



# Policy on staff and volunteers

## Introduction

In line with its aims JUBACANA seeks to involve suitable, well-qualified and experienced staff and volunteers to lead activities.

It seeks to involve volunteers, to give children/young people additional individual and small group support and to ensure that there are always enough adults to supervise the children/young people and keep them safe.

Parents/carers are encouraged to volunteer as members of the management committee and as Activity Support Workers.

In recruiting and appointing staff and volunteers, we shall follow our equal opportunities policy, our health and safety policy and our child protection policy.

**We will aim to ensure, as far as is possible, that anyone, paid or voluntary, who seeks to work with children/young people or who gains substantial access to them, is as safe to do so in child protection terms as can be guaranteed.**

All staff and volunteers will be appointed by at least two staff, volunteers or management committee members.

Neither staff nor volunteers will work alone with children/young people until they have completed a satisfactory probationary period.

Volunteers will work in teams, or in open environments where they are not alone with children.

All staff/volunteers will:

- be supervised by a named manager
- be given a clear job description or role description, setting out expectations for their work and conduct
- show that they meet a person specification for the post or role
- fill in a form on first appointment and annually at the start of each school year, to update their personal details, previous and current work/volunteering experience and qualifications
- supply the names of two referees who will be contacted personally
- complete an enhanced Criminal Records Bureau check on appointment, and every three years thereafter
- be given an induction into the organisation and into their own area of work, covering:
  - health and safety and child protection policies and procedures
  - the role of volunteers
  - a list of all staff and volunteers
  - a list of management committee members
  - copies of all relevant policies
  - essential procedures, such as those relating to timekeeping and the rota
  - schemes of work, lesson materials and positive management of behaviour
  - the training and development of staff/volunteers
  - information about the Quality Framework
  - other information, as appropriate.

There will be a trial period of four weeks, to give the organisation and new member of staff or volunteer time to discover whether they are suited to each other. A review will be undertaken midway through the trial period and also at the end

## **Supervision, support and training**

We at JUBACANA are committed to the provision of training for all members of staff and volunteers. Guidance, schemes of work and lesson materials will be provided by the co-ordinator. Staff/volunteers will be observed at work and will meet their line manager for feedback on their performance, where they can raise any issues or problems and discuss their training needs.

We shall hold a meeting of staff/volunteers every month to discuss general support and supervision needs and to give information about training opportunities. We shall hold updates on training in behaviour management, health and safety procedures and child protection each year.

## **Insurance**

All staff/volunteers are covered by the organisation's insurance policy while they are on the premises or engaged in work on the organisation's behalf.

## **Health and safety**

All staff/volunteers are covered by, and must implement, the organisation's health and safety policy. All adults have a duty of care towards the children/young people at the organisation and must have concern for their safety at all times. Further guidance can be found in the health and safety and child protection policies.

## **Confidentiality**

Staff/volunteers and volunteers, including members of the management committee, are required to observe confidentiality at all times.

## **Problem solving**

If we feel that there is a concern about the work of a member of staff or a volunteer, we shall attempt to resolve it by:

- If a member of staff or a volunteer has concerns about another member of staff/volunteer and feels able to approach them about the issue, we would encourage this, as it may have been a simple oversight which can be addressed.
- If this does not resolve the concern, the member of staff/volunteer concerned should speak with their line manager to discuss their concerns. The line manager will then make necessary decisions.
- If the issue cannot be resolved by the line manager then a formal meeting will be arranged with the chair of the management committee, the member of staff concerned will be asked to attend with bring representation/support if needed

In the case of staff members, we shall follow current employment law.

In the case of volunteers, if the issue cannot be resolved, we shall sever the organisation's formal links with the person.

At all times, staff and volunteers will be able to state their case freely, and can have a friend to accompany them to meetings.

Agreed on behalf of the Management Committee

Signed: Holly Prest



Date: 01.09.18

<b>Date implemented:</b>	<b>Future review dates</b>						
	2017	2018	2019	2020	2021	2022	2023
<b>Date reviewed</b>	22.08.17	1st Sept	1st Sept	1st Sept	1st Sept	1st Sept	1st Sept
<b>Date approved by trustees</b>	28.08.17	1 <sup>st</sup> Sept 2018					