

# YMCA EDINBURGH

## Volunteering Policy

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# 1 Introduction

## 1.1 Definition of a Volunteer

*A volunteer is someone who undertakes work for the benefit of others beyond immediate family and friends and/or for the benefit of the community or the environment, as well as for self. Volunteering is undertaken by choice and is unpaid.*

This policy refers to:

- ✓ All volunteers on YMCA Edinburgh Committees
- ✓ Volunteers involved in YMCA Edinburgh programme work including Plusone mentors
- ✓ People who participate in the staffing and management of YMCA Edinburgh in other ways, but are not paid by the organisation

## 1.2 Statement of principles of good practice

- We welcome and support participation by volunteers of all ages
- We aim to provide a constructive and supportive environment for all volunteers
- We hope that volunteers will enjoy their involvement and gain from it in terms of their own personal objectives.
- We believe that our relationship with our volunteers is one of mutual responsibility and commitment.
- We recognise that our volunteers have rights and responsibilities.
- Volunteering opportunities will complement rather than replace the work of paid staff.
- Opportunities will be given for volunteers to represent their view about their work and about YMCA Edinburgh.
- The tasks to be performed by volunteers will be clearly defined, so that all concerned with their activities are sure of their respective roles and responsibilities – i.e. volunteer task descriptions.
- The organisation will keep records of the work done by volunteers through either:
  - Recorded minutes in the case of committee members and those involved in management of programmes
  - Individual programme monitoring records and support and supervision records
- These will act as a basis for monitoring and volunteers will have access to these records.
- Implementation and monitoring of the policy will be the responsibility of the Chief Executive and will be included in YMCA Edinburgh action plans.

## 2 Recruitment and Selection

- 2.1 YMCA Edinburgh equal opportunities statement will be adhered to in relation to recruiting and selecting volunteers. In the event of elections for volunteers, YMCA Edinburgh's constitution will be adhered to.
- 2.2 Promotion of volunteering opportunities will specify the task to be undertaken and will draw attention to the benefits and experience to be gained from participation in volunteering with the YMCA.
- 2.3 There is a clear flowchart of procedure for recruiting and selecting volunteers see Appendix 1
- 2.4 Written task descriptions will delineate time, commitment and necessary skills and actual duties for Committee Officer Posts see Appendix 2.
- 2.5 Role descriptors for each volunteering opportunity will be made available with detail of tasks, responsibilities of volunteer and organisation, commitment and see Appendix 3
- 2.6 An application form must be completed (Appendix 4), an informal interview (Appendix 5) and subsequent reference checks (Appendix 6), Medical Form (Appendix 7) and PVG completed before they can begin in post.
- 2.7 If there are any disclosures on PVG or Medical Form that require a further risk assessment see Appendix 8 and 9
- 2.8 All volunteers will be asked to complete a volunteer agreement which outlines the commitment and responsibilities of the organisation before starting see Appendix 10.
- 2.9 In selecting volunteers who are to work with children, young people and other vulnerable groups the procedures and standards laid down in the YMCA Edinburgh Child Protection policy and the YMCA Edinburgh Vulnerable Adult policy will be followed.
- 2.91 People who offer to volunteer will have their offers dealt with as quickly as possible.
- 2.92 Line managers of volunteers will be responsible for completing an induction with volunteers before they start guided by the volunteer pack (including policies) and a health and safety induction of their place of work.
- 2.93 Once placed, we will expect volunteers to be covered by and comply with existing policies and procedures including health and safety, child protection, equal opportunities and staff code of conduct.

## 3 Support for Volunteers

- 3.1 We will provide an induction for all volunteers
- 3.2 We will provide funding for the payment of specified volunteers expenses. Volunteers will be given clear information about what expenses can be claimed and how to make a claim.
- 3.3 Volunteer activity is covered by the organisation's public and employer's liability insurance.
- 3.4 Non - committee Volunteers will be allocated a line manager who will retain a monitoring and support role as part of their job description. Volunteers will be informed who to contact in an emergency.
- 3.5 Volunteers should have a review after 3 months of beginning with the organisation and there after a personal review at least once a year see Appendix 11.
- 3.6 Training to develop volunteers' capabilities and personal competence appropriate to their volunteering role will be made available where deemed necessary.
- 3.7 Volunteers will be encouraged to provide each other with mutual support.
- 3.8 Volunteers will be made aware of the organisation's complaints, grievances and disciplinary procedures and of whom to contact if they have a grievance or complaint about any aspect of their work.
- 3.9 On leaving, volunteers will have the opportunity to evaluate and feedback their experiences as a volunteer with YMCA Edinburgh see Appendix 12
- 3.91 In addition, we recognise the right of volunteers:
  - to be shown appreciation
  - to have safe working conditions
  - to know their rights and responsibilities if something goes wrong
  - to ask for a reference
  - to withdraw from voluntary work and to be consulted on decisions that will affect what they do.

