



STAFF / VOLUNTEER HANDBOOK

The Voice Of The Voluntary Youth Sector

Lincolnshire Council For Voluntary Youth Services
Registered Charity Number: 1040506

LCVYS, Waddington Youth Centre, High Street Waddington, Lincoln LN5 9RF
01522720789

www.lcvys.co.uk



Welcome to LCVYS

LCVYS (***Lincolnshire Council for Voluntary Youth Services***) is a charity that provides support to community and voluntary youth services in Lincolnshire. We are a partnership of agencies that work hard to promote the work of the voluntary and community youth sector in Lincolnshire.

LCVYS was established to *co-ordinate, help, support* and act as the *voice* of the Voluntary Sector youth services in Lincolnshire. This is on behalf of the voluntary and community youth organisations, including **main uniformed organisations, faith organisations** as well as **individual, independent** youth groups and those providing a *service or facility* for young people.

Who can join LCVYS?

Any group can join **LCVYS** that provides services to children and young people from the voluntary sector in Lincolnshire.

What do we do?

...Our primary aim is to help ***you!***

If you work with **children** and **young people** in the **voluntary** and **community youth sectors**, then we have services that will benefit ***you!***

We work with many groups across Lincolnshire, large and small. Our services include **networking** and **training opportunities** open to all.

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Who's who in LCVYS

Name	Position/Responsibility	Contact Details
Dr Charles Shaw	Chair	Charles@cvys.org
Dan Hawbrook	Vice Chair (safeguarding officer)	Dan.hawbrook@lincolnshire.gov.uk
Pete Read	Trustee (Discover Volunteering)	
Jim O'Hara	Trustee	
Dave Rose	Trustee (Diocese)	
Helen Jones	Trustee (Young Farmers)	
Frances Porter	LCVYS Development Officer (First Aider)	Frances.porter@lincolnshire.gov.uk 01522720789
Linda Priestley	Admin assistant	Linda.priestley@lincolnshire.gov.uk linda@cvys.org

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What can you expect from LCVYS

At LCVYS you can expect a high level of support within the organisation as a member of staff or volunteer. A designated person will be available to support you and will be able to offer you information and advice whenever you need it. Other members of the board of trustees are also available to offer support alongside this.

We encourage and offer members of staff and volunteers opportunities to shadow and observe to help familiarise yourself with the role and an induction programme will be put in place to meet the needs of LCVYS and yourself. Any relevant training needs will be offered.

Training

As part of your induction training needs will be identified. We are keen to invest in staff and volunteers and develop individuals skills along with any essential training that may be required of the role ie Safeguarding children and young people, health and safety, first aid etc. We are open to suggestion of any training that you may feel you need and will endeavour within our available resources to meet this need when appropriate.

Confidentiality

We will only request relevant personal information. All information will be kept confidential and locked in a secure drawer.

Equal Opportunities

We have an equal opportunities policy which is available at any time for you to read. The main aim is to treat people with respect and ensure that there is no discrimination, abuse, harassment or bullying of children,

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young people, volunteers, staff and members of the public. We will not accept any discrimination on the grounds of age, disability, race, gender, sexuality, religion, illness, marital, employment, financial or social status.

Health and Safety

We have a Health and Safety policy which is available at any time to read. It is important that you comply with this policy which is available at any time to read. It is important that you comply with this policy observing any specific requirements of your role and that you do not take any action that might put you or any other person at risk of injury or harm. You should always advise a session leader of any potential hazard or of any situation that you feel puts your or any other person at risk.

Reviews/ Supervision and Appraisal

Volunteers will be offered reviews along with Supervision and Appraisals for paid members of staff. This is a formal opportunity for you to raise any concerns, problems, training needs you may have. This may also allow you to have time to discuss the role and that it is right for you. Volunteers and staff can of course are welcome to discuss any issues concerns at an earlier time.

Insurance

Our comprehensive insurance covers our staff, board of trustees and volunteers.

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What is expected of a Volunteer working with children and young people

All volunteers and staff once offered a position to work within the organisation will be required to complete a Disclosure and Barring check further information can be found on <https://www.gov.uk/.../disclosure-and-barring-service/about>

Commitment and reliability

Volunteers should try to give a clear indication of the time they can offer and not to over commit themselves. It is good practise to give as much notice if they are unable to carry out their volunteering duties at any time or plan to be away. This helps prevent the disruption or cancellation of activities and for us to plan.

Confidentiality

It is essential that any personal information you learn about individuals must not be disclosed to anyone outside the organisation without the permission of the person concerned.

Some do's and don'ts for volunteers

DO be open and approachable

DO encourage children and young people to be open and willing to share their opinions and concerns.

DO treat everyone with respect

DO set a good example by your own behaviour

DO ensure that physical contact is kept to a minimum and is always appropriate to the situation

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DO ensure that all activities are inclusive, safe and fun

DON'T engage in rough, physical or sexually provocative games including horseplay

DON'T be alone with a young person

DON'T permit or engage in any form of inappropriate language unchallenged

DON'T make sexually suggestive comments to a young person even in fun

DON'T allow allegations made by a young person to go unchallenged, unrecorded or not acted upon

DON'T allow bullying of any description

DON'T become involved in a relationship with a young person

DON'T permit laughter at a young person's expense to go unchallenged

DON'T allow physical violence towards volunteers or other members

Volunteer roles

The role of the volunteer is to assist with the day to day running of project/ club/ event and to use the skills they have to make a positive and productive experience by

- Being reliable and punctual
- Setting up and cleaning up before and after
- Familiarizing themselves with LCVYS' policies, procedures and management structures
- Participating fully in the session/event etc
- Being flexible where possible

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- Being open and willing to discuss problems with staff members/ lead person

Volunteer's responsibilities

- To respect aims of objectives of the organisation
- To be committed
- To be reliable and give the organisation sufficient warning if unable to attend
- To attend essential training and support sessions
- To participate fully in activities
- To be honest if there are problems
- To respect confidentiality
- To listen to children and young people and respect their opinions
- To support other volunteers and staff members

Recognition

At LCVYS we value the contribution that volunteers make and believe it is important that they are recognised for all their hard work. Volunteers are entitled to attend any training sessions, trips, celebration events for free. We will endeavour to accredit or professionally recognise their contributions through certificate/ award schemes if possible.

Volunteer Expenses

LCVYS feels that no volunteer should be out of pocket while volunteering. We will therefore reimburse expenses with proof of purchase (receipts).

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