



Volunteer Induction Pack





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Volunteering with Active Schools and Community Sport

Who are Active Schools and Community Sport?

The Active Schools and Community Sport service provides an integrated approach to the planning and delivery of school and community sport across West Lothian ensuring opportunities for participation in sport and physical activity within the school and wider community.

Why volunteer?

Volunteering can help provide opportunities to:

- Gain practical experience
- Establish new contacts and links
- Develop transferable skills and learning
- Foster key relationships with local partners- potential references /future employers
- Access training and qualifications (if appropriate)
- Make a difference and have fun!

Opportunities with the Active Schools and Community Sport Service

There are many different opportunities that exist for volunteers with Active Schools and Community Sport. Here are just a few examples of potential opportunities that volunteers can support:

- Extracurricular school clubs
- Community clubs
- Sporting festivals
- Holiday programmes
- Sport Competitions



Volunteer Induction Guidelines

Protecting Vulnerable Groups Scheme (Disclosure Scotland)

In February 2011, the Scottish Government introduced a new membership scheme to replace and improve upon disclosure arrangements for people who work with vulnerable groups. The PVG scheme, as it is known, is an essential requirement for volunteers who work with children or young people. The Active Schools Coordinator (ASC)/Community Sports Coordinator (CSC) will issue volunteers with a PVG application form to complete and West Lothian Council (WLC) will cover the cost of all volunteer PVG applications. No placement can commence until the PVG certificate has been returned to WLC by Disclosure Scotland.

Contact information

Volunteers with Active Schools and Community Sport, are assigned an ASC/CSC who will be the main point of contact with the service. They will be responsible for coordinating a volunteer's placement and will provide an up to date contact sheet listing all the staff within the service. Volunteers should ensure they provide the ASC/CSC with their contact details and inform them of any changes.

Child Protection

Every child that participates in an activity in West Lothian should be able to do so in a fun and safe environment where he or she is protected from any form of abuse. Volunteers will be provided with an opportunity to attend a Child Wellbeing & Protection in Sport workshop which identifies good practice and provides an understanding of what constitutes abuse and how to take appropriate action if abuse is suspected.

First Aid

Volunteers do not need to hold a first aid qualification, but it may be beneficial. The ASC/CSC will ensure that first aid provision is in place at all session or events and that volunteers are fully aware of procedures and how to seek assistance, if required.

Coach Education and Personal Development

Training opportunities may be offered to volunteers to develop their knowledge and understanding of good practice. Training also helps volunteers to develop new and transferable skills which will aid personal development. Each volunteer is treated as an individual and may have very specific training needs and aspirations. The ASC/CSC will discuss training needs with each volunteer and will offer relevant training as appropriate.

Qualifications

The ASC/CSC will ensure volunteers are well prepared for any placement offered and will provide opportunities to access relevant qualifications and training as appropriate.

Volunteers Guidelines- See Appendix A

Active Schools and Community Sport have a Code of Conduct that all volunteers should abide by as a matter of good practice. Please refer to the document in Appendix A. The ASC/CSC will provide support to ensure volunteers work within these guidelines but please be aware, the code of conduct outlines the minimum of expected behaviour in a voluntary position and any serious breach may result in the termination of the voluntary placement offered.

Participant Behaviour

Participants are expected to behave in an appropriate manner at all events/sessions. Schools/clubs may have their own behaviour policy and your ASC/CSC will make sure you are aware of procedures and guidance. In general, participants that behave in an unacceptable manner while attending a session will be required to improve their behaviour or they may face removal from the session, either on a temporary or permanent basis. If you find yourself in a position where you need to deal with any difficult behaviour, please adhere to the procedures highlighted to you or contact your ASC/CSC should you need further guidance or support.

Insurance

Volunteers are covered by West Lothian Council's Public Liability Insurance thereby providing protection for any third party who suffers an injury as a result of the volunteer's activities. Volunteers are also covered by West Lothian Council's Employer's Liability Insurance whilst acting as an accredited representative of the Head of Education.

