

Involving young volunteers

Good Practice Guidance

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COUNCIL

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Benefits of involving young volunteers

To the young volunteer

- It gives children and young people experience, which can be useful in developing skills, confidence and interests.
- It provides them with experience which can be useful in applying for jobs or courses.
- It gives them opportunities to feel they are contributing to the society, and that they have things to offer other people.

To your organisation

- It provides an opportunity to engage with children, families and young people and communicate your aims to them.
- It can provide you with time, skills and resources to support your work.
- Children and young people can have ideas about making changes so that the service you offer better meets their needs and interests.

To wider society

- You create a culture of volunteering, where it is something that children and young people have always engaged in.
- You create opportunities for children and young people to make connections with wider society, developing intergenerational communication and respect.

Considering whether volunteering opportunities are suitable for young people

In consultation children and young people have said they are interested in volunteering, however at present there are very limited opportunities for them to get involved. We recognise that not all volunteering opportunities are suitable for young people, as they require a level of skill or experience that children and young people have not yet developed. However we feel that with consideration, there are many roles or tasks that children and young people would be able to contribute to, if they are appropriately trained, supported and supervised.

This pack is designed to help you explore whether you can create young volunteer roles, if you can, what tasks these should contain and what processes and structures you need to put in place to ensure that the volunteering opportunity is beneficial to the child/young person, the organisation and the wider community. York CVS provides volunteer manager training which gives general information about good practice in managing volunteers.

Insurance

- You will need to provide young volunteers with employers' liability insurance (covering your liability for injury or disease suffered by volunteers, during the course of their placement).

Check your insurance policies, make sure that children/young people would be covered if they were undertaking a volunteering activity. Check whether there are any things you must do to ensure this, and do them. If your insurance policy doesn't cover this it is worth contacting an insurance broker to see whether they can identify any suitable policies that they could recommend. This can help you get the right coverage for the best price.

Individual or group volunteering activity?

When considering whether an opportunity could be undertaken by children or young people you will need to think about what they would be doing. The circumstance they are working under may affect whether or not the activity is suitable.

Possible options:

With their family

You could create opportunities for children and young people to get involved alongside their parents. You will still need to ensure that the activity is suitable and that parents are briefed about any risks, but parents then remain responsible for their children.

Group-working with an external established group

You could create an event or opportunity and then invite other established groups to take part (this could be schools, scout/guide/church/Duke of Edinburgh/youth club).

You would then need to work with the group leader to ensure that they have appropriate supervision and insurance in place. You would still need to risk assess the activity and ensure that it is suitable for the group in question. Your organisation would be responsible for ensuring the activity was safe and for briefing staff. The other group would be responsible for supervising the children/ young people.

Creating your own group

This means that you take full responsibility for creating and promoting the activity supervising children and young people on site. Your staff would need to be responsible for the children and young people while undertaking the activity and would be acting in loco-parentis.



We can assist you with the initial set up of the group. Tim Waudby, Community Leisure Officer (Children and Young People) in the council's Communities and Equalities team can be contacted for more information via e-mail tim.waudby@york.gov.uk , or telephone (01904) 553426.

Individual opportunities

These would be opportunities where the young volunteer operates on their own within your team, rather than as a specific group activity, and may involve working alongside other adult volunteers as well as other members of staff in your team. While there will be oversight in place, as for any volunteer, they may not be as closely supervised as they would be in group situations. We recommend that this is only usually suitable for young people age 14 and over.

A named supervisor would be responsible for the young volunteer.

- You should consider whether tasks listed in the volunteer role description are appropriate for the young person to carry out individually. Check against the 'prohibited employment' list: do any of these areas raise any concerns?
- The Children and Young Persons Act 1933 offers guidance on the child employment age restrictions.
- Young volunteers shouldn't be left alone with members of the public or other staff members who are not DBS (Disclosure and Barring Service) checked. How will you safeguard the young volunteer in the context of your wider staff team and other volunteers? You should consider creating a safeguarding policy for your organisation to show how that will be managed.

