

Oldbury Court Out Of School Clubs

Volunteer Policy

This organisation values volunteers for the diverse skills and experience they bring to the project. It recognises that they should be seen as complementary and additional to the staff group. The object of this policy is to ensure that the interests of the volunteers are ensured, whilst bearing in mind that children's safety and well-being is paramount. With this in mind the organisation undertakes that –

- All volunteers will work under the supervision of employed playworkers.
- All volunteers will be made aware of and be expected to adhere to our policies including Equal Opportunities, Child Protection and Health and Safety.
- All volunteers will have their references taken up and will be subject to police checks.

Volunteers will be expected to:

- Be punctual and reliable and notify staff as soon as possible if they are unable to attend a session.
- Help the staff in setting up and tidying at the start and end of sessions.
- Provide a safe, stimulating environment for children.
- Ensure that they have a commitment to Equal Opportunities in their practice.
- To work as part of a team and under the supervision of the Playworkers.
- To help ensure that equipment is maintained and that anything damaged or dangerous is removed.
- To act responsibly around children and be continuously mindful of the safety and well-being of the children.

The organisation is expected to:

- Provide an induction for volunteers.
- Provide a worthwhile experience for volunteer, which is rewarding in itself, as well as being useful playwork experience.
- Provide out of pocket expenses such as travel and refreshments.
- Promote equal opportunities for volunteers.

- Provide support and supervision for volunteers. *This should be regular scheduled sessions as well as on the spot support.*
- Encourage and where possible, enable volunteers to undertake training.
- Keep records of volunteers' work experience and training. This will be an aid to providing references at a later date.
- Have a structured programme, which will include breaks for drinks, lunch etc.

Reviewed:

Date

Reviewed:

Date

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Date