

# Britain Yearly Meeting Children and Young People's Work



## Volunteer Involvement Policy Procedures & Guidance 2

### **Guidelines for young people working on national programmes.**

Written in line with Quaker Employment and Services Central Committee Policy for Volunteer Involvement July 2002, revised December 2005.

#### **These guidelines are underpinned by the following principles:**

- There must be clarity of the role of volunteers and the staff or committee members with whom they are working.
- The work of volunteers is seen as complementary to the work of staff and they should be supported in their tasks.
- Volunteers will not be introduced to replace staff posts.
- Staff and volunteers will work positively together.
- Volunteers should make a commitment to their role and deserve the same level of commitment, respect and appreciation in return.

#### **The following should be in place for all young people acting as volunteers:**

- The process of how young people are recruited and selected as volunteers should be written down and be transparent, offering an equal opportunity to all.
- A written outline of the role should be available to all potential volunteers ensuring that they are aware of what it is that they are being asked to do prior to committing themselves to it.
- A form should be filled in by potential volunteers providing contact details and where appropriate, references.
- Where necessary, a Criminal Records Bureau disclosure should be obtained
- For under 18s, parental consent must be sought for all activities in connection with the volunteer role.
- All young people working as volunteers will be supported by a designated adult worker (either a staff member or a volunteer) who will have a clear CRB disclosure certificate.
- The expectation and commitment of both the volunteer and the organisation should be made clear and stated in writing at the point that an agreement is made to carry out the volunteer role.
- Information is provided to enable young volunteers to be inducted into their volunteer role.
- Training appropriate to the role should be provided.
- All volunteers should be clearly responsible and accountable to a member of Britain Yearly Meeting staff.
- Appropriate support should be available to all volunteers.
- Young people who are volunteers should be encouraged to reflect on their role in order to learn and to express any concerns.
- Out of pocket expenses are to be available.
- The benefit of the volunteer's worth to the organisation and the individual should be identified and recognised. A record of this recognition should be made and passed on to the young person. Volunteers should expect to receive a Quaker Youth Recognition Scheme certificate. Where appropriate the volunteer's work should be accredited.
- Staff members supervising volunteers should provide feedback to volunteers and offer to write references for employment and further education.

- All volunteers are covered while on BYM business by public liability and employer's liability insurance, (including driving), health and safety, anti-harassment policies and equal opportunities.

**The responsibilities of volunteers include the following:**

- To be reliable, committed and informed about the Religious Society of Friends.
- To respect confidentiality.
- To work within the policies set by the Quaker Life Central Committee or the BYM CYP Programme Liaison Group.
- To work to their volunteer outline.
- To accept the need to provide references and CRB disclosures if appropriate.
- To be honest if there are problems in their role.
- To accept the need for training in relation to the role.
- To let the appropriate staff or committee member know if they are unable to meet a commitment in relation to the role.

The volunteer package for any role should be altered as appropriate to the role and changed or added to as circumstances change. This package should be young person and volunteer friendly.

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