City of York Council offer training in working with young people on a regular basis as part of their volunteer training and induction. Individuals who will be overseeing young people may be able to access this training. Alison Cammiss, Volunteer Lead in the Youth Offending Team has information about this training. You can contact her via email on Alison.Cammiss@york.gov.uk or by phone on (01904) 554565

Things to consider:

The law around employing children and young people

While there are legal restrictions on employing young people, they do not apply to volunteers. It is however sensible to comply with the legislation (Section 18 of the Children and Young Persons Act 1933 and the school leaving age guidance), even if you are not bound by it, and to remember that young people have other demands on their time outside volunteering, such as home work, socialising and so on.

Child employment - THE LAW

- Children must be aged 13 or over (This does not apply to volunteering opportunities, however any volunteering opportunities should not place unfair demands on the individual and should only involve suitable tasks and roles.)
- Must not be employed before 7am or after 7pm at any time
- Must not be employed for more than 2 hours on any school day or Sunday
- Can only work 1 hour before the start of school
- May only work a maximum of 12 hours per week in term time
- Must have a break of at least 1 hour after four hours work
- Must have at least 2 weeks free from employment during the school holidays

When considering opening volunteering opportunities to children and young people you should consider whether they follow these principles.

Appropriate ratios

Recommended adult to child ratios when supervising children can be found on the National Society for the Prevention of Cruelty to Children (NSPCC) website.

Aged 0 - 2 years	1 adult to 3 children
Aged 2 - 3 years	1 adult to 4 children
Aged 4 - 8 years	1 adult to 6 children
Aged 9 - 12 years	1 adult to 8 children
Aged 13 - 18 years	1 adult to 10 children

If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only, in certain situations it will be necessary to have a higher number of adults than the recommendation suggests. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.



What age would it be suitable for?

When deciding what age range the role would be suitable for you need to consider the following:

- What skills and experience are needed? Could the young volunteer be supported to develop these?
- Is the opportunity going to be interesting and engaging for the young volunteer, what is their likely attention span? What can you do to support this?
- Are there ways that you can adapt roles to make them suitable for young volunteers? E.g. offer some 'taster' volunteer sessions.

You should not engage young volunteer in the role which:

- Is beyond their physical or psychological capacity;
- Exposes them to substances chronically harmful to human health;
- Exposes them to radiation;
- Involves a risk of accidents which they are unlikely to recognise because of, e.g. their lack of experience or training or sufficient attention to safety;
- Involves a risk to their health from extreme heat, noise or vibration.
- Children under 16 years of age cannot take part in house to house fundraising collections without an adult.

Creating a role description

When creating a volunteer role description that you intend to be inclusive for young people, include all aspects that you would normally take into account when writing a role description for an adult volunteer BUT think about potential implications on a young person.

Below is the list of things to consider:

- What will the volunteer be doing? (Are the tasks appropriate for a young person to carry out?)
- Why will they be doing it? (Is the role actually required? Will the young volunteer have a chance to see authentic results of his/her volunteering? Will the young volunteer have a sense of achievement as a result of carrying out the role?)
- Expected time commitment. (Will the volunteering be taking place between 7am and 7pm, how many hours a day? See the guidance in this document.)
- Place where the volunteer will carry out his/her activities. (Is the place appropriate/safe for the young person to volunteer?)



- What skills and experience would the volunteer need to have already? (List things like 'enthusiastic' or 'likes to operate as part of a team', rather than professional skills that a young person would not have had a chance to gain. Can you train a young person to be able to carry out this role?)
- What training will the volunteer be required to undertake? (Have you got necessary DBS checks to carry out the training?)
- Who will the volunteer be working with? (Alone with the supervisor, or alongside other volunteers/paid staff? Have you got the necessary safeguarding measures in place? See the guidance in this document.)
- Who is the volunteer manager/named contact person for the volunteer? (Have they had a recent DBS check and do they have the skill set required to work with young people)?
- What support and supervision will be offered? (Can you provide continuous supervision to the young volunteer? See the guidance in this document.)
- What are the benefits to the volunteer? (List things that would be attractive to the young person, e.g. 'great fun', 'looks great on your CV', 'help out in the sports club – coach someone/transfer your skills', 'improving IT skills', 'meet new friends', 'be part of a fantastic team'.)
- What are the benefits to the client group/community/York? (What are the benefits to the wider community of having a young person volunteering, e.g. personal development opportunity for young people, opportunity to participate in volunteering resulting in becoming better citizens.)
- What expenses will you reimburse for? (You should be able to reimburse for out-of-pocket travel costs between volunteer home and volunteering place and also other reasonable expenses as agreed by you)

