) and Disciplinary procedures (PP15) and alongside the Health and Safety policy (PP02) and Safe handling (moving and transferring – PP19) guidelines.
- b. The Let's Play Project values the support of buddies/volunteers and would like to increase their involvement. However, our current staffing allows only for the supervision of a small number of regular Volunteers/Buddies known to The Let's Play Project and supervised directly by the session leaders and the Activity Manager.

1. Procedures:

- 1.1**
 - a. Anyone wishing to volunteer with the Let's Play Project will be subject to a similar assessment procedure as employees.
 - b. They will be asked to attend a meeting to talk through their interest in the Let's Play Project and, if both parties are happy after an initial meeting references will be taken up.
 - c. Basic information about the Let's Play Project will be given at the time but no details of individuals or play workers will be divulged.
- 1.2**
 - a. Subject to satisfactory references, the volunteer will sign the confidentiality agreement and will be invited to attend three sessions of activities when the Activity Manager can observe and provide some on the job induction.
 - b. If, after this period, all parties are happy, the volunteer/buddy will be assigned to a regular session and be under the supervision of the Activity Manager or Session Leader.
 - c. No Volunteer/buddy will be left alone with a young person. They will not be asked to attend to personal care or asked to lift or intervene in behaviour management.
- 1.3**
 - a. Volunteers are not accepted as buddies until 14 years of age.
 - b. If a Volunteer/Buddy is 16 years old or over they will be required to undertake a DBS check (enhanced disclosure).