



Volunteer Policy

Aim

Joint Parish Youth Club (JPYC) values volunteers for the diverse skills and experience they bring to our youth club sessions. It recognises that volunteers should be seen as complementary and additional to the staff group. The aim of this policy is to ensure that the interests of the volunteers are met, whilst bearing in mind that the children and young people's safety and wellbeing is paramount.

Principles

This Volunteering Policy is underpinned by the following principles:

- We will ensure that volunteers are properly integrated into the organisation and that systems are in place for them to contribute to sessions.
- We expect that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- We recognise that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Procedure

Recruitment

We wish to provide a rich and rewarding volunteer experience that matches volunteers' skills and interests with our current requirements. Volunteers are asked to complete an Application Form and we willingly offer assistance to anyone who may lack the confidence or basic literacy skills to apply on their own.

Adjustments

Please advise the Lead Youth Worker of any adjustments we can make in order to assist you with volunteering. Please also let us know of any special requirements or health conditions so we can ensure your experience with us is as safe and comfortable as possible. Please contact our Lead Youth Worker Vicky Heales Vicky.heales@steyningpc.gov.uk 07562 953551.

References and checks

All volunteers must provide the organisation with two referees. We will ensure that all references are taken up before the volunteer starts work.

All volunteers who work directly with children/young people, have access to our records, are considered 'familiar adults' or are in a strategic /leadership role or other sensitive role will be expected to complete an enhanced level Disclosure and Barring Service (DBS) check. Volunteers are required to disclose if they have received any convictions, cautions, court orders, reprimands and warnings, whilst volunteering with us which may affect their suitability to work with children and young people. We will also review their DBS check status on a regular basis to verify this.

We ask all volunteers who have access to our records, personal data, or images of children/young people to sign our **Volunteer Agreement** which covers how to safely store, process and delete sensitive and confidential information.

Induction and Training

All volunteers with access to children/young people are required to complete a Safeguarding training course before volunteering, and other volunteers are encouraged to undertake this too. This gives a clear explanation of signs of abuse, how to handle disclosures, how to refer, health and safety issues, the child protection policy and procedure and risk assessments amongst other areas. As part of this training, volunteers will be expected to consent to the Volunteer Policy, the Child Protection Policy and the Promoting Positive Behaviour Policy. Any volunteer working more than 3 full days out of 30 will also need to complete child protection training.

Records of these inductions will be kept and new staff and volunteers asked to sign these records to confirm that they have taken part.

We'll share opportunities for training courses/sessions in the Horsham District if volunteers would like to take up these opportunities to supplement their knowledge, including safeguarding and child protection training.

We regularly share training and development and best practice tips via email and social media.

Probation

All volunteers will start their role on a probationary period of 3 months. Having a probationary period is a two-way process, it allows volunteers to see if the position is right for them too. After 3 months the Lead Youth Worker will arrange a review meeting to see how things are going and extend the volunteering opportunity.

Check-In's

The Lead Youth Worker will check in with volunteers regularly through one-on-one meetings or informal catch-ups to provide support, address any concerns, and offer feedback. These check-ins will help ensure the volunteer feels supported, discuss their experiences, and

identify any additional training or resources needed. The lead youth worker will also provide opportunities for volunteers to share their thoughts on the youth club's activities and any areas for improvement.

Opportunities

We recognise volunteering as a learning and development opportunity and strive to meet volunteers' objectives. JPYC offers many different types of volunteering positions including during term time and activity weeks - we encourage volunteers to be involved in a diversity of roles. We regularly communicate new opportunities and new ways to be involved to all our volunteers.

Insurance

We will provide a safe workplace and provide insurance cover against any injury caused by negligence. All volunteers are covered by the Steyning Parish Councils Employer's Liability and Public Liability insurance.

Equal Opportunities

We operate an equal opportunities policy in respect of both paid staff and volunteers and this can be found on Steyning Parish Council website - [SPC-Equality-Policy-12-10-15.pdf](#) Volunteers will be expected to share our commitment to equal opportunities.

Health & Safety

Volunteers are covered by our Health and Safety Policy, a copy of which is available on the Steyning Parish Council website, [10.-SPC-Health-and-Safety-Policy-02-12-14.pdf](#)

Supporting all children and young people

Volunteers will support a mix of children/young people with varying individual requirements whilst at JPYC. Volunteers will be given appropriate overview information on the individual requirements of children/young people that they will be supporting to ensure that they can best meet their needs.