At least once a year we will hold a celebration event to recognise the work and commitment our volunteers provide.

## **4 Expectations of Volunteers**

- 4.1 Volunteers should carry out their tasks in a way that corresponds to the aims and values of YMCA Edinburgh.
- 4.2 Volunteers must be reliable i.e. with time keeping, with completion of task to which they are committed and with support to YMCA staff.
- 4.3 Volunteer committee members are agreeing to a code of conduct when they join the organisation which is detailed in Appendix 2.
- 4.4 Where a volunteer (excluding volunteer committee members) has failed to fulfil an agreed role, a meeting with line manager shall seek to re-affirm the position or to address retention of the volunteer. A right of appeal to any decision taken shall apply and shall be directed to the Chairman of the Board of Management. Such an appeal must be submitted in writing no more than 10 working days following a decision regarding a volunteer's position. This appeal shall receive a written response within a further 10 working days from lodgement. The decision of the Chairperson of the Board is final.
- 4.5 Volunteer committee members shall retain the right of appeal as defined above relating directly to the Chairperson of the Board.

## **5 Relationships with paid staff**

- 5.1 Steps will be taken to ensure that paid staff at all levels are clear about the role of our volunteers and that good working relationships are fostered between paid staff and volunteers.
- 5.2 Volunteers will not be engaged in times of industrial action to do the work of paid staff. They may continue with their regular work, but will not be asked to undertake additional duties.
- 5.3 Supervision and support staff will be able to access training on volunteer support issues.
- 5.4 Volunteer committee members shall refrain from directly instructing staff to carry out duties, instead addressing these requests to the Chief Executive or Chairman of the Board. The exception to this shall be management instructions from the Chairman of the Board to the Chief Executive.

## **6 Contracts and Service Agreements**

In entering into any contracts or service level agreement (with other agencies or funding bodies), which involve volunteers, we will ensure that:

- 6.1 The contract or service agreement provides for the necessary resources for involving volunteers
- 6.2 The impact of volunteering and its benefits are promoted and acknowledged.