Creating a risk assessment

Young people, especially those new to the workplace, will be facing unfamiliar risks from the job they will be doing and from the working environment. They are seen to be particularly at risk because of their possible lack of awareness of existing or potential hazards, immaturity and inexperience.

They are also likely to lack confidence and be eager to impress or please other people around them. Those who involve young people have an opportunity to instil within them an understanding of the importance of health and safety which will serve them well throughout their working life.

When opening a role to a young volunteer you should carry out a risk assessment specific for that role. This will ensure the volunteer health and safety and compliance with your legal duties to prevent and control health and safety



risks. This should include all the risks associated with an adult volunteer, with additional areas identified, or measures taken, to ensure the safety of the young volunteer.

Particular focus points while carrying out the risk assessment are:

- To assess risks to all young people under 18 years of age, before they start volunteering;
- Take into account the layout of the workplace and the particular site where they will volunteer;
- Take into account the nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent;
- Assess what types of work equipment will be used and how this will be handled;
- To ensure your risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks;
- To introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable;
- To identify what age group you feel the role is suitable for, and the level of oversight/ supervision that is required.

You should also:

- Let the parents/guardians know the key findings of the risk assessment and the control measures you have introduced before the child/young person starts volunteering;
- Take account of the risk assessment when deciding whether the young volunteer should be prohibited from certain activities;
- Involve young volunteers in the process of identifying any health and safety risks and in developing solutions. Young people may bring a fresh perspective to problem-solving;
- Review the risk assessment if the nature of the volunteering changes or you believe it is no longer valid.

If a significant risk remains in spite of your best efforts to do what is reasonably practicable to control it, you must not engage the young person in this volunteering role.

Trained, experienced overseers

Any young volunteer should have someone who oversees their work. There should be someone who is around while the young volunteer is undertaking the activity, and is available for them to go to for advice, information or support. They should also be aware of the work the young volunteer is doing at all times and be able to intervene in case of any issues.

The person who will supervise and train volunteers under 18 years of age requires a successful DBS clearance.

If you are supporting a young person/people whilst volunteering, it would be a good practice to have experience of working with young people and training in this area. Good supervision is paramount for the young person and this then reflects on the volunteering opportunity; time needs to be built into the day to provide supervision. Training for working with young people is available through City of York Council.

Supervision/ oversight needs

The level of oversight/supervision required is very much dependant on a young person's maturity rather than age, some 14 year olds present much younger than others. However, it is good practice to have 2 adults overseeing/supervising at all times.

- The supervision must be undertaken by a person who has a successful DBS clearance;
- The supervision must be regular and day to day e.g. it must not tail off after a few weeks; it must be consistent on every occasion when the volunteering takes place;
- The supervision must be 'reasonable' in all circumstances to ensure the protection of children. Organisations must consider whether they can implement a consistent level of supervision at all times to ensure that it would not impact on the safety and protection of children and young people in the care of the organisation.



Recruiting young people

Information you should provide

When you promote a volunteering opportunity it is useful if you can provide details about what is involved e.g. the role description. This helps the child/young person/family decide whether the opportunity is suitable for them and whether they are able to take it up. Even if you are providing opportunities for young people to take up without their parents, it is good practice to make this information available to parents to ensure they are aware of the activity the young person will be doing and that they feel it is suitable for their child.

Obtaining parental permission

It is a good practice to obtain a written consent from a parent or guardian of a person below 16 years of age who intends to volunteer. When giving a consent form to a volunteer, also provide a volunteer role description and publicity leaflets for the organisation. This will help to ensure that the volunteer's parent/guardian understands what your organisation does, what the young person will be doing, when and where they will be working and consents to this.

