



16. Policy for volunteers and students

This policy was adopted by *Wigod Way Wallingford Family Centre* on January 2023.

We believe that work from a volunteer or a student placement is a valuable opportunity to build experience while learning about working. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to the organisation. Wigod Way Wallingford Family Centre (WWWFC) believes that volunteers and students can contribute best to the organisation when they are clear about roles, expectations and responsibilities and are supported properly by the staff in the organisation.

The manager has overall responsibility for supervising and supporting students and volunteers whilst they are at WWWFC events and sessions.

All students and volunteers will have to complete an application form – see Appendix A and have a meeting with the manager.

All students and volunteers must have up to date Disclosure Barring Service (DBS) checks if appropriate before they begin their placement in the centre or a risk assessment must have been completed by the manager. Volunteers must undertake online or face to face safeguarding and prevent training.

Volunteers and students will be fully inducted and have read through all the relevant policies, know the procedure for fire evacuation and understand their role in the session.

Volunteers will have signed the confidentiality policy.

The manager will be responsible for the induction process- see Appendix B.

The manager will give volunteers and students opportunities to discuss their work and support them with any aspects of their work including offering training opportunities.

Students required to conduct child studies, beyond the centre's normal activities (i.e. conducting a survey or a group based activity), as part of their course will need to obtain appropriate written consent from the parents/carers of the children concerned.

Whilst on the placement, students and volunteers will be both allowed (and expected) to participate in all aspects of work, unless otherwise instructed by the designated member of staff. Students and volunteers may attend staff meetings and be encouraged to contribute ideas and share opinions.

We will cooperate with students' tutors in order to help students to fulfil the requirements of their course of study.

We will communicate a positive message to students about the value of qualifications and training.

WWWFC will provide references for students or volunteers who have worked in the sessions for at least 3 months.

Volunteer Application Form

Name		
Address		
Contact number and e-mail		
Emergency contact and contact number		
Medical issues that colleagues need to know for your safety		
Why do you want to volunteer?		
Previous volunteering roles with dates		
Previous work experience with dates		
Relevant training with dates		
2 references: (employer or personal) Address/phone/e-mail		

Induction Process

Action	Signed off
Application form completed	
Initial conversation with manager	
References received	
DBS cert received	
Safeguarding training	
Prevent training	
Confidentiality form signed	
Induction	XXXXXXXXXXXXXXXXXXXX
Health and Safety (including fire)	
Discussion of specific volunteering role	
Risk assessments read	
Policies read and signed	XXXXXXXXXXXXXXXXXXXX