



vinvolvedteam



vinvolved wiltshire toolkit

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Welcome to vinvolved, England's biggest ever youth action scheme.

This pack is designed to introduce you to your local vinvolved team, the support they can offer you and how you can become involved.

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Our Contact Details

Youth Volunteering Development Manager

Emma Johnson

Email emma@swindonvolunteers.org.uk
Telephone 07766758839 / 01793 420557

Postal Address:
Volunteer Centre Swindon
1 John Street
Swindon
SN1 1RT

Youth Volunteering Advisor

Laura Penn

Email: l.penn@btcv.org.uk
Telephone 01793 430700 / 07917460489

Postal Address:
Swindon Environment Centre
One Fifty
Victoria Road
Swindon, Wiltshire
SN1 3UZ

Wiltshire and Swindon Team Leader

Jon Rich

Email: j.rich@btcv.org.uk
Telephone 01722 417601 or 07739447952

Postal Address:
Grosvenor House
26 Churchfields Road
Salisbury
Wiltshire
SP2 7NH

What is vinvolved?

vinvolved is England's biggest ever youth action scheme with 107 vinvolved teams, one in each region of England, signposting young people to inspiring opportunities that contribute to their local communities.

The roles of the vinvolved team

- Support and develop local and regional networking
- Provide training and capacity building to organisations, enabling them to engage and work with young people effectively
- Undertake awareness raising activities and youth-led project development
- Encourage partnerships and sharing good practice to create a vibrant youth volunteering community
- Work with new and existing organisations to develop new volunteering opportunities for young people
- Ensure that young people from diverse backgrounds have the opportunity and are actively encouraged to volunteer

This is achieved through supporting, networking, training, capacity building and the sharing of good practice to create a vibrant youth volunteering community.

Encouraging 16-25 year old volunteers

Young people can offer organisations enthusiasm, energy and 'a fresh face'. Many volunteers can offer expertise and knowledge in their areas of interest. vinvolved placement providers can benefit greatly from the input of young volunteers.

Some organisations are concerned that young people may not be able to offer long term voluntary support or have the experience of an older volunteer. However, people that volunteer in their teens and early twenties are much more likely to volunteer in the future. So they are a valuable investment for the future. It will also give them an insight and appreciation of the valuable work that the Voluntary Sector does in the community, at a crucial time in their lives when experience really matters when seeking employment.



Being a vinvolved placement provider

What's involved with being a placement provider?

As a vinvolved placement provider we will work with you to ensure that the young people we place with you will be safe. Before you can become a placement provider with us we will need to see, where possible, the following:-

- Volunteer Policy & Handbook (including induction and support available)
- Health & Safety Policy (including First Aid cover and Fire Marshalls)
- Public Liability Insurance
- Child Protection Policy and Procedures
- CRB Policy for staff and volunteers
- Equal Opportunities and Diversity Policy
- Complaints Policy & Procedure

Don't worry if you don't have some of these in place, one of the roles of the team is to work with you to develop these policies and procedures where necessary.

We will also go through a placement check which will cover the health and safety necessary before a young person can be placed with you.

What can you expect from us?

As one of our placement providers we will:-

- Recruit suitable volunteers for your vacancies
- Promote your placement opportunities
- Support your organisations volunteer practices
- Be in regular contact with you
- Be flexible, to suit your organisations volunteer needs
- Provide consistent support and guidance for each young volunteer we place with you
- Hold an annual celebration events, for all young volunteers and placement providers
- Provide volunteer training opportunities to enhance skills and knowledge

Working in partnership with the vinvolved team

Equal Opportunities

All placement providers should operate a full equal opportunities policy. Organisations working with potentially vulnerable clients should carry out CRB checks on potential volunteers, before a placement begins.

Health and Safety policy

Placement providers must have an up to date health and safety policy. All organisations have a duty of care to all and to produce safe working practices and carry out regular risk assessments. Health and Safety requirements must be made known to all.

Insurance

All young volunteers must be fully covered by your organisations Employers and Public Liability insurance and an up to date policy should be made available to the vinvolved team prior to any work beginning. Any accidents must be reported to the vinvolved team as soon as possible.

Induction

Volunteers are a valuable part of your team and an induction to your organisation will instill the confidence in the young volunteer to carry out their role. An example of an induction checklist can be found in this pack.

Supporting the volunteer

Placement providers need to provide supervision and training that is appropriate to the variety of tasks. It is important that the young volunteer is given the opportunity to take on progressive levels of responsibility, possibly in a number of roles. The roles should match the young volunteers interest, abilities and commitment.