If the volunteer will be working away from the premises where they normally volunteer, then additional permission should be sought.

It may not always be possible to obtain parental/guardian consent for volunteers aged 16-18, however volunteer managers should encourage volunteers in this age group to discuss their volunteering activities with their parents/guardians.

It is also a good practice to obtain emergency contact information for anyone undertaking a volunteering activity.

When using photos of young volunteers for publicity purposes you need to obtain their permission and, if they are under 16, the permission of their parent/guardian to use them.

If a young person is over 16 and is living independently of parents or social services they are able to provide their own consent.

Considering how they will get to/from the opportunity

If you are creating an opportunity for a child/young person you should consider the location and time of the opportunity, and how they will travel to and from the activity. An opportunity that finishes after dark in a location away from public transport may make it hard for young volunteers to take part. Your organisation should assess any risks associated with traveling to and from the opportunity and put measures in place to reduce these, e.g. arranging for the group to walk together, ensuring that any taxi companies used are reputable and exploring whether they have drivers with DBS clearance.



When young people start volunteering

Induction and training

- Treat young volunteers as staff members; provide them with the same health and safety protection you give to your staff.
- Provide young volunteers with the opportunity to access training to enhance their knowledge and/or gain qualification, also provide them with opportunities to use their skills. Organisations can ask other agencies to support training and this is often at no cost.
- Young people need training most when they start volunteering; they need it to increase their capabilities and competencies to a level where they can volunteer without putting themselves and others at risk. It is not enough to make training available. You should make sure it is undertaken and check that key messages have been understood. Young people will also need training and instruction on the hazards and risks present in the workplace and on the preventive and control measures put in place to protect their health and safety. This training should include a basic introduction to health and safety, for example including first aid, fire and evacuation procedures, safeguarding – who to go to if concerns arise, professional relationships, equal opportunities and emergency procedures.
- Young volunteers are likely to need more supervision than adults. You will find that effective supervision will help you assess whether the young person has the necessary capacity and competence for the role.
- Importance of training and proper supervision of young people is essential because of their relative immaturity and unfamiliarity with the working environment.
- Young volunteers should not be left unattended.
- It is safer if young volunteers are supervised by two or more adults.

Providing appropriate equipment

If you have children or young people volunteering you will need to ensure you provide appropriate equipment for their size and strength- e.g. if they are undertaking a gardening project you may need small sized protective gloves and smaller or lighter spades.

Briefing your team

When working with young volunteers at least one person should be present at all times who has a successful DBS clearance. Young people shouldn't be left alone with members of the public or other staff who are not DBS checked. In order to ensure all staff have a clear understanding of safeguarding procedures and professional boundaries it is good practice to provide training/ information for staff before they undertake supporting young volunteers.



Points to consider:

- Who is going to take full responsibility for the young people and ensure full training and support is given to the young people and staff?
- Who is going to deliver training and when?
- Who is the contact for safeguarding issues?
- What is included in training – safeguarding, rights and responsibilities, professional boundaries, health and safety, communication, dealing with difficult situations?

An organisation needs to ensure young people have its contact number, so they can inform you if they cannot make a session and likewise you need emergency contact numbers for the young people.

Support

Young volunteers may require additional support in order to be able to carry out their role in a safe and effective way. An important point to remember is that everyone is an individual and some young people may not yet be very mature and may be unfamiliar with the working environment. Some volunteers will need a lot of support, where others may be more confident and not require this additional level of attention. Consider buddying new young volunteers up with experienced volunteers.

Support does not have to have a formal character, it can be a friendly chat over a cup of coffee. Having an open door policy can prove to be a great support tool for young volunteers, with them being able to approach you whenever they feel they need your advice.

Holding one-to-one meetings can provide a great opportunity for an open two way conversation that gives volunteers a chance to provide and receive feedback about their volunteering work.