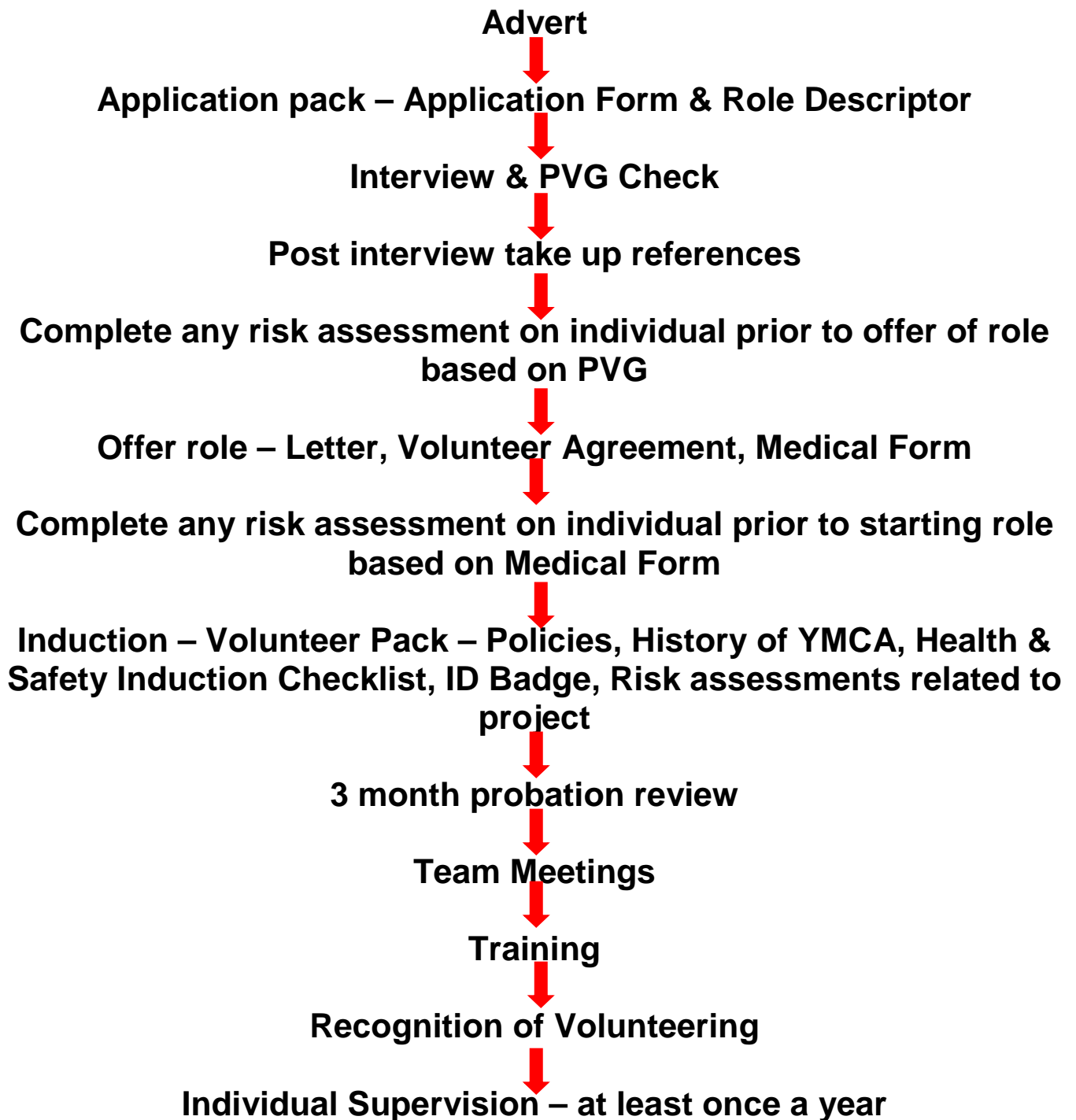
## **7 Policy Review**

This Volunteer policy was adopted by the Board at their meeting on 20<sup>th</sup> March 2018 and will be reviewed by the Board of Management at 12-month intervals.

**8. Date:**

**9. Signed:** Chair of the Board of Management

# Appendix 1 – Flowchart of Volunteer Recruitment & Selection



# Appendix 2 – Volunteer Committee Task Descriptors

## Committee members

### **Strategic and financial responsibilities**

- Make planning and policy decisions which follow the goals and purposes of the organisation based on all the facts and consideration of information.
- Monitor the implementation of those decisions and evaluate their results
- Ensure that decisions can be realistically financed.
- Participate in fundraising campaigns and open doors for others to raise funds.
- Highlight all instances where policy or practice should be changed.

### **Responsibilities as an employer**

- Ensure clear understanding of the scope of authority between committee and staff
- Work with staff – respecting roles and balancing trust and accountability
- Ensure that the organisation is operating legally and within statutory requirements re finance, staffing, health and safety etc.
- Provide counsel, advice and encouragement to staff

### **Representation and democracy within the YMCA**

- Serve on sub committees, small working groups and attend external meetings on behalf of the YMCA as requested
- Represent YMCA in the community, nationally and internationally where appropriate.
- Be responsible for the election of new committee members and officers in line with the constitution of YMCA Edinburgh.

### **Person Specification**

Committee members should:

- Understand and support YMCA Edinburgh's objectives, goals, purpose and programmes
- Be able to commit the time required to fulfil their role
- Be able to assess information and make important decisions.
- Be able to state a view on important issues
- Be able to keep collective unity in committee and support decisions which are democratically made
- Be able to deal with problems and issues with staff, other board members or other organisations in a sensitive and constructive way.
- Have a commitment and interest in members of the local communities where YMCA Edinburgh operates, their problems and their potential.
- Have an interest in youth and community organisations and volunteering.
- Be proud of the YMCAs traditions but always eager to improve them.
- Be prepared to grow and learn through the experience of volunteering for YMCA Edinburgh

# Officers' job descriptions

## Chair (elected annually)

- To chair Board meetings effectively by:
  - Assisting in the preparation of the agenda
  - Enabling open and inclusive debate
  - Ensuring decisions are made and recorded in the minutes of each meeting
  - Ensuring that appropriate papers for the meeting are circulated by staff in good time to allow for preparation by those attending
- To chair Executive group meetings
- To provide leadership within the YMCA
- To provide a support and supervisory role to the Chief Executive
- To strive to achieve best practice in all YMCA Edinburgh activities

## Honorary Treasurer

- To oversee the finances of YMCA Edinburgh
- To present full financial statements prepared by Office Manager/ accountant to each meeting of the Board of Management
- To explain and interpret these accounts as and where necessary
- To advise the Board of management and executive group on appropriate action in relation to financial strategies
- To work alongside the Chief Executive and Office manager in the management of the financial resources of YMCA Edinburgh.

