



Volunteer Policy

May 2017

Cabra for Youth is a Community Youth Project that aims to work with young people aged 10-24 years to encourage their personal and social development through a variety of programmes. Our target group is young people living in the Cabra area of the Local Drugs Task Force boundary, who are involved in or are at risk of being involved in substance abuse and or crime.

Chairpersons Welcome

On behalf of the Voluntary Board of Directors and the team at CABRA for Youth I would like to welcome you into our project.

We value the fact that you have made time available to work as a volunteer in our project and we would like to make your experience as positive and enjoyable as possible.

Cabra Activities Based Recreation Activities for Youth are fortunate to have Volunteers active on a number of levels from our Voluntary Board of Directors to our Junior Leaders all playing vital roles within our organisation.

The combination of permanent staff and volunteers has resulted in CABRA for Youth as an organisation being able to deliver a quality service to the young people in the greater Cabra area.

CABRA for Youth will provide training and supports that will allow you to work with confidence in the provision of programmes to the young people who engage with the project and this policy document is one of the tools that will assist you.

I would ask that you read this document thoroughly and if there is any aspect that you need clarification on please feel free to speak with any senior member of the organisation about same.

Once again I would like to thank you for offering your time to be a volunteer with CABRA for Youth.

Kind Regards

Joey Furlong
Chair

The Welfare of Children is of Paramount Importance

Children First 2011. 1.1.1 (i)

The CABRA for Youth Mission Statement

'To assist the young people of Cabra to reach their Potential and play a constructive role in society.'

Both, the opening statement which comes from Children First: National Guidance for the Protection and Welfare of Children and the CABRA for Youth mission statement above reflects the commitment of Cabra for Youth to work with young people in a way that will support and guide them on positive path while being conscious for their safety and wellbeing in the process.

While volunteers are involved on a number of levels this policy is primarily directed towards those front line volunteers who work directly with young people namely the voluntary youth leader section.

The policy is designed to support our volunteers by providing them with clear guidelines for the role that when followed will as far as possible give them the tools to necessary perform their role with confidence.

It is important to stress that this policy does not operate in isolation and must be read in conjunction with other policies crucial for the safe delivery of programmes to young people. Please see full list of policies in Appendix A.

The Board of CABRA for Youth clg. has the overall responsibility for the safety and wellbeing of the young people who engage in the services it provides, it also has a duty of care for its staff both permanent and voluntary. There is also an obligation on individual Youth workers/Leaders paid or voluntary to be aware of and understand the responsibilities associated with the role they undertake and to carry out this role in a responsible manner.

In this policy we outline the role and responsibilities of a voluntary youth leader. It is a support tool to assist them understand the role and in order that they may carry it out with confidence. We expect each individual to read and understand this and associated policies. Policies which will be a critical part of the training. Senior youth workers/leaders will be available to assist and explain any aspect that you may need clarification on as will your appointed mentor.

You will also be assigned a mentor from our senior staff who will support you through the early stages of your work with us and give guidance where necessary.

CABRA for Youth along with all organisations working directly with children and young people are governed by a number of pieces of legislation both current and pending and this document reflect our mandatory requirements under same.

VOLUNTEER RECRUITMENT PROCESS

CABRA for Youth's recruitment process is in line with legislation AND our own Child Protection Policy which is dictated by good practice guided by Children First.

The recruitment of volunteers consists of the following steps;

- Meet with Project Leader
- Informal interview
- Completion of a volunteer application form (Sample in Appendix B)
- Satisfactory references (Sample in Appendix C)
- Successful completion of Garda Vetting (see below)
- Participation in Child Protection Awareness Training (A One Day Course)

Note: where literacy may pose as a barrier to any stage of the recruitment process for a potential volunteer, Cabra 4 Youth staff will support that person ensuring the process is positive for, alleviating any concerns or obstacles whilst providing any practical assistance necessary.

Garda Vetting:

Although CABRA for Youth have been vetting all permanent and voluntary personnel over the age of eighteen (18) years as a matter of good practice following the introduction of the National Vetting Bureau legislation in April of 2016 it is now mandatory for all persons who have regular access to children to be vetted before taking up the position.

CABRA for Youth uses the vetting service of City of Dublin Youth Service Board to process our vetting applications. The new eVetting on-line system has greatly speeded up vetting and on average this will take working 10 days.

