

Introduction

The protection of children and other vulnerable people is fundamental to the work of Hallam Volunteering. We have a number of procedures in place to ensure safe working practices. We are committed to safeguarding and protecting the welfare of the children and vulnerable adults we work with. Our child protection policy is supported by and in reference to The Protection of Children Act 2000(POCA).

- All volunteers in Hallam Volunteering are required to
 - fill in an application form
 - provide two satisfactory references
 - undergo an enhanced CRB check where necessary
 - take part in induction training as well as training volunteers to be aware of the risks to and needs of vulnerable people / children with whom they have contact

- Volunteers working with children or vulnerable people are also required to take part in client specific training either provided by Hallam Volunteering or a host organisation

- All student-led projects (except for Jigsaw) are designed so that volunteers work in a group situation, supervised by an appropriate professional. Volunteers should never work alone

- All volunteers are provided with a clear role description and guidelines, and are provided with written information about working with their chosen client group

- All Volunteers are regularly supervised and supported throughout the activities

- All volunteers are informed of the relevant member of staff to report any child protection concerns to.

Procedure

All organisations will be made aware of our policy and procedures both verbally and in writing. Organisations will be asked to agree in writing that these procedures are appropriate for the volunteering opportunity. Both Hallam Volunteering and the organisation will keep a copy of the agreement. The agreement will be reviewed annually. Hallam Volunteering has a designated member of staff who is responsible for the overseeing of the child protection policy. This staff member will ensure that the policy is adhered to and implemented correctly.

If a staff member become aware of anything that may mean a volunteer is unsuitable to work with children or vulnerable adults, Hallam Volunteering has a legal obligation to inform the Independent Safeguarding Authority.

External agencies

When signposting volunteers to any other external voluntary organisations, that organisation will be responsible for carrying out all vetting processes, including interviews and reference checks, for that volunteer. We are not responsible for any volunteering experience a Hallam student has outside of Hallam Volunteering.

Other relevant policies

Health & safety

Photo Consent guidelines

Confidentiality

Data Protection