## Secretary

- To work with the Chief Executive and Chair to prepare the agenda, papers, minutes and calling notices for meetings of the Board of Management
- To present any correspondence received directly to the Board of Management
- To take minutes at Board meetings

# Code of Conduct for Committee Members

## 1. Participation in meetings

- Participate fully and openly in meetings
- Share ideas and suggestions and do not be afraid to ask questions
- Confidential information or material provided to the committee or discussed at meetings must remain confidential and must not be discussed outside the committee
- Criticise in a constructive way and, where possible, suggest an alternative course.
- Attend all meetings and give apologies when it is not possible to attend. Three consecutive meetings showing non-attendance and no recorded apology will result in action being taken to confirm future membership status.
- Being a committee member may involve taking on some action points as a result of attending meetings.
- Bring a fair mind and an open view to all meetings.
- Declare any interests on the circulated sheet at committee meetings
- If an issue comes up in discussion in which you have an interest, declare that interest before the discussion commences.

## **2. Relationships with paid staff**

- As an employer you retain a responsibility to hold staff accountable for their actions. A balance should be sought between accountability, trust and core information required.

## **3. Representing the YMCA**

- The extent to which any one volunteer or small group of volunteers is empowered to speak for or take action on behalf of the YMCA must be a matter for all members to decide together. Such decisions must be recorded.
- Act as an ambassador for the YMCA. It is important to maintain the YMCA reputation and committee members shall not bring the YMCA into disrepute.

## **4. Taking on responsibility**

- If insufficient information is provided in order for you to take on a task assigned at a meeting, you should ask for further assistance from the Chair, or from the Chief Executive in the first instance.
- Keep informed of what is going on in the organisation through reading papers and other mailings which are going out – as well as attending meetings etc.
- Members must make decisions together and take joint responsibility for them.
- Do not let personal interests affect decisions made, or gain financial or material benefit for yourself, family or friends.
- Claim appropriate expenses for involvement in the organisation as a volunteer – as outlined in the Volunteering Policy
- Undertake training as agreed within the committee and organised for the benefit of committee members.
- Do not place yourself under any financial or other obligation to other organisations which might influence you in the performance of your duty as a member of the Board.



## Appendix 3 – Volunteer Role Descriptor

# Volunteering at YMCA Edinburgh

### YMCA Edinburgh

YMCA Edinburgh is part of an inclusive, global Christian movement that gives all, especially young people, space and opportunity to belong, contribute and thrive. Working in Leith, Edinburgh and East Lothian, YMCA Edinburgh is an ecumenical Christian charity open to people of all faiths and none. Our primary focus is to work with children, young people and their families. Our base is the Acorn Centre in Leith, premises owned by the City of Edinburgh Methodist Church (CEMC). Our vision is to transform lives in Leith, Edinburgh and East Lothian through the bespoke programmes we provide. We ask that all volunteers are in sympathy with the ethos of the way we work.

### What will you take away from an opportunity to volunteer with YMCA Edinburgh?

- the chance to have fun use existing skills and gain new skills
- increased confidence
- a sense of satisfaction and achievement
- the opportunity to make new friends and contacts
- helping people and making a positive difference
- sample a new career
- increased job and career prospects-surveys have shown that 70 per cent of employers would hire a candidate with volunteering experience over someone who has never volunteered

### Policies & Procedures

You will receive a volunteer information pack as part of your induction and this will contain all relevant information about volunteering for YMCA Edinburgh. Our volunteers are also expected to comply with our policies and procedures, in particular: Child Protection, Equal Opportunities, Health and Safety and Volunteer Policy.

### Application Procedure

Once you have completed an application form for the role you are interested in we will invite you for an informal interview. Following this we will take up your references and request a PVG if you are working face to face with vulnerable adults, children or young people. Once these are received and satisfactory we will send you a letter to confirm along with a volunteer agreement which outlines your commitment and also YMCA Edinburgh's commitment to you. Once this is complete we will arrange a suitable time for your induction and joining the team.