CABRA for Youth have appointed Paul O'Farrell & Joey Furlong as the authorised personal to process Garda Vetting on behalf of our organisation and all vetting application must be handled through them. A vetting application pack will be given to you by Paul who will explain the process.

VOLUNTEER ROLE DESCRIPTION

A volunteer is a person who wishes to give of their time, skills and experience to help others.

This generous act on behalf of the volunteer has its rewards in that it gives back many positive benefits such as upskilling, training, new experiences not to mention a self-worth that comes from providing worthwhile service to the community.

In this section we outline the role of a Volunteer in CABRA for Youth and responsibilities of the role as expected from you as a person volunteering. It is extremely important that you have a clear understanding of this role and the responsibilities it entails so read this document carefully. As stated earlier there are a number of other policies that must be also read in conjunction with this one.

Your role as a Volunteer with CABRA for Youth is to actively engage with the project team in providing programmes and activities to the youth of Cabra as a positive alternative to getting involved in anti-social behaviour and to guide and assist the young people through any issues they might encounter.

As a volunteer with CABRA for Youth you will also be in part responsible for the safety and welfare of the young people in your charge therefore you are required to participate in training and support sessions that are provided for this purpose.

Listed below is a list of bullet points that highlight the principle areas that require your involvement.

Mentor Programme:

You will be assigned a Mentor who will be a senior member of our team who will assist you through the induction & training stages until you become established.

Training:

- Participate in mandatory training
 - CABRA for Youth Induction Programme
 - Child Protection Awareness Training
 - Youth Leadership Training (workshops & practical) (u/18's)
 - Familiarisation in all policies as outlined by Cabra for Youth to include
 - Child Protection

- Health & Safety
- Recording Procedures
- Bullying Protocol
- Identify and explore training needs with mentor.

Programmes & Activities:

- Planning, Implementation & Evaluation of Programmes
- Working with the Team
- Preparation & participation in Activities
 - Set-up before & Tidy-up after activities.
 - Supervision & active engagement with the young people
 - At times volunteers will be encouraged to assist in relevant administration where necessary.

