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**Volunteers and School Work Placements Policy**

Innov8 Sportz CIC values the contribution and difference volunteers make to our organisation and to our participants. Our safeguarding policy and codes of conduct provide a framework for a safe environment for the participants to thrive, feel safe and realise their full potential. In support of this, Innov8 Sportz CIC ensures that volunteers are appropriately vetted and provided with training, guidance, support and supervision.

As an organisation we are committed to safeguarding and promoting the welfare of the children, young adults and vulnerable adults in our care; we expect all staff and volunteers to share this commitment.

Volunteers include:

* Parents/ Carers / Grandparents of pupils
* Students on work experience
* Duke of Edinburgh Volunteers
* University or College Students
* Local residents

Activities volunteers are involved in include:

* Working with small groups of children, young adults or seniors
* Undertaking various activities with participants
* Assisting with the set up and clear down at sessions
* Assisting with the provision of and the extension of play-based activities
* Assisting with the provision of physical activities
* Assisting with various housekeeping duties

Volunteers

People wishing to volunteer with Innov8 Sportz CIC may be asked to undergo a DBS check (Disclosure and Barring Service, previously the Criminal Records Bureau check). Our DSL (Designated Safeguarding Lead), Jan Loughlin, will make the necessary arrangements for this to be completed and information will be recorded on Innov8 Sportz CIC’s Single Central Record. Volunteers must inform the Jan Loughlin if, at any time, they become subject to any criminal investigation, caution or conviction; in order to protect the individual concerned as well as the participants they are working with.

Volunteers should be asked to read this policy, observe the following Volunteers’ Code of Conduct, agree to the statements in the Volunteer Agreement (Appendix 1), and sign the agreement.

Volunteers may also be invited to attend Safeguarding training offered by Innov8 Sportz CIC, free of charge but within their own time.

**This policy was adopted by Innov8 Sportz CIC on 26 February 2020 and is due for further review in September 2020.**

**Volunteers’ Code of Conduct**

**Volunteers must:**

**Sign In** when arriving at the setting by reporting to the Head Coach or Childcare Leader, signing the register or Visitors Book and wear a suitable visitors’ badge and lanyard. It is important to know who is on the premises at all times and to be known to others on site by an identifying badge.

**Sign out** when leaving the building and return the visitors’ badge.

**Observe confidentiality** by raising any concerns they have about a child, young adult, vulnerable adult or another adult in the setting directly with the Head Coach or Childcare Leader and NOT with any parent or person outside of the organisation. Volunteers may not discuss behaviour or any aspect of a child’s, young adult’s or senior’s ability or learning with anyone other than a member of staff.

**Remain under supervision** by the Head Coach, Childcare Leader and support staff to which they are assigned, whether in the setting or on a trip. At all times the Head Coach or Childcare Leader retains the responsibility for the particiants, their behaviour and the activities they are undertaking. Volunteers receive clear guidance from the Head Coach or Childcare Leader they are working with and are encouraged to seek further guidance in the event of a query or problem regarding the participants.

**Consider Health and Safety** and act in line with Innov8 Sportz CIC’s Health and Safety Policy. Volunteers will be made aware of the setting evacuation procedure (eg for fire alarm evacuation) and about any safety aspects associated with certain tasks. Volunteers should report any obvious hazards to the Head Coach or Childcare Leader.

**Safeguard** participants by being aware of Innov8 Sportz CIC’s Child Protection Policy and Safeguarding Adults in Sport Policy and Procedures and by reporting any concerns about a participant, either comments they make, bruising or marks or changes in their behaviour to the Head Coach or Childcare Leader. All regular volunteers who are 16 years old or over must read Innov8 Sportz CIC’s Child Protection Policy and Safeguarding Adults in Sport Policy and Procedures, in full.