## YMCA Edinburgh Role Description

YMCA Edinburgh seeks to ensure that all volunteers are treated well and there is clarity on both sides of what is expected. As part of a wider commitment to developing all our volunteers, the organisation has committed to have a document that captures this information for each volunteer role. This document acts as a summary of the role, outlines why the role exists and what it entails.

Role Title	
Where will I be based?	
Why do you need me?	
What activities will/could I be involved in?	
What skills and abilities will I need to have?	
How much time should I offer?  What days of the week/time would you need me?	
Is there any induction and training?	<ul style="list-style-type: none"> <li>• You will receive a YMCA Edinburgh induction when you start, including a tour of the work area, team and facilities.</li> <li>• We will provide any further specialist training you need to complete the role (funding dependant).</li> </ul>
What ongoing support/guidance will there be?	<ul style="list-style-type: none"> <li>• You will be supported by your Line Manager and the rest of the team, with regular team catch up meetings. They will be able to answer any questions you may have about the role. Individual meetings can also be arranged.</li> <li>• Relevant training provided</li> <li>• Opportunities to meet and network with staff and fellow volunteers during the year</li> <li>• After 3 months we will complete a review meeting and then again after a 1 yr.</li> </ul>
Will my expenses be paid?	We offer to pay volunteers' "out of pocket" expenses within agreed guidelines. Please contact Nicola MacVean for more information
Additional Information	<ul style="list-style-type: none"> <li>• This role involves working with children/young people and/or vulnerable adults and is therefore subject to a PVG Disclosure (this will be arranged through YMCA Edinburgh)</li> <li>◆ References will be taken up prior to start.</li> </ul>
What's the next step?	<ul style="list-style-type: none"> <li>• To find out more, please contact XXXXX, XXXXXX to discuss the role in more detail with you and answer any questions you may have.</li> <li>• We do not accept CV's, to apply you will need to complete our Application Form. You can do this via our website?</li> </ul>
<b>We welcome volunteer applications at all times</b>	

## Appendix 4 – Volunteer Application Form



### VOLUNTEER APPLICATION FORM

Please note, if the post for which you are applying has regular contact with vulnerable people, children or young people then the post will be subject to a PVG (Protecting Vulnerable Groups) check.

1. POST APPLIED FOR	
2. PERSONAL DETAILS	
Name:	
Address:	
Postcode:	
Contact telephone number:	
Contact email address:	
3. ROLE QUESTIONS	
Please tell us why you would like to work as a volunteer with YMCA Edinburgh:	
Please give details of any work, paid or unpaid, which you feel is relevant to the post applied for:	
Please give details of any training undertaken, which you feel is relevant to the post applied for:	

Please tell us what skills and qualities you would bring to the post:

#### 4. REFERENCES

Referees: Please provide us with details of 2 referees who have known you for at least 3 years. One should be someone who has managed you in either paid or voluntary employment within the past 3 years.

Referee 1:

Name:

Address:

Contact Telephone Number:

Contact Email (if known):

How does this referee know you?

Referee 2:

Name:

Address:

Contact Telephone Number:

Contact Email (if known):

How does this referee know you?

#### 5. DISCLOSURE

This post will require completion of a **Self-Declaration Form** and the appropriate level of **PVG Disclosure Record**. Disclosure checks will only be requested for those applicants that we wish to appoint.

- (i) **Self Declaration Form:** Please confirm that you have completed the Self Declaration form and returned it to us in a sealed envelope clearly marked "Self Declaration Form". This Self Declaration Form will only be opened in the event of you being considered for an interview.

Please Tick

- (ii) **Disclosure Record:** Please confirm that you understand and agree to a disclosure record should we wish to appoint you to a post considered to be regulated work.

Please tick

#### 6. DECLARATION

I declare that to the best of my knowledge, the information given on this form, and on any other documents supporting this application, is correct and complete.

Signed

Date

Please return to: YMCA Edinburgh, 1 Junction Place Edinburgh EH6 5JA or email to [emma@ymcaedinburgh.com](mailto:emma@ymcaedinburgh.com).

Should you have any questions please do not hesitate to phone on 0131 553 7877

# YMCA EDINBURGH

## Self-Declaration Form

### The Protection of Vulnerable Groups (Scotland) Act 2007

#### Private & Confidential

The post that you have applied for is for regulated work with **children / protected adults / children and protected adults**. You are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information.