Volunteers will support all children/young people with respect, fostering confidence, self-esteem and positive relationships and using language and actions that support the empowerment of all children and young people to achieve at club and beyond. All children and young people are encouraged by volunteers to be an active part of all areas within a YPYC session to a level that feels fun and appropriate for them. Volunteers will work to the aims of JPYC of developing confidence, social skills, skill development, physical and mental health, community engagement and leadership responsibility of all children and young people who attend. They should also encourage creativity and expression, helping foster an environment where innovation, critical thinking, and problem-solving are encouraged.

JPYC staff members (Lead Youth Worker and/or Youth Support Workers) are always on site during a session and retain overall individual responsibility for the children and young

people taking part in the session. If a child or young person is unwell, becomes upset or needs support to maintain positive behaviour then volunteers will reunite the child or young person with a staff member or their parent/carer immediately, to enable them to have the reassurance or medical care that they need.

Physical Support:

Children and young people at a JPYC SEN focused session may benefit from light touch physical support from volunteers to enable them to join in the class and dance movements in the way in which they would like.

When physical support is appropriate, a volunteer will:

- Check with the child that they are happy to have physical support from the volunteer.
- Offer verbal reassurance to the child and explain how you are going to help them and check that is ok.
- Cause the minimum level of restriction of movement.
- Check that the support was ok for the child at an appropriate point to see if there was anything the child would like the volunteer to do differently.

Volunteers will not:

- Physically support a child who does not want to be.
- indecently or inappropriately touch or hold a child
- *initiate* hugging, handholding or other unnecessary physical contact
- Lift a child

Physical Intervention:

JPYC encourages a safe and respectful environment. Should physical intervention at any JPYC session be necessary – it should be absolutely as a last resort and an action due to imminent risk of serious injury – to protect, the child/young person or others at the facility – and only undertaken by the settings staff members, parent/carer or a Session Leader. It will only be used for the minimum amount of time and force. A Session Leader would then record this on an incident record, shared with and signed by the parent/carer or setting.

Child Protection

All volunteers will be given a copy of our Child Protection policy and will be required to work within it. In addition, Volunteers have a responsibility to ensure a child/young person's welfare and should adhere to the following:

- Avoid being alone with a child/young person, at all times. This prevents difficult situations arising, which could lead to false accusations.
- Never take a child/young person to the toilet – if a child/young person requests to go to the bathrooms, direct them only.

- Never become involved with any child/young person outside the normal hours of the session this includes following them on social media or accepting a friend request or request to follow, and/or exchanging telephone numbers.
- Confidentiality must be respected at all times, except where a child/young person's safety is at risk.
- Take any concerns regarding the safety and wellbeing of a child/young person to the Session Leader.
- At all times try to act as a positive role model for the children/young people.
- Volunteers in strategic leadership roles should undertake the NSPCC Child Protection Training.

If there any concerns about a child/young persons welfare, the volunteer should raise with Session Leader, the Lead Youth Worker (Vicky Heales)

vicky.heales@steyningpc.gov.uk 07562 953551 or Designated Safeguarding Officer – Stephen Keogh - clerk@upperbeeding-pc.gov.uk 07938761412.

The volunteer should also be aware of our **Reporting System** steps:

- Concerns noted by member of staff.
- Concerns raised with Session Leader, the Lead Youth Worker (Vicky Heales) vicky.heales@steyningpc.gov.uk 07562 953551 or Designated Safeguarding Officer – Stephen Keogh - clerk@upperbeeding-pc.gov.uk 07938761412.
- DSL will make a referral to the Integrated Front Door at West Sussex County Council. Contact the Police where relevant.
- It is good practice to inform both the Young Person and the Parent that the referrals are being made, but do not do this if this may elevate the risk.
- Concerns could be shared with Safeguarding Lead from schools.
- Follow up IFD to confirm their response and any further action required.

Volunteers' responsibilities

- Be punctual and notify staff as soon as possible if they are unable to attend a session
- Help staff set up at the start and tidy up at the end of sessions
- Help to provide a safe, stimulating environment for children/young people
- Work as part of a team and under the supervision of the Session Leaders
- Help ensure that equipment is maintained and that anything damaged or dangerous is removed.
- If there are any concerns about a child or young person's behaviour, the volunteer should refer this to a Session leader
- If there any concerns about a child/young person's welfare, the volunteer should refer this to a Session Leader, the Lead Youth Worker (Vicky Heales) vicky.heales@steyningpc.gov.uk 07562 953551 or Parish Clerk clerk@upperbeeding-pc.gov.uk 07938761412.

Devices and photography

Our official photographers sometimes take photographs during our sessions and if in a session, you may feature in these. We may send images to the local media to let more people know about JPYC and use pics on own website and social media, subject to consent from families.