If a participant should say anything to a volunteer about something that has happened to them or something someone has done to them, volunteers must be aware of the steps they need to take. Volunteers are expected to act in line with Innov8 Sportz CIC’s Child Protection Policy and Safeguarding Adults in Sport Policy and not ask any leading questions; simply listen, make no promises of confidentiality or ask any questions, then write down what the participant said and hand this to one of the following without delay:

Designated Safeguarding Lead: Jan Loughlin

or the Head Coach or Childcare Leader (as appropriate).

If the disclosure or allegation is made about a member of staff, Volunteers should report this to Jan Loughlin. If the allegation is about Jan Loughlin volunteers should report this to the Designated Officer for Allegations (formerly known as LADO):

Designated Officer (direct line): WILTSHIRE - 01225 713945 WEST BERKS – 01635 503153

**Model Appropriate Behaviour** by providing a good example and being a positive role model: behaving in a respectful, mature, safe, fair and considered manner at all times.

**Maintain appropriate relationships** with participants based upon mutual trust and respect. Volunteers must avoid being tactile towards participants, only touch participants for professional reasons and where necessary and appropriate for the well-being or safety of the participant. Whilst in setting this also applies to volunteers’ own children or family members and those they may know.

**Treat all participants equally**, never build a ‘special’ relationship or confer favour on any particular participant. If working with their own child, family member or those they know well, volunteers should ensure they treat all participants the same.

**Avoid working one-to-one** with participants and stay in the main working areas of the setting where they are visible.

**Avoid the use of a mobile phone or any electronic device,** at all times, when in the setting. Volunteers must not make calls, exchange texts, e-mails, phone numbers or personal details or access social networking sites whilst in the setting.

**Refrain from using any form of communication** to discuss or make statements about participants, behaviour or Innov8 Sportz CIC’s activities.

**Refrain from taking photographs** of any participant unless specifically requested to do so by the Head Coach or Childcare Leader.

**Refrain from giving or receiving gifts**, other than token, unless arranged through Innov8 Sportz CIC.

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| CHECKLIST FOR INDUCTION FOR VOLUNTEERS & WORK EXPERIENCE STUDENTS | |
| Name of volunteer/student: |  |
| Start date: |  |
| Contact details including next of kin given to Head Coach or Childcare Leader: |  |
| Read the appropriate policies:  Volunteer & School Work placement policy  Child Protection policy  Safeguarding Adults in Sport Policy |  |
| Supplied details of:  Access arrangements; signing in/out, identity badge, location of toilets, access to refreshments, safe storage of personal items including mobile phone, use of car park. |  |
| Inform volunteer of fire alarm and lockdown arrangements. |  |

**Volunteer Agreement (Appendix 1)**

The staff of Innov8 Sportz CIC are very pleased to welcome and engage with voluntary helpers who are keen to work alongside them. We believe it is of great value to our participants. It is important that the relevant roles are fully understood from the outset in order to avoid any blurring of roles or ambiguity and for the relationship to be of greatest value to all.

We hope you will understand and appreciate why such a contract is necessary to protect everyone within Innov8 Sportz CIC and our participants and you can read the Volunteer and School Work Placement Policy and agree to the statements below. If you do need to discuss any point before signing the contract, please speak to the Head Coach or Childcare Leader

* I wish to help on a voluntary basis with Innov8 Sportz CIC.
* I am under 16 years old.
* I am 16 years or older.
* I have read and understand the Code of Conduct set out in the Volunteer and School Work Placement Policy document.
* I am happy to work to the direction of a member of staff, and will seek clarification and assistance with any work, which I do not fully understand.
* I am willing to be DBS checked, as required.
* I understand that anything I see or statements that I hear are of a confidential nature. If I have cause for concern arising from something I hear or from something I see I will speak to the member of staff with whom I am working or to the Head Coach or Childcare Leader as appropriate.
* I fully understand that I must respect the privacy of the participants, staff and other volunteers within Innov8 Sportz CIC and will not discuss confidential matters relating to any participant, member of staff or other volunteer with anyone outside of the organisation unless not to would put someone in danger of harm.

Signed……………………………………………………………..

Full name (printed)……………………………………………….

Date……………………………………………………………….

Thank you for agreeing to the above and we look forward to you working with us.