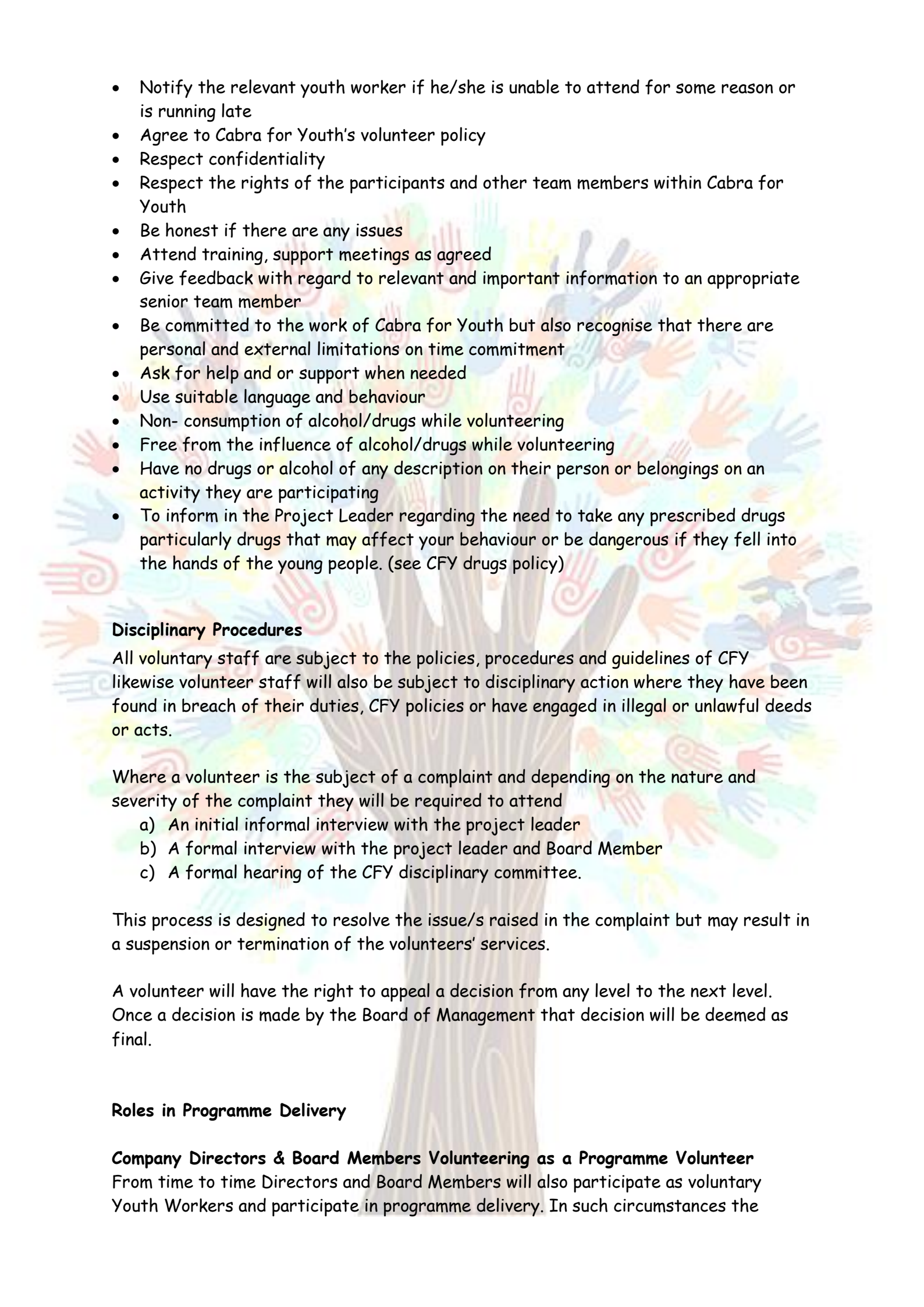
VOLUNTEERS RIGHTS AND RESPONSIBILITIES

A volunteer has the right to:

- Receive information about the organisations purpose, work and values and its policy on volunteers
- A clearly written description of the work he/she will be undertaking and of assigned tasks within Cabra for Youth
- Privacy and Confidentiality
- Be seen as a valued member of Cabra for Youth team through inclusion at training sessions, meetings and social functions etc.
- Receive appropriate training
- A designated person for support to receive regular and constructive feedback on performance
- Be appreciated and have their work valued by Cabra for Youth
- Make mistakes and learn from them
- Express his/her opinion on a subject
- Work in a safe environment
- Be insured
- Have choices and the opportunity to negotiate on those choices
- Say no
- Be consulted on matters that affect their work either directly or indirectly
- Be free from discrimination

A volunteer has the responsibility to:

- Be reliable
- Carry out work to the best of his/her ability and do so in a way that corresponds to the aims and values of the organisation
- Attend Designated Programme at the times agreed

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- Notify the relevant youth worker if he/she is unable to attend for some reason or is running late
 - Agree to Cabra for Youth's volunteer policy
 - Respect confidentiality
 - Respect the rights of the participants and other team members within Cabra for Youth
 - Be honest if there are any issues
 - Attend training, support meetings as agreed
 - Give feedback with regard to relevant and important information to an appropriate senior team member
 - Be committed to the work of Cabra for Youth but also recognise that there are personal and external limitations on time commitment
 - Ask for help and or support when needed
 - Use suitable language and behaviour
 - Non- consumption of alcohol/drugs while volunteering
 - Free from the influence of alcohol/drugs while volunteering
 - Have no drugs or alcohol of any description on their person or belongings on an activity they are participating
 - To inform in the Project Leader regarding the need to take any prescribed drugs particularly drugs that may affect your behaviour or be dangerous if they fell into the hands of the young people. (see CFY drugs policy)

Disciplinary Procedures

All voluntary staff are subject to the policies, procedures and guidelines of CFY likewise volunteer staff will also be subject to disciplinary action where they have been found in breach of their duties, CFY policies or have engaged in illegal or unlawful deeds or acts.

Where a volunteer is the subject of a complaint and depending on the nature and severity of the complaint they will be required to attend

- a) An initial informal interview with the project leader
- b) A formal interview with the project leader and Board Member
- c) A formal hearing of the CFY disciplinary committee.

