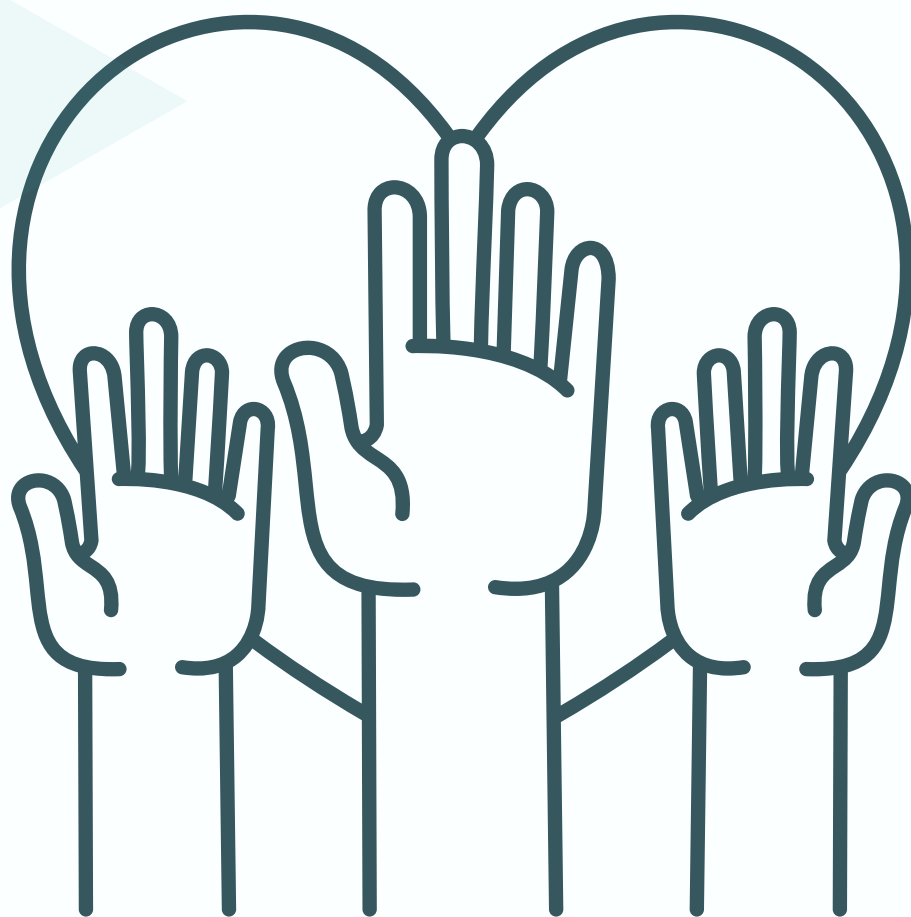


Youth Volunteering

HANDBOOK AND INFORMATION FOR ORGANISATIONS
WISHING TO HAVE VOLUNTEERS UNDER 18.



This handbook will aim to guide you through the recruitment process for Volunteers who are under 18, to help you ensure you have all the legal requirements and procedures in place.

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ABOUT

The age of the 'Young People' we refer to throughout fall between ages 16–18, for guidance on 'school aged volunteers (16 and under)' please see the last page of this handbook.

Volunteering is an opportunity to develop skills, meet new people, share your experiences and become part of a community, this is especially true for younger people who have only experienced school or college. This guidance is to support organisations on-board volunteers who are under 18 , and to put minds at ease with requirements.

Volunteering offers Young People opportunities to work in real environments with people who have a vast skill set and understanding of life and work, whilst providing them with opportunities for harbouring change in their community; and encourages to be involved in practical and innovative thinking. By having access to volunteering opportunities young people can have better outcomes as they move into adulthood and benefits to schoolwork and involvement in the local community.



BENEFITS

Young People provide enthusiasm, fresh knowledge and thinking; and fun to an organisation. There are often concerns around the “trustworthiness” and “motivation” of Young People, but with clear expectations, policies and guidance Young People can learn a lot and provide core value to your organisation.

By providing Young People with opportunities to volunteer you could be :

- Building confidence building and self-esteem
- Enabling skill development and learning opportunities
- Creating and sparking passion for the future
- Gain long-standing volunteers who can move around the organisation
- Mentoring opportunities for other volunteers
- Sharing your passion with others
- Bring new ideas to the organisation



This will benefit you and the organisation by:

- Having a new energy, skill and knowledge base
- Provide you with “life-long” commitment as the younger individuals start the more likely they are to stay
- Young volunteers can offer more time and are often more flexible with their time and opportunities, they could also move around the organisation
- Can be taught organisations values and ethos, and understand the organisation

BENEFITS

Supporting Young People will allow them to:

- Make a difference to the community or a cause they previously would not be involved with
- Meet new people
- Have fun
- Learn new skills and expand of existing ones
- Boost their CVS, UCAS applications or employability
- Motivate them to try new things and be involved in the community
- To be part of a professional environment that is different to school
- Build confidence and their own self-esteem which will benefit their school, personal life and their experiences when looking towards next steps and future goals.