However – please note, volunteers are not permitted to take their own photos or video during sessions. Telephones and devices should not be used during sessions other than in case of emergency.

Problems

If a volunteer has any concerns, they should talk to the Session Leader or the Lead Youth Worker. If there are any issues that cannot be discussed with staff then the volunteers should talk to Stephen Keogh, Parish Clerk - clerk@upperbeeding-pc.gov.uk 07938761412

Key Contacts

Victoria Heales – Lead Youth Worker

Vicky.heales@steyningpc.gov.uk

07562 953551

Dan Fairchild – Community Development Officer (Youth Provision), Horsham District Council

dan.fairchild@horsham.gov.uk

07881 840060

Steven Keogh – Clerk, Upper Beeding Parish Council – **Designated Safeguarding Lead**

clerk@upperbeeding-pc.gov.uk

01903 896988/07938761412

Simon Alexander – Chair, Joint Parish Youth Committee

simon.alexander@steyningpc.gov.uk

07779 470169

Last Reviewed	March 2025
Next Review Date	March 2026
Author	Vicky Heales, Lead Youth Worker

Volunteer Agreement

This Volunteer Agreement describes the arrangement between JPYC and you.

We would like to thank you for the interest you have shown in the organisation and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Name: _____

Volunteering role: _____

Start date: _____

Agreed times of working: _____

Part 1: the organisation

JPYC provides opportunities for children and young people to take part in courses and other activities that will help them to achieve their potential. By becoming involved as a volunteer, you are helping us to achieve this. You will be assigned a member of staff who will work closely with you to ensure that both you and the learners get the most out of your time with us. The Lead Youth Worker will be available to support you throughout your time with JPYC.

1. Induction and training

You will be given an induction to the organisation so that you feel comfortable in either of its two venues and with the staff who work there. You will be introduced to any children and young people that you will be working with and offered any training necessary for you to carry out your role.

2. Support

We will explain what we expect of you as a volunteer and will help you to understand how to maintain the standards we expect of all our staff.

We will offer you regular meetings with the Lead Youth Worker to ensure that you are comfortable in your role.

To do our best to help you develop that role in order to help you achieve what you want to gain from it.

3. Expenses

We will provide you with any protective clothing necessary for your role.

Reimbursement of all expenses will be paid on production of receipts and a completed claim form. Please ensure that you keep all relevant receipts to give to us when making a claim.

4. Health and safety

We will provide any necessary training and feedback in support of our health and safety policy, a copy of which is included with this pack.

5. Safeguarding

We will ensure your safety and that of our youth by expecting you to abide by our safeguarding policy which is included in this pack.

6. Insurance

Our insurance policies provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.

7. Equal opportunities

To ensure that all volunteers are dealt with in accordance with our Equality & Diversity Policy which is included with this pack.

8. Problems

We will try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us offering you the opportunity to discuss these with the Lead Youth Worker or, if necessary, the Parish Clerk.

Part 2: The Volunteer

We expect you:

- to help JPYC deliver its programmes
- to perform your volunteering role to the best of your ability
- to follow the organisation's procedures and standards in relation to its staff, volunteers and learners
- to maintain the confidential information of the organisation and of its youth
- to meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so that other arrangements can be made when this is not possible
- to provide referees as agreed who may be contacted, and to agree to an enhanced DBS check being carried out where necessary.

For and on behalf of JPYC

Signature: _____ Date: _____

Volunteer:

Signature: _____ Date: _____

Confidentiality Agreement

As a volunteer for JPYC, you may have access to (or may learn of) information of a confidential nature including personal information on children, young people and their families.

Confidential information includes the contents of debrief forms, sign in sheets and incident reports, which should not be disclosed to people outside of the project.

When someone gives us any confidential information, they need to be sure that we will not pass this on to anyone else without their prior permission.

The only exception to this is if you have been party to any information which raises a concern to you, such as a safeguarding matter. In this case, you will be expected to share this with the nominated safeguarding person for the JPYC.

Confidential information includes (but is not limited to) data collection system entries, spoken words and presentations, printed documents, loose notes, diaries, memoranda, drawings, photographs, electronic, magnetic and optical storage, and computer printouts.

Confidentiality Statement

I understand that while volunteering with JPYC I may come across information that is confidential.

I agree that I will never disclose such confidential information to anyone outside of the service, subject to the exception outlined above. I also agree to respect the intellectual property of JPYC and not to pass on any youth club forms or documentation I may use while volunteering for JPYC to anyone outside of the service.

I confirm that I will not, under any circumstances, take or share photos or videos of children and/or young people during or after a session.

I understand breaches of this agreement could result in termination of volunteering with JPYC.

Signed Date
Name.....