

Caban Y Faenol CYF

Volunteering Policy

Background

Volunteers make a tremendous difference to people and communities. Volunteers often gain as much from the experience as the individuals or communities they are helping.

Simply put, volunteering is:

- undertaken freely, by choice
- undertaken to be of community benefit
- not undertaken for financial gain

What is Volunteering?

Caban Y Faenol considers volunteering to be unpaid activity where an individual gives of their time in order to help the setting. Volunteers are not paid staff, and they do not have a legally-binding contractual relationship with Caban Y Faenol.

Volunteers' contributions ensure the sustainability of the setting. Volunteers usually undertake work which is supplementary to the work which is carried out by Caban Y Faenol employees.

Volunteers who come to lead specific activities (e.g. story sessions, sports activities) do not count towards Caban Y Faenol's staffing ratio.

However, individuals who volunteer as a **Volunteer Assistant** can count as part of the staffing ratio, if the Manager has undertaken a risk assessment, appropriate DBS check, and maintain a staff file for them.

Caban Y Faenol expects volunteers to:

- be dependable
- be honest
- respect confidentiality
- make the most of training and support opportunities

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- carry out tasks in a way which reflects the aims and values of Caban Y Faenol.
- carry out tasks within the agreed guidelines
- respect the work of the setting and not bring its name into disrepute.
- comply with Caban Y Faenol's policies and procedures.

Caban Y Faenol acknowledges the right of the volunteer:

- to know what is expected (and not expected) of them.
- to receive sufficient support when volunteering.
- to be appreciated.
- to volunteer in a safe environment.
- to be ensured.
- to know what are their rights and responsibilities if something goes wrong.
- to receive relevant expenses.
- to receive appropriate training.
- not face discrimination.
- to have the opportunity for personal development.

CODE OF PRACTICE

Caban Y Faenol hopes that the time spent by the individual in volunteering will be enjoyable. Caban Y Faenol appreciates the contribution volunteers make to its viability. Caban Y Faenol thanks the individuals who give of their time to support the setting and its wider aims. Caban Y Faenol hopes that the time each volunteer spends at the setting will be enjoyable, worthwhile and safe.

Caban Y Faenol commits to:

- holding an induction meeting for each volunteer.
- ensuring that volunteering is open to all. In some instances there may be a need for a volunteer to complete a Disclosure and Barring Service Check (see the note on DBS requirements below).

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- accepting volunteers on the basis of merit, using the suitability of the individual to complete agreed upon tasks as the only criteria.
- widely promote volunteering opportunities so that they are available to all members of the community.
- ensuring that every volunteer is aware of and understands the requirements of the role they agree to undertake.
- giving volunteers the opportunity to share their opinion, where appropriate, with the Management.
- ensuring that every volunteer is aware of and understands and complies with Caban Y Faenol's policies and procedures.
- maintaining a 'volunteer file' following the usual procedures for paid Caban Y Faenol staff, where appropriate and required by CIW.
- encouraging volunteers to receive appropriate training on child and adult protection.
- repaying reasonable costs and expenses, providing a receipt is provided as proof of expenditure. The Manager will explain how to reclaim expenses and how they are accounted before the volunteer first undertakes any activity likely to accrue expenses, e.g. resources for craft activities, a supply of fruit for snack time.

A consistent, dependable team of volunteers can contribute significantly to the Caban Y Faenol's success. The Manager will ensure that every volunteer is aware of their specific duties.

Caban Y Faenol's insurance policies include volunteers' activities and liability for them.

It is the responsibility of the volunteer to establish whether volunteering will affect their rights to any benefit payments. Individuals should seek further advice from the Department of Works and Pension, Job Centre or the Citizens' Advice Bureau.

Disclosure and Barring Service

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Any volunteer working during a session must receive a DBS check. If the activity requires a DBS check the volunteer must complete the relevant paperwork and receive clearance before beginning work at Caban Y Faenol. Up to date details regarding applications for DBS checks are available on the ucheck website:

<https://www.ucheck.co.uk/db-checks-for-volunteers/> and on the UK website <https://www.gov.uk/government/publications/disclosure-application-process-for-volunteers> .

Supervision

Your point of contact within Caban Y Faenol will be the Manager. In addition to supervising any activity you carry out, the Manager will be on hand to answer any questions that arise during your time as a volunteer at Caban Faenol. The Manager will occasionally arrange 'one-to-one' discussions with volunteers as an opportunity to discuss your role within the setting, to learn of any relevant developments and to give the volunteers an opportunity to make suggestions / offer feedback on their role.

Remember that volunteers have the right to refuse things asked of them if they feel that they are unrealistic, beyond the scope of their agreed role, or that they do not feel they have the appropriate skills to carry them out.

Commitment

The support of our volunteers is very important to us at Caban Y Faenol. The Manager will discuss with individual volunteers how much time they are able and willing to offer to the setting, and how frequently. We kindly ask volunteers to inform the Manager as soon as possible if they are not able to be present for whatever reason.

Bringing a Volunteering Period to an End

A Volunteer may choose to bring a period of volunteering to an end whenever they so choose. Volunteers will need to inform the Manager as soon as possible of their intention to cease volunteering.

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Although Caban Y Faenol appreciates the support of its volunteers, there may be occasions when changes in our circumstances or needs mean that we may need to bring a specific activity to a close, and also bringing the individual's volunteering period to an end. In these instances the Manager will inform the individual beforehand, thanking them for their time and expertise.

It may be necessary for Caban Y Faenol to bring an individual's volunteering to an end if it becomes apparent that they are not following Caban Y Faenol's policies and procedures. In these instances the Manger will inform the individual and also make any necessary arrangements.

When an individual's period volunteering at Caban Y Faenol comes to an end they will be expected to return any items / equipment borrowed from the setting to assist in the completion of their role.

Associated Policies

Welsh Language Policy

Staffing Policy