Confidentiality

The placement provider must keep personal information relating to young person confidential other than in extenuating circumstances, including the outcomes of a CRB check.

Placement details

Please inform us if volunteering opportunities or contact details change.

Problems

Many young people have a lot of demands on their time, such as exams; personal circumstances or work pressures, all of which may affect their availability throughout the year. If you experience any problems please contact us.

Recognition

We ask that volunteers are given acknowledgement for their efforts. This may be an outing, certificate or simply by saying thank you at the end of the day. The vinvolved team will also host biannual celebration events.

Publicity

Let us know if you have a press release opportunity or contribution for our newsletter.



Organisation Profile

The information you provide about your organisation and the placement opportunities you have available will be used to promote your opportunities on the National Volunteering Database which is accessed by young people through www.do-it.org.uk and www.vinspired.com.

If you do not wish for your opportunities to be promoted in this way please speak to the vinvolved team about alternative ways of attracting young people to your organisation.

Organisation	
Main Contact	
Position	
Address	
Postcode	
Telephone	
Mobile	
Fax	
Email	
Website	
Organisation Description	
Please provide some brief directions on how to find your organisation. (for example next to tescos on the no 51 bus route)	

Types of Opportunity

Below is a list of types of opportunities. Please complete indicating the opportunities you currently provide and opportunities you would be interested in developing as opportunities with support from the vinvolved team.

Type of Opportunity	Currently offer	Could offer with support
Administration		
Advice, information and support		
Architecture and building work		
Art		
Dance		
Design		
Performing arts		
Visual Art (includes graffiti art, murals etc)		
Befriending and Buddying		
Business management and research		
Campaigning and advocacy		
Caring		
Children		
Elderly		
Disabled		
Hospital		
Health		
Hospice		

Type of Opportunity	Currently Offer	Could Offer with support
Other Caring (please detail)		
Catering		
Community Work		
Environment/Conservation		
Computers, technology and website design		
Counselling		
Driving		
Employee and group volunteering		
Entertainment		
Finance		
First Aid		
Fundraising		
Gardening		
Hostel work		
Languages		
Legal work		
Local events		
Marketing and PR		
Media		
Mentoring		
Music		
National and international events		
Officials		

Type of Opportunity	Currently Provide	Could Provide with support
Practical work and DIY		
Retail and charity shops		
Sports development		
Teaching, training and coaching		
Trusteeship and committee work		
Governance/advisory board		
Youth work		
Other		



Opportunity Details

Please complete this form for each of the opportunities you have selected

Opportunity Title	
Opportunity location (including postcode)	
Main Contact	
Position	
Telephone	
Mobile	
Fax	
Email	
Brief description of opportunity	
Are there any gender/age restrictions?	
Can you offer expenses?	
Is there disabled access?	

Times Required (tick when volunteers will be required or circle **ALL**)

All	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM							
PM							
EVE							

Placement Check

The information on this form details the standards of safety demonstrated by the placement provider and must be gathered before volunteers can start a placement. Any sections presented in **Black & white** are an absolute requirement, and individuals must not be placed until these sections have been satisfied. **Grey sections** represent good standards and must be considered carefully before placement. In all cases the safe answer is Yes. Only use N/A (not applicable) when it is not relevant for the organisation or placement.

Insurance

Is sufficient public and employers liability insurance cover in place?	Y N
Name of insurer: Policy number: Policy expiry date:	
What is the limit of the public liability insurance cover? What is the limit of the employers liability insurance cover?	

Risk Assessment

Are risk assessments available for all activities that the volunteer will participate in?	Y N
Do the assessments cover the risks specifically from: Fire? Manual handling? Hazardous substances?	Y N Y N Y N
Do the assessments clearly identify required control measures to ensure safe working?	Y N
Will any Personal Protective Equipment (PPE) be made available?	Y N
List PPE required:	

Documentation and notices

Is the organisation registered with the relevant Enforcing Authority? (For example, Environmental Health)	Y N
Is a written health and safety policy statement available?	Y N
Is the health and safety poster “The Law, What you should know” displayed and completed?	Y N

Management of health and safety

Is there a system to ensure health and safety information is communicated to all staff? Outline the system:	Y N
Is there a system to ensure all new people, including volunteers, receive an induction, which includes health and safety issues when first arriving? Outline of system:	Y N
Staff member responsible for health, safety and welfare:	

First aid and emergencies

<p>Name of appointed person or first aider:</p> <p>Location of accident book:</p> <p>Location of first aid kit/ facilities:</p> <p>Reporting emergencies – name of contact:</p>

