

## Volunteers

Islington Play Association (IPA) wants every child to have high quality, accessible play opportunities and childcare services. IPA recognises that play is an essential part of the education, development and welfare of children. It is committed to improving the quality of play experiences whenever they occur and wherever children are. IPA works with children, parents, community groups, play providers, Islington Council and other agencies in order to protect, improve, create and promote play opportunities.

We understand and believe that there are many benefits for volunteers who give their time to IPA, however our priority when taking on and deploying volunteers is to enhance the children's experiences, the benefits to volunteers for giving their time are an addition to this and are never the main outcome for IPA. IPA values the contribution that volunteers can have in all the work that they do.

- Every prospective volunteer will have an interview to check that the post and the volunteer are suitable for each other, as well as receiving on-site training.
- Volunteer recruiters must make sure there are proper resources and time to support volunteers before deploying them on sites.
- A skills audit should be completed so that the skills and talents of the volunteer can be utilised, and the volunteer will feel valued.
- A motivations audit should be completed so that the volunteer's reasons for giving time will be understood and supported where possible.
- Volunteers will receive a clear job description, and members of staff will be fully briefed on the responsibilities of the volunteer, and vice versa.
- IPA may require references and a satisfactory disclosure from the Disclosure and Barring Service but will pay for the DBS check if it is required.
- When taking on volunteers who need additional support:
  - IPA may ask that the volunteer comes with their own additional support.
  - IPA will actively look for resources to support volunteers whose skills could enhance play opportunities for the children.
- Workers in charge should ensure that all volunteers are given appropriate support and as such should only take on as many volunteers as they can manage.
- Each volunteer will have a designated support staff member and their contact details.
- Volunteers should receive useful feedback and supervision where appropriate.
- Volunteer expenses (travel and lunch) will be offered, upon production of receipts.
- Volunteers should take part in all staff events where appropriate (team meetings, staff training).
- A certificate or letter of recognition will be offered in lieu of formal accreditation.
- IPA will ensure that every volunteer is covered under its insurance policies.
- All volunteers will be made aware of all of the relevant IPA policies, especially Health and Safety and Safeguarding Children. Volunteers must read and ensure that they understand them.

All volunteers are free to stop volunteering at any time, but IPA would appreciate notice where possible.