VOLUNTEER POLICY

WORKING WITH

CHILDREN AND YOUNG PEOPLE

VOLUNTEER POLICY

AIM:

This policy aims to ensure the safety, well-being, and development of children and young people, while providing clear guidelines for volunteers.

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1. Introduction This policy outlines the guidelines and expectations for volunteers working with children and young people within ACYP. Our goal is to create a safe, supportive, and enriching environment for all children and young people in our care.

2. Objectives

- To ensure the safety and well-being of children and young people.

- To provide clear guidelines and expectations for volunteers.

- To promote positive interactions and relationships between volunteers and children.

- To support the personal and professional development of volunteers.

3. Recruitment and Selection

- **Application Process:** All potential volunteers must complete an application form and provide references.

- **Background Checks:** Volunteers must undergo background checks, including criminal record checks, to ensure the safety of children and young people.

- **Interviews:** Conduct interviews to assess the suitability of volunteers for working with children and young people.

4. Training and Orientation

- **Induction Training:** Provide comprehensive induction training covering child protection policies, health and safety, and the roles and responsibilities of volunteers.

- **Ongoing Training:** Offer regular training sessions to update volunteers on best practices, new policies, and any relevant changes in the organization.

5. Roles and Responsibilities

- **Supervision:** Volunteers will work under the supervision of a designated staff member to ensure adherence to policies and procedures.

- **Activities**: Volunteers will assist in planning and conducting activities that promote the physical, emotional, and educational development of children and young people.

- **Behaviour Management**: Volunteers are expected to use positive behaviour management techniques and to report any concerns to their supervisor.

6. Child Protection

- **Safeguarding**: Volunteers must adhere to the organization's child protection policy and report any concerns about the safety or well-being of a child to the designated safeguarding officer.

- **Confidentiality**: Volunteers must respect the confidentiality of all information regarding children and young people and only share information on a need-to-know basis.

7. Code of Conduct

- **Professional Behaviour**: Volunteers are expected to maintain a professional demeanour at all times, including appropriate dress and language.

- **Boundaries**: Volunteers must maintain appropriate boundaries with children and young people, avoiding any behaviour that could be misinterpreted.

- **Respect and Inclusion**: Volunteers must treat all children and young people with respect and promote an inclusive environment.

8. Health and Safety

- **Risk Assessments**: Conduct risk assessments for all activities involving children and young people to ensure their safety.

- **Emergency Procedures**: Volunteers must be familiar with emergency procedures and know how to respond in case of an emergency.

9. Support and Supervision

- **Regular Meetings**: Hold regular meetings between volunteers and their supervisors to discuss progress, address any concerns, and provide support.

- **Feedback and Evaluation**: Provide opportunities for volunteers to give feedback on their experiences and evaluate their performance.

10. Recognition and Rewards

- **Acknowledgment**: Recognize and celebrate the contributions of volunteers through certificates, awards, and public acknowledgment.

- **Development Opportunities**: Offer opportunities for personal and professional development, including additional training and leadership roles.

11. Conclusion ACYP is committed to providing a safe and supportive environment for children and young people. We value the contributions of our volunteers and are dedicated to ensuring their positive experience and development.

ACYP Admin