



Volunteer/Trainee Policy
February 2024



MovementWorks (Registered Charity 1176176) values volunteers and trainees for the diverse skills and experience they bring to our organisation. It recognises that the contributions of volunteers and trainees are complementary and additional to those of the MovementWorks team. The aim of this policy is to ensure that the interests of the volunteers and trainees are met, whilst bearing in mind that our students' safety and wellbeing is paramount.

Principles

This Policy is underpinned by the following principles:

- We will ensure that volunteers/trainees are properly integrated into the organisation and that systems are in place for them to make a positive contribution to our work.
- We will work positively with volunteers/trainees and, where appropriate, will actively seek to involve them in the work.
- We recognise that volunteers/trainees require satisfying work and personal development and will seek to help them meet these needs, as well as providing the training for them to do their work effectively.

Recruitment Procedure

- We will invite prospective volunteers/trainees to visit projects at a time convenient to the Session Leader, who will then go through the application form and other key information with them.

References and checks

- All volunteers/trainees must provide MovementWorks with two referees, one professional and one personal. We will ensure that all references are taken up before a volunteer/trainee starts work.
- All volunteers/trainees will be required to provide proof that they have an enhanced level Disclosure and Barring Service (DBS) check.
- Volunteers/trainees will be required to disclose any convictions, cautions, court orders, reprimands or warnings that they receive whilst with us which may affect their suitability to work with children and vulnerable adults.
- We will review the DBS check status of all volunteers/trainees on a regular basis.

Induction and Training

- When volunteers/trainees start with MovementWorks they will be taken through an induction which will include a clear explanation of all relevant policies and procedures, including our health and safety policy, child protection policy and procedures for risk assessments.
- Records of these inductions will be kept, and new volunteers/trainees will be asked to sign these records to confirm that they have taken part.
- Volunteers/trainees may be given a particular area of work to focus on, depending on their interests. We will also share opportunities for training courses/sessions if volunteers/trainees would like to supplement their knowledge.

Insurance

- We will provide a safe workplace and insurance cover against any injury caused by negligence. All volunteers/trainees are covered by Employer's Liability and Public Liability insurance.



Equal Opportunities

- We operate an equal opportunities policy in respect of both paid staff and volunteers. Volunteers/trainees will be expected to have an understanding of and commitment to our equal opportunities policy which will be explained at their induction.

Health & Safety

- Volunteers/trainees are covered by our Health and Safety Policy, a copy of which will be made available at their induction.

Supporting all students

- Volunteers/trainees may be asked to support a mix of students with varying individual requirements. Volunteers/trainees will be given an overview of the group and of any individual requirements of students that they will be supporting to ensure that they can best meet those students' needs.
- Volunteers/trainees will support all students with respect, fostering confidence, self-esteem and positive relationships and using language and actions that support the empowerment of all students to achieve their goals within the sessions. All students are to be encouraged by volunteers/trainees to take an active part in all areas within a session to a level that feels fun and appropriate for them. Volunteers/trainees will work to meet the aims of MovementWorks in developing concentration, thinking skills, social skills, co-ordination, communication and overall confidence of all students.
- In a community venue, a professional support worker or parent/carer of a student attending is always on site and retains the overall responsibility for the student. If a student is unwell, becomes upset or needs support to maintain positive behaviour, volunteers/trainees will refer the student to the person with overall responsibility, to enable them to obtain the attention or medical care that they need.

Additional Support

- MovementWorks students may benefit from additional support, physical and/or verbal, to enable them to join in the session in the way in which they would like.

When additional support seems appropriate, volunteers/trainees should:

- Check with the session leader and the student that they are happy to have support from them.
- Offer verbal reassurance to the student, explain how they are going to help them and check that it is acceptable.
- At an appropriate point, check that the support is still acceptable and consider whether anything should be done differently.

Additional support should not include:

- Physically supporting a student who does not want such support.
- Inappropriately touching or holding a student.
- Hugging or otherwise making other unnecessary physical contact with a student.
- Verbal over-prompting.
- Answering or making decisions on behalf of a student (though giving a student a choice may be appropriate).

Physical Intervention

- Physical intervention should be a last resort and only employed where there is imminent risk of injury in order to protect the student or others at the facility. This should only be undertaken by a trained professional or parent/carer.



- Should circumstances arise in which such physical intervention is required, the incident will be recorded on an incident record and shared with and signed by the support worker or parent/carer.
- Types of intervention which may be appropriate include physically preventing a student from exposing themselves to possible danger by leaving the premises.

Child Protection

- All volunteers/trainees will be given a copy of our Child Protection policy at their induction and will be required to work within it.

In addition, volunteers/trainees have a responsibility to ensure a student's welfare and should:

- Always avoid being alone with a student. This prevents difficult situations arising, which could lead to false accusations.
- Never take a student to the toilet. If a student requests to go to the bathroom, they should be taken by their authorised support worker or parent/carer.
- Never become involved with any student outside the normal hours of the project. For the avoidance of doubt, this includes interaction through ALL forms of social media.
- Respect confidentiality at all times unless a student's safety is at risk.
- Take any concerns regarding the safety and wellbeing of a student to the Session Leader.
- At all times act as a positive role model for the students.

Volunteer/Trainee Responsibilities

- To be punctual and to notify us as soon as possible if they are unable to attend a session.
- To help set up at the start and tidy up at the end of sessions.
- To help to provide a safe, stimulating environment for students.
- To work as part of a team and under the supervision of the Session Leaders.
- To help ensure that equipment is maintained and that anything damaged or dangerous is removed.
- If there are any concerns about a student's behaviour, refer this to the Session Leader.

Photos

- No photographs are to be taken during our classes unless by special arrangement.
- Volunteers/trainees are not permitted to take ANY photos or video during sessions.
- Personal smartphones and cameras are prohibited in the sessions.

Problems

If a volunteer/trainee has any problems, they should first talk to the Session Leader. If there are any issues that cannot be discussed with the staff present at the session, then the volunteer/trainee should talk to MovementWorks Managing Director, Ali Golding.

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