



Tresham
College of Further & Higher Education

Volunteering Guidance Prince's Trust Programmes

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Please contact the Teams Manager to discuss amendments to future versions by contacting 01536 413387 or email tmangan@tresham.ac.uk

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Tresham's Prince's Trust Volunteering Policy

1. Introduction

1.1 Tresham College of Further and Higher Education, herein referred to as 'Tresham', has worked in partnership with The Prince's Trust in Northamptonshire since 1999. Tresham are committed to helping to re-engage young people aged 14 to 25 years old to progress, who otherwise would not have the opportunity to succeed.

1.2 This volunteer guidance sets the minimum standards for the way Tresham's Prince's Trust programmes work with its volunteers, drawing on a number of other identified policies throughout. This policy sets out requirements for recruitment, induction and appointment of volunteers and the fulfilment of mutual hopes and expectations.

1.3 Arrangements between Tresham and the volunteer are binding in honour only and there is no intention to create contractual relationships between Tresham and the volunteer.

1.4 The policy will be reviewed on an annual basis to ensure it remains current and up to date.

2. The purpose of this volunteer guidance

2.1 The volunteer guidance identifies and sets out the principles by which Tresham works with volunteers on its Prince's Trust programmes, the values and benefits it gains from its volunteers and the values and benefits that volunteers gain from working with The Prince's Trust department. It provides for fair and equal treatment of its volunteers.

3. Who the guidance is for

3.1 The guidance is for staff that recruit, work with, and provide support to, volunteers within The Prince's Trust programmes and for volunteers themselves who provide this important role. It is useful for organisations and individuals with whom Tresham's Prince's Trust has partnership relationships. The guidance will be provided to all Prince's Trust volunteers.

4. Who are Prince's Trust 'Volunteers'?

4.1 A Prince's Trust Volunteer is someone who freely chooses to give their time to undertake tasks and activities to help Tresham's Prince's Trust Team and/or XI club programmes achieve their aims, without payment or the expectation of payment. The arrangement is voluntary either side. Either party can bring this to an end.

4.2 A volunteer's role will be officially referred to as 'Prince's Trust Volunteer' and by no other title. Volunteers will not be referenced as "Assistant Team Leaders" or 'Deputy Team Leaders'.

4.3 Tresham Prince's Trust delivery staff are the individuals who are legally responsible for the overall management and decision making.

4.4 Broadly, a volunteer for a Tresham delivered Prince's Trust programme is involved in programme delivery and related face-to-face work with young people. All volunteers of this type will be required to go through a specified/formal recruitment process, outlined below. This includes both the TEAM and XL programmes delivered by Tresham within Northamptonshire.

4.5 Tresham seeks and values the following attributes that volunteers bring to the Prince's Trust programmes - a genuine interest in helping young people, a non-judgemental attitude, willingness to listen, understanding, commitment and reliability.

4.6 Tresham is not able to accept applications for specific volunteering roles (i.e. roles involving face-to-face work with young people) from people with certain criminal convictions, from those who are not willing to commit to Tresham or the Prince's Trust's aims and objectives or from those that Tresham considers to be unsuitable for the role.

5. *The value and benefits that volunteers bring to The Prince's Trust*

5.1 Tresham recognises that volunteers are an enormous resource in helping to meet its aims. They bring a wealth of expertise, knowledge, experience and skills to its Prince's Trust programmes. Specifically, volunteers:

- enrich the quality of programme delivery;
- provide a unique and different relationship with young people that cannot be provided by paid staff;
- offer specialist knowledge in a variety of areas;
- can provide an interface between The Prince's Trust and the local community.

6. *The benefits to a Volunteer of working with Tresham's Prince's Trust Programmes*

6.1 Working as a Volunteer with The Prince's Trust programme provides:

- the ability to make a difference to the lives of individual young people, and thereby making a contribution to society as a whole
- an opportunity to be part of a high profile, well-respected national charity
- personal development opportunities and experiences that may enhance future career development
- networking opportunities and social interaction
- the opportunity to gain references from Tresham as a professional organisation
- a realistic work placement opportunity

7. *Promoting Volunteering opportunities within Tresham*

7.1 Being a volunteer with Tresham Prince's Trust can be an exciting and rewarding experience for individuals wishing to progress in careers working with young people. As such, Tresham are committed to transparently promoting volunteering opportunities to all Team participants.

7.2 Volunteering opportunities will be advertised from Week 9 of the preceding programme using a standard advertising poster in the Team room. This must be completed within week 9 of the programme to allow for the application, return of reference requests, CRB process and induction training to take place before the next team commences.

7.3 Applicants wishing to work with young people as a future career and, if applicable, who have maintained an acceptable level of behaviour and attendance on the Team programme will be favoured.