Respect young volunteers, show them gratitude for their efforts, show them that they are needed, and provide them with opportunity to contribute with their ideas. Showing young people gratitude does not need to be at a cost, good supervision and saying thank you makes a difference, however small celebrations and awards evenings aid recognition and bring volunteers together.

Useful contacts and resources

Contacts:

York CVS

Can offer advice, support and training about a range of issues including setting up organisations, fundraising, safeguarding. Phone (01904) 621133
email: enquiries@yorkcvs.org.uk Volunteering York is also part of CVS, contact clare.shepherd@yorkcvs.org.uk or call (01904) 621133.

Alison Cammiss, Volunteer Lead, Youth Offending Team

Can offer support around training to support young people, supervising and retaining volunteers.

Telephone (01904) 554565, e-mail alison.cammiss@york.gov.uk

Tim Waudby, CYC Community Leisure Officer, Children and Young People

Can offer advice and guidance about setting up activities for children and young people, marketing and publicity of opportunities for young people and children's activities.

Telephone (01904) 553426, e-mail tim.waudby@york.gov.uk

Youth & Community Development Leads

Can support groups seeking to create opportunities for young people.

Telephone (01904) 551773, e-mail Lindsey.skelly@york.gov.uk

Michal Czekajlo, Volunteer Coordinator, CYC Communities and Equalities team

Can offer advice on the City of York Council corporate volunteering offer.

Telephone (01904) 551841, e-mail Michal.czekajlo@york.gov.uk



Websites

www.yorkyouth.ning.com

an online network for anyone working with young people in York.

www.yor-zone.org.uk

the website for young people in York. Includes an up to date list of volunteering opportunities that are open to young people. A good place to advertise volunteering opportunities - go to the practitioner site tab on the bottom menu for more information. Yor-zone also has a presence on Twitter and Facebook and can support you in promoting opportunities you have available for young people.

www.do-it.org.uk

website which advertises volunteering opportunities nationally.

www.yorkcvs.org.uk/how-we-help/volunteering-york/

York CVS Volunteering pages

www.safenetwork.org.uk/about_us/Pages/what_is_the_safe_network.aspx

Safer Network - provides information on safeguarding.

www.nspcc.org.uk/Inform/research/briefings/adult-child-ratios_wda95200.html

NSPCC guidance on appropriate supervision ratios.

www.yor-ok.org.uk

Local information about services and working with young people.

www.volunteering.org.uk

Volunteering England has a range of good practice resources around volunteering, some are free, but some are only available to members.

See **www.volunteering.org.uk/component/gpb/youth-volunteering** for a range of information specifically around youth volunteering.

<http://vinspired.com/> Youth volunteering charity that connects young people (14-25) with volunteering opportunities. You can list volunteering opportunities there.

Example young volunteer role description

Role title	Young web designer/editor
Main purpose of the volunteer role	You will work alongside other young people to oversee the development of the yor-zone website.
Volunteer responsibilities	<p>As a volunteer you will use the web content management system to edit and maintain the website.</p> <p>You will use your skills to create lively and interesting web content.</p> <p>You will edit existing and create new material for the website.</p> <p>You will offer constructive feedback over the structure of the site and be looking for ways it can be developed and improved.</p> <p>You will support staff in promoting the site at events and getting feedback from other young people about it.</p> <p>You may be involved in creating short films/ photographs for the website to ensure that information is presented in accessible formats.</p>
Place and time	Monday, 4.30-6.30pm once a month – plus occasional events.
Benefits to the volunteer	Great fun, meet new friends, be part of a fantastic team! Opportunity to improve and learn new IT skills. Becoming part of a friendly and dedicated team.
Benefits to the client group/ community/York	Improved website ensuring it is relevant to the target audience.
Training	An induction and web content management system training.
Candidate	This role will suit people who are enthusiastic and friendly, enjoy meeting people and like operating as part of a team. You will have the willingness to learn, be proactive and able to identify where things can be improved.
	This role will suit people who are enthusiastic and friendly, enjoy meeting people and like operating as part of a team. You will have the willingness to learn, be proactive and able to identify where things can be improved.
Contact Details	Volunteer manager/supervisor contact details
About the organisation	A couple of sentences describing your organisation and its aims.



