



## Volunteer Policy

This policy was adopted on 27th September 2022  
This policy is due for review on 27th September 2023  
This policy was updated on 23 August 202

Sonya Hyde Director  
[sonya.artinc@gmail.com](mailto:sonya.artinc@gmail.com)  
Artinc.co.uk

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### POLICY STATEMENT

Art Inc is committed to quality experiences for their young people. We will enrich the experiences of young people through quality staffing. Art Inc ensures Volunteers are a quality, supported, valued and effective part of our provision. Art Inc is committed to safeguarding and protecting all children and young people by implementing robust safer recruitment practices, identifying and rejecting applicants who are unsuitable to work with children and young people. Art Inc will respond to concerns about the suitability of applicants during the recruitment process. Art Inc will respond to concerns about the suitability of volunteers not just before but also once they have begun their role ensuring all volunteers participate in an induction which includes child protection and a list of the supporting procedures that accompany the policy.

### ROLES & RESPONSIBILITIES

Volunteers will support the facilitation of art workshops.

They will

- Prepare resources
- Work with and support young people



- Clear away resources
- Display artwork

Art Inc will deter unsuitable applicants from applying for roles with vulnerable groups. Candidates will be treated fairly and in compliance with legislation. The expectations at Art Inc are clear throughout the application and recruitment process.

#### SELECTION PROCESS

advertising all posts with a clear safeguarding and child protection statement  
having a clear job description and person specification for all roles. This will also link to the values of Art Inc

- Empathy
- Nurture
- Clear Boundaries (Establishing safe-guarding routines)
- Dreams

having a standard application form  
asking applicants to complete a self-disclosure form  
having clear shortlisting and interviewing procedures  
carrying out pre-employment checks (for staff and volunteers)  
At least one of the interviewees being Safer Recruitment trained  
the process of making an offer.

#### PRE-EMPLOYMENT & EDBS Checks

Pre-employment checks include:

- Identity check
- Right to work in the UK
- seeking 2 references, 1 of which being their latest employer
- Identifying and challenging gaps in work history
- Overseas check
- EDBS

#### EDBS

Art Inc works with a variety of young people some of whom may be extremely vulnerable. All staff including volunteers will be required to complete a full **Enhanced Disclosure and Barring Service Check**

As a small business that is requiring enhanced DBS checks we recruit the following umbrella company as listed on the Home Office Disclosure and Barring Service Website. The Soap Box Trust completes our Enhanced DBS service.

<http://www.soapboxtraining.org.uk/>

Staff will be required to register for the online service which is free for volunteers.

<https://secure.cronline.gov.uk/crsc/apply?execution=e1s1>



## Overseas

Art Inc will obtain proof of past conduct as a worker with children and a criminal records check from the country/countries the worker has lived and worked in. For teachers/workers that have worked or trained overseas we request a Letter of Professional Standing from the professional regulating authority in the relevant country.

## SUPPORT & SUPERVISION

Feedback is available everyday from 15:00-15:30

This is compulsory at least once a week.

## TRAINING & DEVELOPMENT

All staff will receive safeguarding training on Induction

All staff will receive induction on our Values

All staff will receive annual updates on KCSiE

All staff will receive annual updates on Prevent

All staff will receive annual updates on GDPR

All staff will receive annual updates on Internet safety & Online Communication

All staff must sign on read-receipt/complete

An up to date record of staff training will be held by Art Inc.

## VOLUNTEERS VOICE & RECOGNITION

Volunteers will be listened to during feedback sessions which will be used to inform ongoing practice. Volunteers may also email [sonya.artinc@gmail.com](mailto:sonya.artinc@gmail.com) with any queries or suggestions.

Volunteers achievements will be recognised through certificates and online acknowledgements

Volunteers accredited training such as prevent will be recognised through certification and documented in the Art Inc Training Matrix

## FINAL STATEMENT

Art Inc is fully committed to the recruitment, development, support and quality of our volunteer staffing body. Art Inc is committed to the recruitment of appropriate and suitable candidates while ensuring the safeguarding of our young people. Art Inc will ensure staff are treated fairly throughout the recruitment process with clear expectations, checks and training. Our commitment to Safeguarding is also underpinned by their Safeguarding Policy.