Having Young People involved will also benefit the wider community as:

- They will develop an understanding of the diversity of the area, offers experiences to meet others from backgrounds that differ from their own and understand the area and opportunities within them
- To give back to those who may have previously helped them or their families
- Gives an understanding of belonging and identity to understand where you have grown up and the community around you
- Strengthens the community by bringing different people and age groups together



MANAGING YOUTH VOLUNTEERS

The recruitment and on-boarding of under 18's may require a few extra steps, however once policies and procedures are in place this should not be a timely or costly.

The following advice and guidance might help with your on-boarding procedure and make sure you have thought about additional risks involved in having under 18's in your organisations.

Risk Assessment

Some activities your volunteers do may require risk assessments, so these may already be in place, and small adjustments could be made.

- It is important to remember under 18's could be more vulnerable in certain areas, so risks assessments or risk discussions may need to be had for roles you may not normally think about, and may be due to lack of awareness of the environment or hazards in work places.

Any risks assessments will need to include the following:

- The layout of the workspace or location of the volunteering role
- The resources and equipment that may be used, ensuring the correct training is completed I.e., if lifting is involved manual handling
- Identify and categories the risks involved taking into consideration the physical and psychological maturity and lack of awareness or exposure to similar experiences



MANAGING YOUTH VOLUNTEERS

You may also need to think about:

Policies

You will need a volunteer policy, this can be the same as your normal volunteer policy but will need to also think about the following:

- time spent volunteering and breaks
- supervision and a named responsible person
- highlight any support and training that is available to the young person
- complaints procedure (as with other volunteers)

Other Policies

Safeguarding Policy

A safeguarding or child protection policy statement makes it clear what your organisation or group will do to keep children safe. It should set out: your organisation's commitment to protecting all children.

Whistle blowing Policy

Whistleblowing is the term used when someone who works in or for an organisation wishes to raise concerns about an event or issue. When working with children and young people whistleblowing policies can be either included or separate from the safeguarding policy. The policy will highlight the procedure that needs to be followed if a child or young person is 'at risk'.

Lone Working Policy

From time-to-time individuals will need to work 1:1 with the young person, it is important that they are aware of the lone working policy that highlights appropriate behaviour and boundaries to ensure that the young person and the individual worker are safe.

If you require support with writing these policies or would like support, we are able to provide this

MANAGING YOUTH VOLUNTEERS

You may also need to think about:

Potential risk of exploitation

It is important to consider the number of hours that young people volunteer for to ensure volunteers are given the correct breaks and support during their time volunteering; this could be reducing the number of hours for roles, or the number of tasks expected to be completed in the time.

Grooming

It is important for the organisation members, staff and the “named person” responsible for the young person are aware of the signs of grooming, and how to ensure young people are safeguarded against this.

It is important for healthy working relationships to be built with all volunteers and staff, including young people as they require more support and mentoring. However, it is important that all in the organisation and those working directly with the young person are aware of the risks and potential inappropriate behaviours or relationships. You will therefore need to have the following policies to ensure that young people, staff and volunteers are able to follow the correct procedures and know who to talk to if they have concerns.

Insurance

Some liability insurance may cover Under 18's, however it often depends on tasks and location of the tasks, so it is important to check. We can offer guidance if needed.



MANAGING YOUTH VOLUNTEERS

Impacts on young people

Organisations offer different activities and require different tasks to be completed, it is important to recognise that Young People may be affected more sensitively to some aspects of their volunteer role than adults and additional supervisions or support may need to be in-place. Volunteer roles are flexible, and many volunteers require time off or alteration to their time volunteering due to life commitments, this is no different for young people and it is important to consider they may face external pressures which require adjustments i.e. exams or school commitments.

Support and Supervision

Young Volunteers may need additional support and supervision, it is important that the support on offer is clear from the outset and how the young people can access the support. This could be done through:

Mentoring or Budding (staff member or existing volunteer), it is important that the “nominated person” has skills and knowledge of the volunteering role and can support the young person (this individual will need a DBS check).

Monthly meetings or informal catchups to ensure the young person feels closely supported and can share concerns

Open Door policy where young people can share concerns or ask questions without feeling “in the way”.

Training for the young people in areas relating to their role or that your organisation offers.



RECRUITMENT

Role Description

As with all volunteer opportunities a clear role description needs to be created, they should not differ too much from existing, but it is important to think about:

- The things they will be doing, where and why they are doing it, if they will gain a sense of achievement from the task.
- The time commitments need to be suitable for both you and the individual
- The skills and experience they can provide might not be the same as over 18's so it is important to think about enthusiasm and likes rather than professional skills
- If you could offer training to enhance the experience for them and provide you with more skilled volunteers
- Who the young person will be working with, safeguarding and supervision
- Benefits and reimbursements (this may be small but if you are located where travel is needed you would need to reimburse as you would an over 18).
- Future opportunities that they could work towards.



