

## Empowering Futures

Registered Charity Number (CIC) 1182139

Tel: 07743 57 57 87

Email: [admin@empoweringfutures.co.uk](mailto:admin@empoweringfutures.co.uk)

Website: [www.empoweringfutures.co.uk](http://www.empoweringfutures.co.uk)

Address: Stables, No 2 Bury Hill, Moorend, Winterbourne, Bristol BS16 1SS



# Empowering Futures Volunteer & Co-Worker Policy

## **Policy Purpose**

Empowering Futures believes that becoming a volunteer or Co-Worker can offer a real chance for people to gain a fulfilling experience whilst working in a pleasant, welcoming environment, gardening and growing on a Care Farm.

Volunteers and co-workers are crucial to the success and future of Empowering Futures and will help us to achieve our vision of becoming an outstanding provider of support to vulnerable adults and young people with physical and/or learning difficulties within our community. and Autism in

Empowering Futures is firmly committed to diversity in all areas of its work. We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued and where those with diverse backgrounds and experiences are able to participate and contribute.

## **Embedding this policy to participants with learning needs**

*Prior to commencing engagement on the farm, inductions are held for all staff, volunteers and participants to ensure this policy is understood and achievable. We have ensured this policy is accessible to all by providing easy-read information with clear, easy-read, basic instructions and pictures to help educate and deliver the message.*

## **Our Charity Aims**

Our aims are to provide a place where everyone will be listened to and heard, independence and improved wellbeing are actively promoted, irrespective of ability or disability. We will support individual needs and provide inspiring and stimulating activities. We are driven by the desire to provide a safe, therapeutic, happy learning experience for our vulnerable participants, with the goal of increasing skills, knowledge, self-confidence and self-esteem. We expect our volunteers and co-workers regardless of role, to share these aims.

- Volunteers and co-workers will undertake an induction on their first day
- Volunteers and co-workers will be given a named person who has responsibility for their support and supervision, and each volunteer/co-worker will have regular access to this person. This person will ensure that each volunteer is adequately supported.

We follow the Social Model of Disability. We offer bespoke opportunities to ensure we remain person centred. Our services are firmly embedded with quality and purpose for each individual we work with. Our approach is holistic. We encourage personal responsibility. We aim to increase independence and to empower individuals. We have a proven track record of significant success.

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- The induction process will include volunteers/co-workers being made aware of our policies and procedures with paramount focus on their health, safety and welfare.
- Full training will be provided for all volunteers, which is agreed upon during induction
- Volunteers and co-workers will have a clear idea of the tasks they are asked to perform and of the responsibility that goes with these tasks, in particular their responsibilities with regard to health and safety.
- Volunteers will be protected against exploitation of their interests. They will not be put under pressure to do work which goes against their principles.
- Volunteers will be protected against risks which occur as part of their duties. They are covered by Public Liability Insurance.
- Volunteers and Co-Workers will be provided with adequate tools, equipment and materials to enable them to carry out their tasks.
- As part of the induction process, volunteers and co-workers will be given full safety instruction for tools before use, PPE must be worn if necessary, which will be provided for by Empowering Futures.
- Tools must be stored and transported safely in a box, bag or wheelbarrow.

## Recruitment Procedures

Volunteers will need to express interest in writing on our website or by emailing [admin@empoweringfutures.co.uk](mailto:admin@empoweringfutures.co.uk)

Successful Applications will be contacted in writing, followed up by a telephone call. As part of our Safer Recruitment processes the following stages will then be carried out;

- 1. Stage 1 - 'Getting to know each other' session** - The applicant will be invited to meet the Chair of Trustees Maria Needs for a 'Getting to know each other' session where we will discuss previous experience, the charities mission, values, delivery services and expectations. The aim of this session is to mutually agree the support that the volunteer can give and where best placed the volunteer will be. Usually this is a 1:1 session, although someone from site, usually a manager will be invited in for the second part of the meeting. This usually takes around 90 minutes. You may be offered a guided tour dependant on which sessions are running. Safeguarding is at the top of our list and we need to ensure that this is considered when showing any outside guests around the farm. (As listed in our safeguarding policy)

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2. **Stage 2 - Enhanced DBS** - If both parties agree, the Volunteer will be required to undergo an Enhanced DBS check along with reference checks
3. **Stage 3 - Guided Tour / Shadow Visit** - The volunteer will be offered a shadow day, to visit the farm and see what is involved
4. **Stage 4 - 2 Weeks Trial** - Volunteers have a 2 week trial, to ensure both parties are happy with the volunteering that has been delivered

As part of our safer recruitment process, all volunteers will be required to undergo an Enhanced DBS check.

**Date of Policy Creation:** 1st February 2019

**Last Reviewed:** 19/04/2023

**Next Review Due:** 19/04/2024

**Signed off by:** Maria Needs

**Signature Sign-Off:**

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