

# Britain Yearly Meeting Children and Young People's Work



## Volunteer Involvement Policy Procedures & Guidance 1

### Processes

To be in line with the Policy for Volunteer Involvement (Quaker Employment & Service Central Committee 2005) Children and Young People's work has the following processes in place

### Volunteer Role Descriptions

Volunteer role descriptions drawn up for all voluntary roles including:

- Volunteers working on children and young people's work events (see Volunteer Involvement example 1).
- Children and young people's work trainers (see Volunteer Involvement example 2).

### Process for Volunteer Recruitment

A process for volunteer recruitment is followed including:

- Potential volunteers complete an offer of service form (see Volunteer Involvement example 3 for this for events and example 6 for CYP trainers).
- Potential volunteers are asked to indicate how their skills, experience and potential are matched with the person specifications for the specific role.
- Volunteer selection is made according to the needs of the particular event, the qualities of the volunteer as indicated on the offer of service form, feedback from previous involvement and the make up of the team.
- All volunteers are required to obtain a Criminal Records Bureau disclosure.
- References are taken up. Volunteers will not be taken on if references raise cause for concern.

### Volunteer consent, information and agreement

All volunteers are required to complete a form giving information including emergency contact information, dietary requirements, medical information and consent, data consent, image consent and general event consent. This form includes a volunteer agreement in relation to the role being taken on. These forms are kept securely in accordance with the Data Protection Act. (See Volunteer Involvement example 4 for this for events and Volunteer Involvement example 5 for this for CYP trainers)

### Volunteer Induction

Volunteers are sent information in order to induct them into the work that they are undertaking. Support is offered from either staff or another volunteer in relation to this information. This is made event specific in relation to events. (See Volunteer Involvement example 7 for the induction process for CYP trainers).

### Training

Training is provided for all volunteers, this mainly takes place within the planning weekends for events and within the Quaker Life Network weekends for CYP trainers. Volunteers are encouraged to take up external training opportunities.

### Accountability

Clear lines of accountability for volunteers, making it clear which staff member they are accountable to in their role and ensuring that appropriate support and supervision is provided.