7.4 External applications to volunteer are encouraged by Tresham and the delivery staff of the Prince's Trust Team and xl programmes.

8. *Tresham's principles of working with Volunteers*

8.1 Tresham has a number of set and defined principles and processes with regard to a range of areas and aspects that underpin volunteer involvement in its activities. These are outlined below.

8.2 The principles will ensure fair and equal treatment of all volunteers. Resource materials will be provided centrally to give advice, support and guidance to assist in delivery. This will also be aimed at staff involved in managing volunteers as well as volunteers themselves. The resource materials will provide best practice guidance for implementation.

8.3 *Recruitment and appointment of new Volunteers*

8.3.1 Tresham requires the completion of a **Tresham application form** and **Volunteers form** to collect information on all prospective volunteers. Additionally, those volunteers who will be involved in the Prince's Trust programme delivery and related face-to-face work with young people will be **formally interviewed** by the Teams Manager or Head of School to provide relevant information and explore their aspirations and the experience they can bring to Prince's Trust programme(s).

8.3.2 It is important for all involved to appreciate that the interview is not a competitive process, and the sole selection criteria is suitability for the role. **Two references** will be required and taken up prior to the prospective volunteer commencing on the programme to help confirm suitability for volunteering and for specific roles. One of these may be a Team Leader within Tresham and the second must not be from a relation or friend but could be a previous employer, teacher, etc.

8.3.3 An **Enhanced Criminal Records Bureau** disclosure will be carried out for all prospective volunteers, regardless of their CRB status or currency with other organisations.

8.3.4 Candidates will be required to complete a confidential "**Pre-Employment Health Questionnaire**" and seal in the provided envelope. This must be returned to the Teams Manager during interview. Only the Occupational Health Unit nurse will see the questionnaire and will use information provided to inform the process of acceptance. If they wish to query any information provided on this form they will ask you to contact them directly.

8.3.5 All appointments will be confirmed by the Teams Manager via a letter laying out the responsibilities pertinent to the volunteering role, giving dates and times of the next mandatory induction training and offering the volunteer the direct contact details of the placement supervisor (Team Leader).

8.3.6 There is a time limit on the appointment of full time volunteers on the TEAM programme equalling a term of no longer than two full cohorts for the Team programme. After these cohorts the Volunteer must fully repeat the application process again (excluding the CRB disclosure application) which will include a more rigorous interview with the Head of School. If accepted for a second term the volunteer will not be accepted to work with the same Team Leader.

8.3.7 There will be no more than a total of two full time volunteers used per programme. This will be reduced to one volunteer if a social work student is designated to that particular Team.

8.4 Volunteer induction, training and development

8.4.1 Tresham aims to ensure that all volunteers are able to contribute as effectively as possible to its work, are safe in their dealings with young people and have the necessary skills to perform their role. Therefore each volunteer will have appropriate induction, training and ongoing support and supervision. Each volunteer will have:

- an identified person to whom they are responsible (delivery staff);
- a written role description;
- an induction before starting their role so they can be safe and effective;
- training for the volunteer role as agreed

8.4.2 Tresham delivered volunteer induction mornings is coordinated for the last Friday before each cohort of Teams begin. Volunteers must attend this mandatory training (including Child Protection training) prior to commencement of their placement with Tresham.

8.5 Management and support of Volunteers

8.5.1 Each Volunteer will be provided with appropriate full time supervision and support. As a minimum there will be a formal review process with the identified person to whom they are responsible:

- to provide an opportunity for the volunteer to discuss her/his role;
- to confirm that the role continues to be an appropriate one;
- to ensure that s/he continues to fulfil the requirements of the role;
- to maximise her/his contribution to the Prince's Trust programme.

8.5.2 These support reviews are primarily recommended for 4 weekly intervals until the placement supervisor deems them to be needed more infrequently due to increased skills of the volunteer.

8.5.3 The volunteer may call for a support review at any time during their placement with Tresham.

8.5.4 Tresham will help resolve problems that arise, and will be carried out by an appropriate person to ensure fair and equitable treatment of any volunteer.

8.6 Leaving the role of Volunteer with Tresham's Prince's Trust programmes

8.6.1 Volunteers are free to cease volunteering with Tresham at any time, although, wherever possible, an agreed period leading up to this would be helpful in order to give Tresham time to make any alternative arrangements required. It is possible that there may also be times when Tresham will ask a Volunteer to cease volunteering for various reasons. There will be a managed process for volunteers leaving The Team programme, regardless of the reasons why.

8.6.2 The placement supervisor (Team Leader) responsible will complete a 'Volunteer Exit Form' and forward a copy to Tresham's Human Resources department and the Prince's Trust Team's Manager.

8.6.3 Upon exiting, the volunteer must submit the "Volunteer" ID card to the Placement Supervisor. This will in turn be returned to the Teams Manager with the Exit Form.