**Please give details regarding any convictions and cautions under the heading in Section 1.**

**Please give details of any relevant non-conviction information in Section 2.**

**Please sign the declaration form Section 3.**

**If you wish to discuss the form in confidence, please contact** [Enter name / position as appropriate]

Should you be appointed for the position applied for you will also be asked to provide a PVG Scheme record disclosure.

#### Section 1

**a) Please give the date and details of any conviction(s), the sentence that you received and the court where your case was heard:**

**b) Please give details of the reasons and circumstances that lead to your offence(s)**

**c) Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.**

**d) Has any other organisation supported you to work through any of the above issues?**

e) What have you learned from the experience?

**Section 2**

**Non-conviction relevant information : (investigation by police, involvement with Social Services, etc.).**

**Section 3**

**Declaration** (I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal or withdrawal of any offer of employment/volunteering).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***NOTE: The information given in this form will be treated in the strictest confidence.***

***Please seal this form in an envelope and return prior to your interview.***

## Appendix 5 - Interview Template

### VOLUNTEER INTERVIEW



**Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Interviewer:** \_\_\_\_\_

<b>Tell us a bit about yourself and your background/experience? What made you want to get involved?</b>	
<b>What do you know about YMCA Edinburgh?</b>	
<b>What would you like to gain from volunteering?</b>	
<b>What skills and abilities would you bring to the role?</b>	
<b>Tell them a bit about the role</b>	
<b>Are there any areas of the role that really interest you?</b>	Q
<b>Are there any areas of the role that would worry you?</b>	
<b>What is your availability?</b>	
<b>Would they like to ask any questions?</b>	
<b>Explain about procedure following interview</b>	

## Appendix 6 – Volunteer Reference Check

### Volunteer Reference Form Confidential



Reference for:	
Position Applied for:	
1. How long have you known the applicant and in what capacity?	
2. Please comment on the applicant's skills and experience in working with children/young people?	
3. Please comment on the applicant's ability to carry out the job as detailed in the attached job description, drawing on your knowledge of their work, studies or voluntary experience where appropriate.	
4. Please comment on the applicant's trustworthiness and reliability.	
5. Please comment on the applicant's general attitude and commitment	
6. Any other comments / observations	

Name of Referee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Appendix 7 – Medical Form



## Medical Form

Full Name .....

Address.....

Postcode.....Telephone number(s): .....

Date of birth ...../...../.....

### Emergency Contact Information

Name: .....	Name:.....
Address (if different from above): ..... .....	Address (if different from above): ..... .....
Postcode: .....	Postcode: .....
Telephone no(s): .....	Telephone no(s):.....

### Medical Information

Registered GP Name: .....

Address: .....

Telephone Number: .....

Please state date of last anti-tetanus injection (if known) ...../...../.....

Do you?

- suffer from any allergies: .....  
.....
- take any medication: .....

P.T.O

- .....  
• have a health condition or disability that we should know about: .....
- .....
- have any dietary requirements.....
- .....
- any other notes .....
- .....

**Declaration**

In an emergency and/or if my emergency contact cannot be reached, I am willing to receive necessary hospital or dental treatment including an anesthetic: **YES/NO**

Signed .....

Date ...../...../.....

## Appendix 8 – PVG Disclosure Risk Assessment



### PVG RISK ASSESSMENT FORM

To be used to assess the suitability of the applicant for their proposed position, in light of matter(s) disclosed on their PVG Check.

Name of Applicant: .....

Position Applied For: .....

Date of Birth: .....

Type of Check: Enhanced

Children/Young People

Vulnerable Adults

PVG Check Issue Date: .....

PVG Check Ref. No: .....

Line Manager: .....

Date of Risk Assessment: .....

Risk Assessment undertaken by: .....

Please ensure that the Risk Assessment process form is completed in full and that a full account is given of any matters which have been disclosed.

Any queries with regards to the PVG process should be in the first instance directed to Emma Brown 0131 553 7877.

**Once the form is completed please return it in a private and confidential envelope to:  
Emma Brown.**

**Section A** – Information from Form B Declaration of Criminal Background Information

**Section B** – Discussion between Applicant and Line Manager

**Section C** – Line Manager and Chair of Board

**Section D** – PVG Authorised by Line Manager and Chair of Board

**SECTION A - Offence(s) Declared by Applicant from Form B**

	<b>Offence</b>	<b>Brief circumstances behind Offence (for instance for possession of drug offence what was applicant doing to bring themselves to the attention of police)</b>
1.		
2.		
3.		
4.		

