



*Developing young people through
personal challenge*

Recruitment and Management of Volunteer Group Leaders Policy

This policy aims to outline how Youth Challenge Oxfordshire (YoCO) will recruit and manage all Volunteer Group Leaders (also referred to as volunteers). It details how we will be clear about their role, responsibilities and our expectations of a volunteer. This is to ensure fairness and consistency in how all volunteers are supported.

This policy sets out and explains:

- how we recruit, induct and train volunteers
- what is expected of all of our volunteers
- where our volunteers can turn to if they need additional support.

Recruitment of Volunteers

When recruiting volunteers, the following steps will be followed:

1. Every volunteer role will have a written description explaining what the role is and the specific tasks attached to that role.
2. This description will be used to advertise for volunteer roles so that those applying have a clear view of what is expected before they apply.
3. When recruiting, we will always advertise locally where possible, using local notice boards, newsletters, local press, flyers, Parish and Town Council notices and magazines, the local Volunteer Centre and on-line platforms such as "Indeed".
4. All those applying for a volunteer position will be required to complete an application form and to date and sign this form. This form will be as simple and accessible as possible and will ask for the following:
 - name, address and contact details of volunteer
 - brief explanation of their experiences or skills
 - details of driving license and endorsements
 - declaration of criminal convictions (under the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975).
 - details of two referees
 - room for signature and date
5. If it is decided to progress the application, the applicant will be invited to an informal interview with the Youth Group Manager, one Trustee and possibly one other YoCo representative.
6. If successful, the two referees provided by the applicant will be contacted for references.
7. Disclosure and Barring Service (DBS) - an enhanced disclosure and barring check with the DBS will be made for every volunteer. Checks will be repeated every two years. It is the responsibility of the Designated Trustee to check the certificate and record its number. Until this check is conducted a volunteer should not have sole responsibility for any young people.
8. Retaining Records and Data Protection - the Data Protection Act refers to the holding of information on living persons, which includes both paid staff and volunteers. It gives people the right to know what information is held about them and sets out rules to make sure that this information is lawful, fair and transparent. YoCO follows the Charity Commission's current guidance on volunteering and retaining trustee records. If the volunteer is recruited to work for YoCO, then only relevant, up to date and accurate information about them will be stored securely. This will be done with the volunteer's permission and information will be held for the appropriate length of time as set out in the Data Protection policy, in accordance with the GDPR.

To note:

- If the decision is taken by either YoCO or the applicant not to progress with their application, all volunteer records held for the purpose of recruitment should be destroyed immediately.
- YoCO keeps records of volunteers who have left for a period of 6 months
- If upon leaving, a volunteer tells us that they may wish to request a reference from YoCO in the future, their records may be held for a period of up to 18 months.
- YoCO will contact all volunteers who do not take up their volunteering position. If we get no response from a letter or telephone, it is our policy to dispose of these records three months after the registration date.

Induction and Training**Initial Induction**

There will be an induction prepared and delivered by the Youth Group Manager. This will include:

- Tour of meeting premises
- Explanation of health and safety instructions, reporting of accidents, first aid procedures and fire evacuation procedures
- The role of the volunteer – sharing the written description of their duties and responsibilities and ensuring this is signed by the volunteer
- Meeting other relevant volunteers
- Providing copies of all the relevant policies including this Volunteer Policy, Health and Safety, Safeguarding, Data Protection and Social Media Policy.
- Providing the Codes of Conduct for all volunteers
- Reviewing all Essential procedures including timekeeping, volunteer rota etc.
- Providing Safeguarding training as appropriate
- Providing any Other information as appropriate

Trial Period

Every volunteer will participate in a trial period of four weeks to give YoCO and the volunteer adequate time to ~~discover~~ agree if the arrangement is suitable to both parties. Regular reviews will be undertaken by the Youth Group Manager throughout this period to give both YoCO and the volunteer an opportunity to check in and raise any queries.

Expenses Policy

We value our volunteers and want to make sure that there are no barriers to their involvement, therefore appropriate expenses may be paid. Unless unavoidable, all expenses must be agreed with the Youth Group Manager in advance in order for them to be re-imbursed and each expense must be accompanied by valid receipts or invoices.

Examples of expenses that would be considered are, travel to essential safeguarding training, additional insurance required for use of own car, costs of materials needed to deliver the youth group sessions and telephone calls required for the safety and smooth running of the group session.

Additional allowances may be requested for specific bonding/group events. For example, food/snacks after an activity such as litter picking. These must be agreed before any purchase to ensure that the cost will be reimbursed.

Approach to Specific Piece of Work for YoCO

From time to time, a Volunteer may be requested to undertake a specific piece of work outside of their normal voluntary work. In this situation YoCO will write to the Volunteer asking them to take on the specific piece of work needed to assist the charity in delivering our service. The letter will specify what the work is, the amount to be paid and request the individual to invoice the Charity for the work undertaken.

Approach to Gifts or Rewarding Young People

Volunteers should not gift or reward young people with vouchers for voluntary activities undertaken (as this can appear to be a payment which could have minimum wage-implications). It is possible to thank them for any extra effort by agreeing in advance with the Youth Group Manger what would be a suitable thank you eg a pizza meal or event ticket. Should a young person be requested to undertake a specific piece of work on behalf of the Charity this should be dealt with as in 'Specific Piece of Work for YoCO' above.

Insurance Policy

YoCO has a valid insurance policy which all volunteers should have access to and be aware of the detail. Specifically, should the need arise for a volunteer to transport young people in their own cars, Volunteers should ensure that they are fully covered by their personal car insurance.

Resolving Problems & Additional Support

We really value all of our volunteers and want them to be comfortable in their role. The following details the additional support that is available to volunteers should this be needed and how to access it.

1. All volunteers will be supported by both the Youth Group Manager and other YoCO volunteers. This may involve having meetings to develop ideas that the volunteer may have about the group programme or to discuss any problems or issues that may have arisen.
2. Volunteers may contact the Youth Group Manager at any time, and would be encouraged to do so, on his/her YoCO contact details, to be provided during induction.
3. YoCO is committed to maintaining agreed standards when working with young people and to making sure that everyone who volunteers enjoys making their contribution to this charity. Should any problems arise that are not able to be resolved informally, please see our Grievance Policy and Procedure which explains the process to follow.

This policy was adopted at the Board of Trustees Meeting on: 25th March 2021. Updated 25th Nov 2022

On Behalf of the Board of Trustees Jane Cranston

Policy to be reviewed by the Board of Trustees in: November 2023