8.6.4 An exit meeting with the Teams Manager is positively encouraged if the volunteer wishes to feedback about their experience on the programme. This can be arranged by the placement supervisor if requested by the volunteer.

8.6.5 The Prince's Trust Team's Manager may choose, at random, a volunteer to survey with regards to their experience on Team and what feedback they may wish to offer.

8.7 Safeguarding young people and Tresham

8.7.1 Tresham has a responsibility for safeguarding the young people with whom it works and to provide ways of working that protect Tresham and its staff, volunteers and The Prince's Trust's good name.

8.7.2 Volunteers must attend Tresham's Child Protection training and understand their legal and moral duties prior to a volunteering placement.

8.7.3 Volunteers will be issued with Tresham branded "Volunteer" ID Cards which must be worn at all times whilst volunteering with Tresham. This remains the property of Tresham and may be revoked at any time. If the ID card is lost or stolen it must be reported to the Teams Manager immediately. A charge of £5 is currently made for a replacement ID card.

8.8 Health and Safety

8.8.1 Tresham has a responsibility to ensure a safe environment for all volunteers whilst carrying out its work. Tresham's current Health and Safety policy will be explained and made available to all volunteers.

8.8.2 Appropriate information and training to address essential and local aspects will be given by the placement supervisor before a volunteer commences their volunteering activity.

8.9 Equality and Diversity

8.9.1 Tresham is committed to the principles of diversity and equal opportunities, and therefore volunteers must be likewise, as outlined in its policy covering this, which is made locally available to all of its volunteers throughout Tresham College.

8.10 Expenses and insurance issues

8.10.1 Volunteers cannot commit Tresham or the Prince's Trust to expenditure, e.g., events, contracts, expenses (other than those incurred, and with prior agreement, in the course of their work for the Team programme).

8.10.2 All volunteers are entitled to out-of-pocket expenses, it is their choice whether they claim them or not. All expenses must be agreed with Tresham's Prince's Trust Teams Manager before they are incurred.

8.10.3 All volunteers engaged on Prince's Trust activities are indemnified under Tresham's public liability insurance, provided they are not entitled to indemnity from any other source.

8.10.4 Volunteers will not be expected to drive their own motor vehicles for Tresham business. If a volunteer chooses to do so, they must notify their motor insurers to ensure that adequate insurance cover is in place.

8.10.5 Volunteers will not be able to claim mileage from Tresham College using the staff mileage claim system, hence the need for 8.10.1 and 8.10.2

8.11 Confidentiality, copyright and data protection issues

8.11.1 Volunteers are required to comply with Tresham's policy of confidentiality with regard to their dealings with young people, and to keep confidential any Tresham information they become aware of through their volunteering that is not in the public domain.

8.11.2 Volunteers are required to assign copyright to Tresham of any work produced as a part of their volunteering role or activity.

8.11.3 Tresham, in complying with the Data Protection Act (1998), will treat in confidence the information it holds about its volunteers. The information will be held while there is a legitimate business purpose for doing so. Volunteers have the right to request to see all the information held about them by Tresham and the Prince's Trust.

9. Administration and Record Keeping

9.1 The Prince's Trust Teams Manager will record all volunteers on a central database accessible only by authorised Tresham personnel.

9.2 documents and information recorded will include:

- Volunteer information form
 - The young People the Volunteer has worked with
 - CRB application date and CRB Number
- Interview date, interview questions and answers
- Copy of acceptance/decline letter
- Child Protection training date
- Induction checklist
- Media/publicity consent
- Next of Kin details
- Medical details (for Team Leader)
- Acceptance of medical details by Tresham's OHU
- Volunteer exit form

9.3 Information about Volunteers will be archived in accordance with the Data Protection Act (1998) after the Volunteer has completed their time with Tresham. Information no longer required will be securely disposed of whilst relevant data will be retained for a maximum duration of six years from time of application.

10. Attending Residential

10.1 Volunteers attend Team building residential's to:

- Bond with the Team
- Support staff in the delivery of the programme
- Prevent lone working situations
- Be a support mechanism for learners and staff

10.2 In order to attend a residential a Volunteer will need to have a Tresham approved, current enhanced CRB disclosure. This is because Tresham cannot guarantee that volunteers will be supervised 100% of the time during a residential week in Derbyshire.

11. Reference requests for Volunteers

11.1 References written for Volunteers must be approved and signed by the Head of School for Young People Engagement.

11.2 Staff, including Team Leaders, must not write ad hoc references without Head of School approval.



Volunteer Guidance – July 2010 version

I confirm have I have *read/heard and fully understand the Prince's Trust volunteering guidance given to me.

**Delete as required*

Print Name:

Signed:

Location:

Date:

This signed document must be returned to the Prince's Trust Teams Manager before Volunteering can begin.