This process is designed to resolve the issue/s raised in the complaint but may result in a suspension or termination of the volunteers' services.

A volunteer will have the right to appeal a decision from any level to the next level. Once a decision is made by the Board of Management that decision will be deemed as final.

Roles in Programme Delivery

Company Directors & Board Members Volunteering as a Programme Volunteer

From time to time Directors and Board Members will also participate as voluntary Youth Workers and participate in programme delivery. In such circumstances the

individual concerned will be bound by the volunteer policy as outlined in this document on equal terms and their position will not overrule stabilised procedures.

Volunteers Supporting: In many cases a volunteer will work to support the fulltime staff. In such cases the volunteer will be treated equally and be answerable to the nominated Lead Worker.

Volunteer Programmes: All volunteer programmes delivered under the auspices of Cabra for Youth must receive sanction from the board and should be tabled for approval by the Programme & Policy Sub-committee who will sanction the Lead Worker before bringing it to the board.

Joint Programmes: A number of programmes will be run jointly with Full-time and Volunteer Workers working side by side. As in all programmes a Lead Worker will be agreed by the Project Leader. All workers will work on equal terms and will report to the appointed Lead Worker regardless of their position in the organisation.

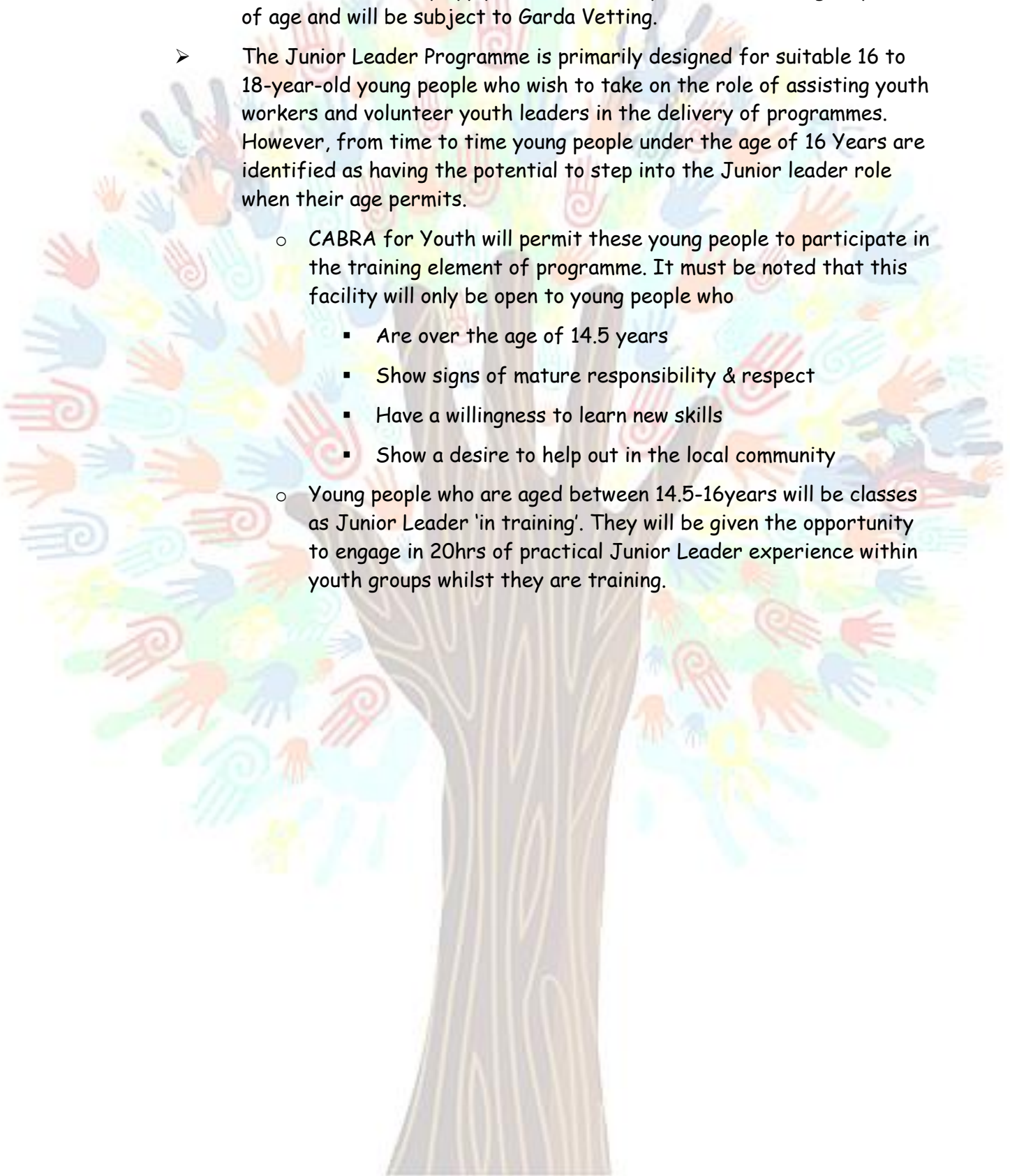
Junior Leaders: Along with adult volunteers Cabra for Youth also seeks to encourage young people coming up through the project to become junior leaders from the age of 16 years. Junior leaders will be encouraged and supported to undertake youth leadership training and develop the skills and knowledge necessary for a junior youth leader. Junior leaders will be subject to the conditions outlined below