Fire precautions

Are emergency exits clearly marked and kept clear?	Y N
Are fire extinguishers available and clearly marked?	Y N
Is the emergency procedure displayed and brought to the attention of staff?	Y N
Is a fire drill or emergency evacuation practiced regularly?	Y N

Working conditions and facilities

Are there sufficient toilet facilities for all workers and volunteers?	Y N N/A
Are there sufficient hand washing facilities available?	Y N N/A
Are rest and eating facilities adequate?	Y N N/A

Is the following sufficient for the work being undertaken:

Lighting	Y N
Ventilation	Y N
Heating	Y N
Tidiness and housekeeping	Y N
Are noise levels low enough to allow comfortable working?	Y N

Hazardous substances

Are any chemicals or hazardous substances stored in appropriate, marked containers?	Y N N/A
Is suitable PPE available and used for working with these hazardous substances?	Y N N/A
Are all those who are expected to use hazardous substances trained to do so?	Y N N/A

Other considerations

Does your organisation provide appropriate supervision and support for volunteers? If yes, provide detail:	Y N
Does your organisation provide training? If yes, provide detail:	Y N
Will the volunteer be required to work alone on placement? If yes, is there a lone working policy in place and available?	Y N Y N
Is the placement likely to include contact with young people under 18, or vulnerable individuals? If yes, can the organisation arrange the necessary CRB check?	Y N Y N
Will the placement including being transported in a provider's vehicle? If yes, please provide a copy of the insurance certificate and the MOT certificate?	Y N

Actions to be completed

Action	Who	Deadline

Partnership Agreement

Terms of the agreement

This document is a signed agreement in conjunction with and in addition to the Placement Providers profile. It constitutes a commitment to a particular level of service provided by the placement provider, vinvolved project and the volunteers.

Placement Provider agrees to:

- Work within all Health and Safety, Equal Opportunities and Insurance standards. Guaranteeing an acceptable level of safety at all times.
- Report all near misses and accidents to the vinvolved team.
- Support volunteers through an induction, supervision and training.
- Positively promote vinvolved.
- Accept that volunteer working hours may change through negotiation.
- Inform the vinvolved team of changes in contact details and volunteering opportunities.

Vinvolved Wiltshire team will:

- Promote the organisations opportunities to young people and other agencies.
- Monitor the progress of the partnership through reviews and evaluation.
- Support volunteers through reviews, recognition and awards.
- Ensure every volunteer receives a basic induction to volunteering.
- Respond promptly in the event of placement difficulties.
- Treat all information provided by the PP with sensitivity.
- Update the placement provider with the developments of the vinvolved team.
- Carry out an annual review with the placement provider.
- Promote all organisations and placements equally.

The Volunteer will ensure to:

- Attend placement at agreed times and tell the appropriate person in advance if this is not possible
- Carry out agreed tasks
- Inform an appropriate person if a problem arises
- Attend all agreed support and training sessions
- Abide by the policies procedures of the placement provider
- Record volunteering hours

I confirm that the information provided is accurate and genuine to the best of my knowledge and agree to the terms set out above.

Placement Provider Supervisor Name: _____

Placement Provider Supervisor Signature: _____

Date _____

vinvolved team representative Name: _____

vinvolved team representative Signature: _____

Date _____

Volunteer Induction Checklist

	Date Completed
Supervisory arrangements are explained including names of persons designated as being responsible in the absence of the named supervisor	
A full tour of the volunteering environment is carried out to include all areas the volunteer is permitted to enter or work and those specifically prohibited. The tour should include fire exits, toilets, welfare facilities and the introduction of key personnel	
Provide information on what to do on the discovery of a fire or upon hearing the fire alarm	
Provide information on what to do in the event the volunteer is injured in an accident	
Explain First Aid arrangements, including names of first aiders and location of first aid kits	
Explain prohibitions and restrictions including machinery, plant, equipment, hazardous substances, and specified work areas are fully explained to the volunteer	
Provide written arrangements for the volunteers use and non-use of machinery, plant and equipment and the use and involvement of hazardous substances and materials where necessary	
The organisations Health and Safety policy is explained to the volunteer including either the provision of a copy or where a copy can be found	
The organisations Equal Opportunities policy is explained to the volunteer including either the provision of a copy or where a copy can be found	
The provision of health and safety training in relation to the volunteers agreed involvement and/or use of machinery, plant, equipment, and hazardous substances	
Explain presence and absence procedure, including sickness and requests for holiday. Explain complaints procedures.	

Name of volunteer supervisor _____

Signature _____ Date _____

Name of Volunteer _____

Signature _____ Date _____