



Strategic Objective

Volunteers provide valuable support to The Yard through the application of their skills, knowledge and experience. In return they can gain valuable experience and satisfaction in knowing they are helping a worthwhile cause.

General Statement and Principles

The Yard recognises the value of volunteers to the organisation. Volunteering can take many forms, be one off or part of a regular contribution. The Yard appreciates and respects people donating their time and skill. While the volunteering relationship is different from that of an employee, the values of The Yard unite all who work with the organisation. The purpose of this policy is to provide volunteers and employees with an overview on The Yard's approach to volunteering and our expectations.

Target Audience

All Employees and Volunteers

Responsibilities

The Yard is led by our Chief Executive and Board of Trustees – the Board themselves are all volunteers.

Each volunteer will be led by a named buddy in the department in which they are volunteering. Volunteers are encouraged to raise any questions or concerns with their buddy in the first instance. If they believe that this is not appropriate for any reason, matters can be addressed to the Director of Resources or follow the whistleblowing process.

The manager is responsible for organising induction and ongoing training.

Arrangements

The Yard offers various types of volunteering opportunities and the arrangements for each are stated below:

Volunteering in play sessions and clubs

Our play sessions and clubs led by our Play Team are places where children, young people and young adults with disabilities can explore and build new skills. Our approach focuses on child-led play and our Play Team support the facilitation of activities in a safe environment that is inclusive and accessible. Volunteers play a vital role in supporting the facilitation of play and should expect to be treated as part of the team. We would expect our play volunteers to support our feedback process and engage in reflective exercises at the end of the session.

Volunteering for service awards. E.G. Duke of Edinburgh or Boys Brigade Kings Badge

Where possible we welcome young people who are working towards an award which involves community volunteering. We will place young volunteers in agreement with the awarding body. As young volunteers may legally be deemed children, our child protection policies and procedures will apply when they are volunteering at The Yard

Volunteering with administration

The Yard has some capacity for volunteer administrator support, either on a regular or on a project basis. This can vary depending on the skills and experience of the volunteer and has covered data entry to expert professional advice.

Volunteering with maintenance

Maintenance is normally covered by employees, along with corporate or community volunteer teams, who help us keep the playgrounds looking their best. We welcome support with basic maintenance, bike repairs and gardening.

Volunteering with the Fundraising Team

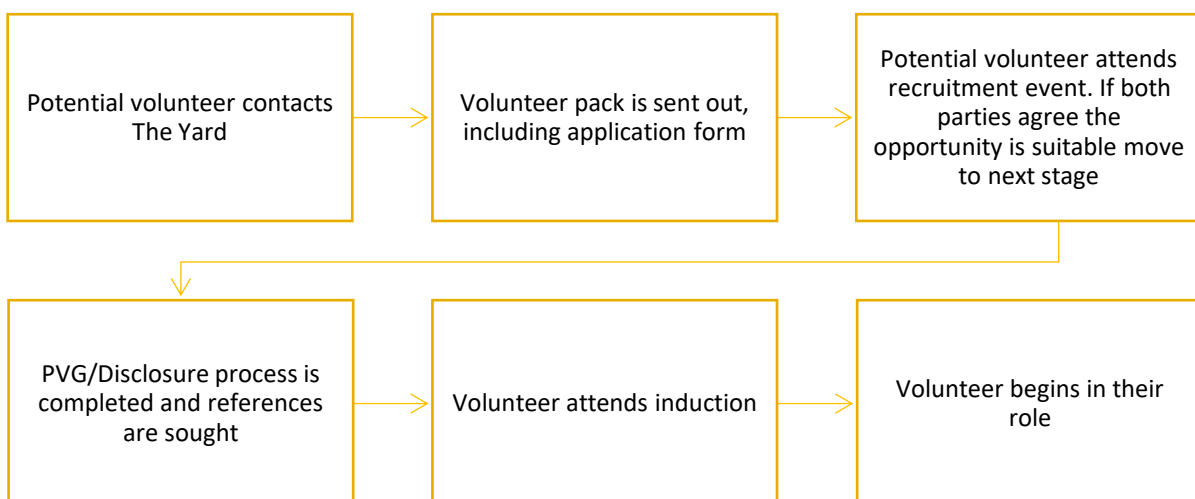
Volunteers can help the fundraising team in two main ways; through community fundraising or through administrative support. This may include trusts and foundations research, manning information stalls and community events, placing and managing collecting cans in local businesses, support at Yard events, street collections and bucket shakes.

The Recruitment Process

Not all enquiries about volunteering at The Yard can result in an opportunity. Key criteria which apply are:

- At least 16 years of age, an exception is made for young volunteers working towards service awards
- Able to commit to regular support over a sustained period
- Ability to pass a Protection of Vulnerable Groups check (PVG) or Disclosure as appropriate, and provide satisfactory references
- Willingness to work to The Yard's policies and procedures, especially that of Health and Safety, Child Protection and Equality & Diversity.

Our recruitment process is as follows:



‘Rehabilitation of Offenders’

The Yard is required by law to ensure that all employees and volunteers who have contact with children are members of the PVG scheme. We are warranted under the Rehabilitation of Offenders Act 1974 (Exclusions & Exceptions) (Scotland) Order 2013 to ask applicants whether

they have any previous convictions (either spent or unspent). There is no charge for obtaining a PVG as a volunteer.

A volunteering candidate who has a conviction which would not place them on the barred lists for working with vulnerable groups may still be able to volunteer with us; this will be considered and risk assessed on an individual basis by the Director of Resources and Head of Service

Equality and Diversity

We welcome diversity at The Yard. We have an Equality and Diversity Policy that ensures that no parent, carer, child or young person, employee, volunteer, or visitor receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief or sex or sexual orientation (as per The Equalities Act 2010 and Equalities Act amendment regulations 2023). We also seek to ensure no one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance, and to ensure that no person is victimised or subjected to any form of bullying or harassment.

Other Training Opportunities

As well as The Yard induction training, there will be other opportunities to attend training depending on volunteering area

Support and Supervision

Once a volunteer has started and within the first couple of months, they will meet with their manager to see how things are going, ensure that the placement is working and to make sure that there are no concerns. From that point on and at least six monthly, volunteers can expect to receive Support and Supervision with their manager. This is to monitor the progress of the volunteer, discussing all facets of the volunteering experience, and exchanging information and advice.

Expenses

All volunteers are entitled to claim expenses for travel – bus, train and their own vehicle, as per our Expenses Policy. Where possible receipts are required for expenses claimed

Uniform

To ensure that users of our service, and members of the public area are aware of each individual's role volunteers are required to wear their name badges/IDs and a yellow Yard t shirt when working in public facing roles.

Absence

While volunteers are not included in our 'safe staffing' ratios it is important that we know when to expect people. In the event that a volunteer cannot attend at the expected time, they are expected to contact their manager by telephone as soon as possible to let them know. If the manager is not available a message should be left with an alternative manager. If you have prior notice that you may be absent then please contact your manager with as much notice as possible,

Records

Volunteer records are kept confidentially, as with employee personnel records

Support Resources and References (if applicable)

Volunteer application form

Links to other policies

Recruitment and selection
Health and Safety
Equality and Diversity
Child Protection/PV Adults
Whistleblowing

Policy No.	Status (Draft/Approved)	Version (M.m)	Approval date	Approved by	Review Date
21	Approved	2.0	October 2018		+2 years
21	Approved	2.1	11 March 2025	People Committee	+ 2 years

Appendix ____: _____