**SECTION B - Discussion between Line Manager & Applicant**

Question	Applicable (Please delete as appropriate)	Applicant Explanation/Comments
Did the applicant declare the matters on the PVG Application form and/or the Form B declaration of Criminal Background form and/or at interview? If not why not?	Yes / No  (if not why not)	
Does the individual agree that the information detailed on the PVG Check is correct?	Yes / No  (if not why not)	
How does the individual regard the matter(s) or what is their attitude towards the matters now?	Please explain	
What would they have done/do differently now?	Please explain	
Have the individual's circumstances changed since the offence? E.g. location, friends, partner, education?	Yes / No  Please explain	
Are there any mitigating circumstances? (E.g. peer pressure, financial need or lack of judgment)	Yes / No  Please explain	

**Declaration by Applicant and any additional comments in support of their role:** I understand that any offer of will be subject to the information I have supplied and that this is complete and correct. False information, or a failure to supply the details required, could make an offer of employment invalid or lead to termination of employment

Signature: .....Date: .....

**SECTION C - Line Manager Assessment**

Question	Applicable (Please delete as appropriate)	Explanation/Comments
Do the matters disclosed form any pattern? E.g. is there a cycle or history, reoccurrence, repeat offences	Yes/No/Not applicable Please explain	
Can the applicant demonstrate any efforts not to re-offend? E.g. Rehabilitation Course	Yes/No/Not applicable Please explain	
What is the nature of the contact the individual has with children / vulnerable adults?	Yes/No/Not applicable Please explain	
Can any safeguards be implemented to reduce/remove any risk? E.g. no unsupervised contact	Yes/No/Not applicable Please explain	
Will the nature of the post present any realistic opportunities for re-offending?	Yes/No/Not applicable Please explain	
Does the post have any direct contact with the public and how vulnerable are they?	Yes/No/Not applicable Please explain	
What supervision is available and how readily?	Please explain	

**Additional Comments from Line Manager.**

**Do you wish to proceed with employment? Yes/No**

**Signature:** ..... **Date:** .....

**SECTION D – Sign off**

**\*Please delete outcome as appropriate**

**Chair of Board**

**Outcome**

**Withdraw Offer of Volunteering Opportunity/ Continue with Offer of Volunteering Opportunity**

Please state (if applicable) whether approval is dependent upon conditions being met, such as recommendations, restrictions, safeguards to be implemented by the employing manager.

Date Risk Assessment Authorised:.....

Print Name: .....

Signature: .....

**Guidance Notes – Recruitment of Ex-Offenders**

These guidance notes are provided as a reminder of the types of offences that YMCA Edinburgh considers high risk when employing an individual to work with either children or vulnerable adults.

**Work with Children**

Under the Protection of Children Act 1999 and the Criminal Justice and Courts Services Act 2000, it is unlawful for YMCA Edinburgh to allow persons, **regardless of any mitigating circumstances**, who may have regular contact with children who are either:

- included on the list maintained by the Secretary of State for Health of people judged to be unsuitable to work with children. Unsuitability includes but is not limited to previous convictions. Referral to the list must be made by a "childcare organisation" if the person concerned was employed in a post involving the care of children and commits misconduct (whether or not within the course of his/her employment) which has harmed a child or put a child at risk of harm;

OR

- subject to a disqualifying order made on being convicted or charged with the following offences against children:
  - murder;
  - manslaughter;
  - rape;
  - other serious sexual offences;
  - grievous bodily harm; and/or
  - other serious acts of violence.

Therefore, YMCA Edinburgh **will not** allow persons to work with children who are banned from working with children for the reasons detailed above.

It is YMCA Edinburgh's normal policy to consider it a **high risk** to allow persons, who may have regular contact with children if they have been convicted or charged at any time of the following offences against adults:

- murder;
- manslaughter;
- rape;
- other serious sexual offences;

- Grievous bodily harm; and/or other serious acts of violence.

It is YMCA Edinburgh's normal policy to consider it a **high risk** to allow persons, who may have regular contact with children if they have been convicted or charged at any time of the following offences against children or adults:

- serious class A drug related offences;
- robbery/burglary/theft; and/or
- deception/fraud.

