**Volunteers Policy**

Volunteers and peer mentors have a highly valued role at Manor Farm. However, there are specific differences between the role of full-time staff members and the volunteers and mentors.

Volunteers and mentors do not need to be 17 years or over to help at Manor Farm, but they will work alongside a staff member and are never left in sole charge of or alone with children. Volunteers and young people on work experience placement under the age of 16 years do not require a DBS certificate. Managers and staff will apply the same risk assessment criteria to volunteers and peer mentors under the age of 16 years as they do to children attending holiday club. This includes safeguarding, FGM and Prevent duties of care.

Volunteers play an invaluable and enriching role in our work at Wickselm House. Volunteers are never left in sole charge of or alone with children unless they have undergone the full staff recruitment process. All volunteers undergo suitability checks and induction training including DBS and identity checks.

* Where agreed in advance in writing, volunteers and mentors may be reimbursed for reasonable expenses, i.e. travel and lunch.
* Volunteers and mentors are never responsible for handling money.
* Volunteers and mentors are never responsible for delivering first aid.
* Volunteers and mentors are not included in staffing ratios unless they are enrolled as full staff members.
* All volunteers will undergo induction training to include a fire drill and health and safety talk.
* All volunteers aged 16 or over will be required to hold enhanced DBS clearance and also to hold or undertake safeguarding, FGM and Prevent Duty training.
* All volunteers must complete a personal medical emergency card and appropriate worker declaration.
* All volunteers will be required to read, abide by and familiarise themselves with our policies and procedures and relevant risk assessment documents.

Any data records such as emergency cards will be stored and processed according to GDPR regulations. All volunteers will be given a copy of our privacy policy and made aware of their rights to their information and to require changes and to be forgotten where the law does not override this right.