

## VOLUNTEER POLICY & PROCEDURES

### **1. General Statement:**

This document should be read in conjunction with all the other employment policies: DBS & Safe Employment (PP06), Safeguarding Children (PP12), Grievances (PP13), Complaints (PP14), Disciplinary procedures (PP15) and Equal Opportunity (PP18) and alongside the Health and Safety (PP02) guidelines.

The Let's Play Project values the support of volunteers and would like to increase their involvement. However, our current staffing allows only for the supervision of a small number of regular Volunteers known to The Let's Play Project and supervised directly by the Session Leaders and the Activities Manager.

### **2. Responsibilities**

2.1. Anyone wishing to Volunteer/buddy with the Let's Play Project will be subject to a similar assessment process as Playworkers.

2.1.1. 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, two references (1 from a previous employer or educational setting) will be taken up.

2.1.2. Basic information about the Let's Play Project will be given verbally at the time but no details of Young People or Playworkers will be divulged.

2.1.3. Subject to satisfactory references, the Volunteer will sign the confidentiality agreement and will be invited to attend three sessions of activities when the Activities Manager can observe and provide some on the job induction.

2.1.4. If, after this period, all parties are happy, the Volunteer will be assigned to a regular session and be under the supervision of the Activities Manager or Session Leader.

2.1.5. No Volunteer 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.



2.1.6. Volunteers are not accepted until 14 years of age.

2.1.7. If a Volunteer is 16 years old or over they will be required to undertake a DBS check (enhanced disclosure).

**Date of Policy – May 2023**

**Review Date – May 2024**