### **Work with Vulnerable Adults**

It is YMCA Edinburgh's normal policy to consider it a **high risk** to allow persons, who may have regular contact with vulnerable adults if they have been convicted or charged at any time of the following offences against children or adults:

- |                                  |  |
|----------------------------------|--|
| - murder;                        | - other serious acts of violence;        |
| - manslaughter;                  | - robbery/burglary/theft; and/or         |
| - rape;                          | - deception/fraud.                       |
| - other serious sexual offences; | - serious class A drug related offences; |



# Appendix 9 – Medical Disclosure Individual Risk Assessment



## Individual Risk Assessment

<b>Name:</b>	
<b>Date of Birth:</b>	

**1 Risk to self** (Please describe potential risky behaviours, vulnerabilities, or other characteristics as specifically as possible)

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**2** Circumstances, situations, triggers which are likely to increase risk to self:

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**3** Detail action necessary/strategies required to minimise risk to self:

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Signed:	Name:	Date:
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## Appendix 10 - Volunteer Agreement



### Volunteer Agreement

<b>Name:</b>
<b>Address:</b>
<b>Position Applied For:</b>
<b>Date:</b>

#### **Commitment as a Volunteer XXXX;**

1. To serve the YMCA in accordance with the agreed role description
2. Attending X Project at X Venue between X and X each week.
3. Though you are not required to give notice, we request that in the event you are unable to attend a session please contact your line manager to advise them so that we can make alternative arrangements. This is important as there are certain ratios of people that need to be maintained to run sessions.
4. A commitment to attend planning and evaluation meetings as required.
5. A willingness to attend basic training to support your role in supporting XXXXXX, this includes being clear of relevant policies such as Child Protection, Health and Safety and Equal Opportunities.
6. Volunteers will be expected to maintain the standards set out by YMCA Edinburgh in the volunteer handbook. Likewise volunteers should expect to be treated in a professional manner by colleagues, clients and customers. If at any time a volunteer has a concern about his/her volunteering role then, in the first instance, he/she should speak with their line manager. If this does not improve matters, or if the complaint is against the named contact, the volunteer should request a meeting with Emma Brown, Chief Executive.
7. A volunteer can terminate his/her Volunteering Agreement with YMCA Edinburgh at any time by advising the named contact/ line manager. YMCA Edinburgh has the right to end a volunteer's placement either on a temporary or permanent basis. In such circumstances the situation will be discussed with the volunteer prior to the ending of the Volunteering Agreement.
8. The volunteer will be asked to return any YMCA Edinburgh property on leaving.

#### **Commitment from YMCA Edinburgh;**

1. Volunteers will be given an induction into the work and any training relevant for the required tasks.
2. You will receive regular reviews of your work from the person you report to.

3. Volunteer's out of pocket expenses such as travel will be paid. We have agreed the following for your period of volunteering: ..... Any additional items associated with your volunteering will be purely at the discretion of the department and will not be assumed as a right.
4. The YMCA will protect all volunteers, in the same way as paid staff, against any risks involved in their work, provide employers liability (extended to volunteers), and personal accident cover and motor insurance

Employers Liability – this covers claims in respect of injury suffered to volunteers in the course of their work

Public Liability cover – this protects the volunteer from any claims made against them for negligence, bodily injury to a third party and loss of or damage to a third party property.

Personal Accident cover – this provides cover in respect of claims from volunteer who are injured in an accident in the course of their volunteering.

Can you please read and sign the Volunteer Agreement and return it to me in the envelope provided. I will counter-sign Volunteer Agreement and return a copy to you for your records.

I have read the agreement and acknowledge that it is not intended to create employment and legal obligations.

Signed.....Volunteer

Date.....

Signed..... On behalf of YMCA  
Edinburgh

Date.....

# Appendix 11– Volunteer Review Forms

## VOLUNTEER REVIEW RECORD



Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date: \_\_\_\_\_ Line Manager: \_\_\_\_\_

How has the volunteering been going?	
What do you think has gone well?	
Any difficulties or issues you are experiencing?	
Feedback from manager	
Are there any areas of training you would like?	
Is there any area of responsibility you would like to take on?	
Do you require any additional support?	
Any other comments	
Date of Next Meeting	

Signed: \_\_\_\_\_ Signed LM: \_\_\_\_\_

## Appendix 12 – Volunteer Leaving Meeting Form



### VOLUNTEER LEAVING RECORD

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date: \_\_\_\_\_ Line Manager: \_\_\_\_\_

How have you enjoyed your volunteering?	
What do you think has gone well?	
What do you think could have been improved?	
Feedback from manager	
Is there any other support we can help you with now this role has ended?	
Any other comments	

Signed: \_\_\_\_\_