Personal Belongings

Each volunteer is responsible for his or her own belongings whilst volunteering. Any personal items a volunteer wishes to take along to an activity are at their own risk. Active Schools and Community Sport are not responsible for the loss, theft or damage of any personal belongings.

Photographs

Volunteers must not take photographs or videos for their personal records. If you see someone taking photographs at your session, please contact the facility supervisor or ASC/CSC immediately to ascertain if they have permission. All volunteers will be informed in advance if a council representative or other approved person will be visiting to take photographs. Consent forms will be obtained before taking any photographs and the wishes of the parent or guardians must be strictly adhered to. The aim of this policy is to ensure participant privacy is not compromised.

Voluntary Hours

Hours will be agreed in advance with the ASC/CSC.

Absence

If you are unable to attend a session/event please contact the ASC/CSC at the earliest opportunity. If you cannot contact them you should contact another member of the Active Schools and Community Sport team.

Complaints Procedure

Any complaints should be referred to the ASC/CSC in the first instance.

Termination

Volunteers can end their role as a volunteer at any time. The volunteer and ASC/CSC will jointly agree a suitable end date for involvement with the service.

Volunteers who have completed a specific task and who wish to continue volunteering with School and Community Sport, should discuss this with their ASC/CSC.

Incident Reporting

All incidents and/or near misses should be reported to your lead ASC/CSC who will follow the West Lothian Council's Health and Safety procedures.

Fire Procedures

Volunteers should be familiar with the Fire Evacuation Procedure of every facility they volunteer in, including awareness of when any drills are scheduled and what the alarm sounds like. Volunteers should know where the nearest suitable fire exits are and ensure there is a safe exit route for everyone. If volunteers are responsible for leading or delivering a session, they should know the correct emergency meeting area and ensure they have a register of the session with them. Inform the emergency services if anyone is missing from the register.

Final Note

Active Schools and Community Sport thank everyone for the time and effort given to support their programmes and initiatives and sincerely hope all volunteers enjoy their placement with the service.

Appendix A

Volunteers Guidelines

Clothing

- Suitable clothing and footwear appropriate to the activity is essential.
- Jewellery deemed inappropriate must not be worn.

Adults working with young people must:

- Never use any form of physical punishment.
- Encourage an environment where each individual treats all others with respect.
- Give positive reinforcement and encouragement at all times.
- Set and monitor the boundaries between a working relationship and friendship with young people.
- Give all young people equal opportunities to participate as appropriate to their age and stage of development.
- Be a positive role model.
- Never drink alcohol, use illegal substances or smoke when working with young people.

Registration (if relevant)

- If registration is a requirement of your voluntary position, your lead ASC/CSC will ensure that you have a relevant and appropriate register for your placement.
- If relevant to your position, the register must be returned to the ASC/CSC at the end of the block or left in an agreed locked place.

Session Delivery (if relevant)

- Arrive prior to session in order to prepare and set up or assist preparation and set up.
- Lead volunteers/coaches are responsible for setting the lesson content in relation to the ability and experience of the participants.
- All volunteers are responsible for the safety of participants. Please use your discretion and common sense at all times. If you think that there may be an unacceptable element of risk, please do not continue and seek advice from your lead ASC/CSC.
- Participants should be made aware of their limitations and it is the lead volunteer/coaches responsibility to look out for the participant attempting an activity beyond their ability.
- Any concerning incident relating to the participant's behaviour should be recorded and discussed with the session lead. For serious incidents the appropriate ASC/CSC should be notified as soon as possible.
- Make sure that participants know that they must notify an adult if they want to leave the area for any reason.
- Never allow young people to enter the facility or commence activity prior to the arrival of the adult responsible for leading the session.
- In the event of an accident, an incident report must be completed as soon as possible. Your ASC or CSC will discuss this with you if appropriate.
- Volunteers responsible for leading an activity session must ensure that all equipment used is returned.