Example young volunteer role description

Role title	Young friend of the community garden
Main purpose of the volunteer role	Volunteer will help to maintain the community garden.
Volunteer responsibilities	<p>Along with a parent or guardian the volunteer will be involved in all aspects of gardening including planting, weeding, watering and harvesting vegetable produce.</p> <p>The volunteer will also help to design the garden area, with a focus on growing food and using wildlife friendly techniques.</p>
Place and time	Monday, 4.30-6.30pm once a month – plus occasional events.
Benefits to the volunteer	Volunteer will participate in weekly gardening club sessions on Saturday mornings.
	Volunteer will participate in weekly gardening club sessions on Saturday mornings.
Benefits to the client group/ community/York	<p>Great fun, meet new friends, be part of a fantastic team! Opportunity to improve and learn new IT skills. Becoming part of a friendly and dedicated team.</p> <p>The community can direct the work to meet their needs e.g. local food growing. Opportunity for young people to participate in volunteering will result in them becoming better citizens.</p>
Training	An induction and H&S training will be provided on site. All necessary tools and protective equipment will be provided.
Candidate	Desirable skills include: willingness to learn and participate in a group activity, creativity and enthusiasm, good at working with people of all ages and abilities.
Contact Details	Volunteer manager/supervisor contact details
About the organisation	A couple of sentences describing your organisation and its aims.

Risk assessment form - blank

Title of young volunteering role risk assessment					
Details of activity					
Manager responsible					
Is the individual/ group known to the organisation?					
Are there any factors that need to be taken into account? (e.g. children/ young people with additional needs? Expected behavior of the group/ individual?					
<p>Hazard to young volunteer e.g. trip, falling objects, fire, explosion, noise, chemicals, violence</p> <p>Are there specific risks because of the level of experience, skills, strengths, height etc of the young volunteer?</p>		<p>What action you have taken to minimise the risk e.g. Guards, Workplace instructions, Training, Authorised Users, Competent Persons, Personal Protective Equipment (PPE), GIVE FULL DETAILS</p>	Possible outcome	Does this address risk? Yes/ No	Additional controls required? What are these?
Age range this opportunity is suitable for?			Oversight ratio that is needed. E.g. 1 adult to 1 young volunteer or 1 adult to 10 young volunteers		



Example risk assessment 11-18's

TITLE OF YOUNG VOLUNTEERING ROLE RISK ASSESSMENT		Young web designer		
DETAILS OF ACTIVITY		Working alongside a supervisor as a member of a group to develop the yor-zone website. Tasks involve: testing pages, writing articles, promoting the site at events and through social media, contributing to site structure. The role is base at West Offices, but may involve activities at other locations and events.		
MANAGER RESPONSIBLE		Carole Pugh		
Is the individual/ group known to the organisation? Are there any factors that need to be taken into account? (e.g. children/ young people with additional needs? Expected behavior of the group/ individual?)		Before joining the group individuals will have met with the staff member. If a number of new individuals join the group at one time supervision ratios may need to be adapted. Currently there are no behavioral issues associated with the group.		
HAZARD TO YOUNG VOLUNTEER e.g. trip, falling objects, fire, explosion, noise, chemicals, violence. Are there specific risks because of the level of experience, skills, strengths, height etc of the young volunteer?	WHAT ACTION YOU HAVE TAKEN TO MINIMISE THE RISK e.g. Guards, Workplace Instructions, Training, Authorised Users, Competent Persons, Personal Protective Equipment (PPE), GIVE FULL DETAILS	POSSIBLE OUTCOME	DOES THIS ADDRESS RISK?	ADDITIONAL CONTROLS REQUIRED? What are these?
Trips and falls while entering or exiting the building	Make sure young people are not running or messing about while going up/ down the stairs. Ensure environment is free of trip hazards, particularly laptop cables.	Broken bone	Yes	None required
Exposure to negative materials on line	Have filter in place on the system. Ensure young people are supervised while on line, warned about the dangers and consequences of searching for inappropriate things while undertaking the role. We have run through the council electronic communications policy- ensure they understood this and they have signed it. Supervision and support available to young people.	Emotional harm, safeguarding issues	Yes	
Abusive comments to young people while promoting the service at a public event	Ensure young volunteers are briefed before the event about appropriate behavior. Ensure young people are supervised while at the event - and that they can easily summon backup. Ensure support is available to the young people if any incidents occur.	Emotional harm	Yes	
Reputational risk to the organisation if young people post inappropriate content	Training provided to ensure that young people are aware of boundaries and appropriate content. Young people's work is checked before it is posted.	Emotional harm		
Age range this opportunity is suitable for?	11-18	Oversight ratio that is needed. E.g. 1 adult to 1 young volunteer or 1 adult to 10 young volunteers		1:6

