



Volunteer Policy

Saturday Respite has a desire to encourage people to volunteer for the service; we believe that having a range of staff/volunteers enhances the diversity of the team. Volunteers are integrated into the structure and operations of the service.

Volunteer commitments:

- Volunteer for at least 5 hours a month.
- Give the Saturday Respite team at least 1 weeks' notice if you cannot attend a session.
- Give the Saturday Respite team at least 4 weeks' notice if you can no longer volunteer for the service.
- **To read, understand and comply with all Saturday Respite policies and procedures in addition to the other commitments mentioned in this policy.**

Volunteers support Saturday Respite by giving their time to carry out roles which have been created and agreed by the Saturday Respite team. The relationship between staff and volunteers is one based on trust and does not involve the obligations associated with employment. No payment, apart from any reimbursements for expenses agreed by the Saturday Respite team, is made to volunteers of the service.

The Saturday Respite team welcomes the diversity, experience, skills and goodwill of all volunteers.

Before becoming a volunteer for Saturday Respite, all applicants must be able to provide:

1. A successful interview assessment.
2. Satisfactory DBS enhanced disclosure.

Saturday Respite Limited (A service for young people with LD, ASD and social communication)

A registered company (Company Number: 10360900)

Registered Office: 20-22 Wenlock Road, London, Essex, England, N1 7GU

3. At least two satisfactory references (one must be from a current employer, school or college).

4. Completion of a probationary period of 2 sessions.

Saturday Respite base our selection on the ability of applicants to carry out the particular role, taking into account any effect volunteers may have on the safety of all parties, our young people and the reputation of our service.

As a service for young people with additional needs we promote diversity in all areas including volunteering. We are keen to promote people with a disability to gain experience volunteering for our service.

Volunteers with additional needs will go through the same process as stated above. From the interview assessment our leadership team will make a judgement as to whether the person can meet the requirements of the role with reasonable adjustments and support.

Age

All volunteers will need to be over the age of 16]

and anyone under the age of 18 will be asked for parental consent. We have no upper age limit for volunteers but there could be situations that require us to ask someone to stop volunteering, for example, when a person is considered to be at risk due to health issues which could impact on others around them.

Time to get started

When anyone starts as a volunteer for Saturday Respite we make sure you have everything you need for your role to be a success. We provide volunteers with an induction and any useful materials and information they need.

Equal opportunities

You will be volunteering in an organisation that is fully committed to equal opportunities and diversity. This commitment is shown throughout Saturday Respite's policies and procedures.

Responsibilities and expectations

We want all volunteers to enjoy their role within our service and we take our responsibilities to all volunteers very seriously. As a volunteer for Saturday Respite, you will also be representing our service and therefore ask you to act appropriately.

Saturday Respite responsibilities

- To offer equal opportunities to anyone who wants to volunteer.
- To offer the appropriate support for your role.
- To celebrate success, loyalty and dedication to our service.
- To show respect for all volunteers and listen to what they have to say, we always encourage two-way communication.
- To provide volunteers with all information they need, including our policies and procedures.
- To reimburse any agreed expenses.
- To make any adjustments to ensure the health, safety and welfare of all volunteers.
- To encourage a friendly and positive atmosphere.
- To provide access to trained members of staff, to support, guide and advise you.

Our expectations of you as a volunteer

- To sign in and out every time you come to volunteer.
- To aim for high standards in efficiency, reliability and the quality of your volunteering.
- To work well with other volunteers, staff and members of the general public.

- To show support and respect to our organisation's policies, guidelines and any decisions made by the leadership team – including all aspects of equal opportunities, health and safety, data protection and confidentiality.
- To always consider and protect Saturday Respite reputation in your conduct.
- To act responsibly and within the law.
- To let a member of staff know if you have any problems so we can work together to resolve them.
- To let a member of the Saturday Respite leadership team know if there are any changes in your personal circumstances that could have an effect on your volunteering.
- To have the best experience by getting involved and enjoying your role as a volunteer.

Health and safety

Saturday Respite is committed to ensuring your well-being and safety whilst you are volunteering with our service. And in turn we expect our volunteers to contribute to maintaining a safe working environment.

All volunteers at Saturday Respite must:

- Report accidents/incidents or dangerous circumstances to a senior staff member.
- Make yourself aware of the correct actions to take when an emergency situation arises.
- Always take care of the health and safety of yourself and other people who may be affected by your actions.
- Co-operate with staff by assisting them to fulfil their statutory duties.
- Follow our health and safety policy and any special measures that are put in place by Saturday Respite.

Social networking

It is very important that all volunteers consider their own personal reputation along with the reputation of Saturday Respite. Please check your privacy settings and ensure that you do not share any inappropriate or personal information with Saturday Respite and our following.

Please remember you can not take photos of any child, young person or adults with phones, tablets or cameras.

Data protection and confidentiality

Saturday Respite takes great care to protect your personal information as part of our data protection responsibilities. As a volunteer, we expect you to protect any person/confidential information to which you may have access.

Expenses

Volunteers may request reimbursement of reasonable out-of-pocket expenses, such as travel costs. Payment of expenses must always be authorised by a member of the leadership team in advance. Please keep your tickets or receipts as they will be required for the reimbursement.

References

Often many volunteers will want a reference from Saturday Respite for future work, study etc. We can only give references after you have completed at least 6 sessions with our service.

Please note that all references follow a standard format and cannot offer a judgement on your suitability for any role.

Insurance

Saturday Respite has appropriate types of insurance in place to cover all volunteers. These include employers' liability insurance and public liability insurance in the event of a volunteer being harmed due to the negligence of our service, or a third party being injured as a result of the actions of a volunteer whilst working at Saturday Respite. However, our insurance does not cover your personal belongings or driving personal vehicles.

Smoking and substance abuse

Volunteers are asked not to smoke whilst wearing a Saturday Respite ID badge or anything that would identify you with our organisation.

Volunteers whilst under the influence of drugs or alcohol will not be accepted.

Resolving concerns

If you have any complaints or problems about your volunteering, please talk to a member of the leadership team. As an organisation we take concerns of our volunteers very seriously and will make every reasonable effort to resolve any difficulties.