RECRUITMENT

Role Suitability

It is important that you think about roles that are suitable for young people, they should not just be given the basic roles that require little explanation, make sure you are fair and offer opportunities to expand on their skills.

It is important that the roles do not put young people at risk and ensure they are safe guarded. It is important to think about the types of people the young people may be in contact with whilst volunteering and make sure they are closely supported or supervised by the “named person”.

We are able to offer guidance to help you decide which roles are suitable for Under 18's.

You should think about the following:

- What skills and experiences are needed?
- Could the Young Volunteer be supported to develop these skills?
- Is the opportunity of interest to the young person and their time to complete, what skills they'd need
- Could you adapt roles to make them suitable for
- Offer taster sessions to see the capabilities and skills of the young person
- Is the role beyond the physical or psychological capability of the young person or exposing them to harm
- Do they need an adult to be with them at all times during this task



RECRUITMENT

Advertisement

It is important to think about targeted advertisement as there is often young people wanting to volunteer but not knowing how to. Try contacting local schools, colleges, youth centres.

Flexibility

It is important to think about any alterations to interviews and on-boarding for Under 18's.

- You may need to meet without outside of 9-5 due to school commitments, and they may require a adult to be present.
- DBS checks and referencing may need alternatives
- This may be their first interview experience so making it informal will make a difference.

Consent and Parental Permission

For Young People you will need to provide a written confirmation that sets out what they will be doing, and your organisations expectations of them and a contact. You must ensure that Young People are not asked to complete tasks that are not in their agreement or that they do not feel comfortable doing.

You can also request a consent from a parent or guardian to confirm they agree to the young person being involved and that they are happy for them to complete certain tasks.



TRAINING

Induction and Training

All volunteers should be given an induction and training (if required), you can involve young people in these training sessions and if needed you could tailor existing induction process to suit each young person.

Things to think about :

- If the training is in-person consider timings, length and types of information shared
- The tasks that young people may not be required to under-take and make this clear in training sessions.

It is important that you include Young People in any other training sessions or CPD you offer volunteers , as this may provide them with new experiences and skills.

It is important that any other staff member or volunteers that work alongside under 18's have received safeguarding training, and that one member of the team (direct point of contact) for the young person in DBS checked.

Not all staff or volunteers working with the young person need to have a DBS check but it is important to think about lone working and that all have an understanding of safeguarding, ensuring that the young person is not alone at the organisation with someone who is not DBS checked, and that at least one individual onsite has a DBS check.

It is important that the young person understands "professional" boundaries and that they are made aware of safeguarding , including who to contact or speak to if they feel unsure of something.

The NSPCC offers extensive information and training for safeguarding and protection of Young Volunteers.

<https://learning.nspcc.org.uk/safeguarding-child-protection/working-with-young-volunteers#skip-to-content>

SCHOOL AGE VOLUNTEERS

School Aged Volunteers (under 16's)

There is no legislation that states you cannot have volunteers who are under 16 , and all the requirements and recommendations for under 18's would apply to this group too.

Any volunteer of "school age" (under 16) will require a child's work permit to volunteer. This is due to "child employment legislation" , young people up to compulsory school leaving age require a work permit up until the last Friday in June of the academic year which they turn 16.

Volunteers also need a permit as "a young person can be counted as being in employment if they are contributing towards business carried out profit; even if the young person is not being paid". This includes voluntary roles contributing to a business carried out for profit.

For example: " a young person volunteering in a charity shop or a shop at a museum would require a permit. Similarly, if a young person is volunteering in a café or restaurant this would require a permit."

A young person may not be covered by the employers' liability insurance if they don't have the required work permit. Therefore, it is important to make sure young people have a permit where necessary.

Work permits are free and the application process is not complicated.

There is a short work permit application form from your local council (West Sussex County Council), which asks for information you will already have about the young person.

Permits need to be applied for within seven days of the young person starting volunteering. You can ask them to bring their completed form on their first day.

SUPPORT

If you would like support with putting any of the guidance and advice in place we can offer 1:1 sessions or group training

Contact

emily.thorpe@crawleycommunityaction.org
to find out more or discuss any concerns

If you would like to be part of our volunteers Managers Forum please complete the form in the link below:

<https://forms.office.com/e/Ey5AGEc0fc>

RESOURCES

<https://www.ncvo.org.uk/news-and-insights/news-index/engaging-and-supporting-young-people-to-volunteer/#/>

<http://www.vanl.org.uk/images/downloads/volunteering/Guide-to-working-with-young-people-as-volunteers.pdf>

<https://www.volunteerfirst.co.uk/wp-content/uploads/2022/06/Young-Volunteers-Toolkit-2-1.pdf>

https://booking.ncvo.org.uk/training/event_series/online-training-safeguarding-essentials-in-charities

<https://learning.nspcc.org.uk/safeguarding-child-protection/working-with-young-volunteers>

<https://www.gov.uk/child-work-permit-england-wales>

<https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/employing-children/child-work-permit/#apply-for-a-work-permit>