Parental Permission Form - blank

Young Volunteers details				
First Name		Address Including postcode		
Surname				
Telephone		Email		
Mobile		Age		Date of Birth
Emergency contact details				
Name:		Relationship to child		
Home Tel No:		Work Tel No:		
Mobile No:				
Alternative emergency contact name:				
Relationship to child		Number:		
Medical Information				
Please give details of any medical conditions that we may need to be aware of in order to ensure your child's safety while undertaking the volunteering role				
Parent/Guardian Consent				Please circle
I confirm I have read and understood the role description and risk assessment information.				Yes No
I consent to my son/daughter volunteering in the role as a (role title)				Yes No
I agree to staff giving my child's emergency contact details from this form to the emergency services, so they can inform the emergency contact in order to gain permission for any treatment or medication considered necessary by the medical authorities present.				Yes No
I consent to (organisation name) taking and publishing photographs and/or images of me and/or my child/dependant and their names where required for the purpose of promoting or publicising this volunteering activity.				Yes No
I consent for these photographs to be used in printed publications to promote volunteering activities/the work of the organisation.				Yes No
I consent for these photographs to be used on websites to promote volunteering activities/the work of the organisation.				Yes No
I consent for these photographs to be used on social media to promote volunteering activities/the work of the organisation.				Yes No
Parent's signature:		Date:		



Team Fact Sheet- Having A Young Volunteer In Your Team

Young volunteers need to be supported age-appropriately and depending on age, different levels of support will be required. What follows is a suggested list of good practice guidelines.

Professional boundaries

- Never give a young person your home address or telephone number;
- Do not loan money to young people or borrow it from them;
- Do not use inappropriate language (including jokes) in front of young people (and challenge them if they do to you!);
- Do not smoke in front of young people;
- Report any substance use to a senior worker immediately (even if you suspect it); young people under the influence should not be attending sessions;
- Do not offer lifts to young people (unless you have agreed this with a senior worker and have handed in the necessary documentation);
- Do not call the young people names or make jokes that could offend them;
- Try not to undermine parents, teachers etc – there are two sides to every story!;
- Report any concerns (including abuse, drugs and alcohol, risky behaviour and anti-social behaviour) to the senior worker;
- Do not give or receive gifts/cards etc. (speak to senior worker if necessary);
- Never contact a young person on Facebook, Twitter, MSN or e-mail.

Volunteers have rights and responsibilities; the following are a suggested list of things to consider:

Volunteer Rights

- To be reimbursed for out-of-pocket expenses as agreed;
- Not to be asked to do anything that compromises your beliefs or makes you feel uncomfortable;
- To be supported and have regular supervision;
- To be included in team/planning meetings;
- To be able to speak to the lead worker if you have any problems ;
- To have an induction;
- To be listened to and valued.

Volunteer Responsibilities

- To be reliable and offer a minimum commitment of 12 months;
- To arrive on time and let your volunteer manager know if you are going to be late;
- To let your volunteer manager know 24 hours in advance if you cannot make the session;
- To be part of a team and involved in planning, delivering and evaluating sessions;
- To report any concerns about other volunteer, or member of staff to your volunteer manager;
- To behave responsibly and safely at all times;
- To complete relevant paperwork;
- To follow guidance around health and safety and Child Protection.



Notes

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