Junior Leader Programme

CABRA for Youth will from time to time run Junior Leader Programmes for suitable young people under 18 years and who are already engaged in the various programmes run by CABRA for Youth.

Where young people, are assisting in the work of CABRA for Youth as a junior leader, they will do so under the following conditions.

- The minimum age permitted for assisting as a Junior Leader is 16 years.
- The CABRA for Youth Junior Leader Programme will be open to applicants from young people who have been engaged with the project and young people for the CABRA for Youth catchment area
- Junior Leader candidates will go through an application process that includes an application form, interview and referees or recommendations all adapted to suit. It would be good training and seen as an achievement.
- Candidates for the Junior Leader Programme must complete the CABRA for Youth Young Leaders Training Programme and assessment before being permitted to take on the role of Junior Leader.
- A Junior Leader will be classed as a child and will not be subject to Garda Vetting.
- A Junior Leader will receive age appropriate training for the role
- A Junior Leader will have a role but no responsibilities.
- Roles will be assigned based on experience, skills and ability

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- A Junior leader **will always** work in partnership with and under the supervision of an adult and must never work without this supervision.
 - The involvement of a Junior Leader in assisting at programme level does not under any circumstances, circumvent the CABRA for Youth Worker/Leader v Young People ratio requirements
 - A Junior Leader may apply for a volunteer position on turning 18 years of age and will be subject to Garda Vetting.
 - The Junior Leader Programme is primarily designed for suitable 16 to 18-year-old young people who wish to take on the role of assisting youth workers and volunteer youth leaders in the delivery of programmes. However, from time to time young people under the age of 16 Years are identified as having the potential to step into the Junior leader role when their age permits.
 - CABRA for Youth will permit these young people to participate in the training element of programme. It must be noted that this facility will only be open to young people who
 - Are over the age of 14.5 years
 - Show signs of mature responsibility & respect
 - Have a willingness to learn new skills
 - Show a desire to help out in the local community
 - Young people who are aged between 14.5-16years will be classes as Junior Leader 'in training'. They will be given the opportunity to engage in 20hrs of practical Junior Leader experience within youth groups whilst they are training.

Appendix A

The following policies are crucial to maintaining a high level of care for everyone engaged with CABRA for Youth at any level in any capacity.

It is important that all Voluntary Personnel are not only aware of these policies in the first instance but to have a working knowledge of their content.

Your training will cover all policies however it is a lot to take in and the onus will be on you to seek further clarification on any aspect you are unsure of. This can be done during training sessions or through your mentor or any senior personnel member at any other time.

Child Protection Policy

This is a very important document in its entirety however particular attention should be paid to the section dealing with reporting child protection concerns and disclosures. How it is handled and who to report to and the confidentiality aspect of dealing with this type of issue.

Health & Safety

As with the Child Protection there are aspects of Health and Safety in a number of policies and particular attention must be on prevention i.e. identify potential hazards make safe and report. It is equally important that the Health Safety and Welfare of all is taken into consideration when assessing the working environment this includes the Young People, and fellow Staff members both Voluntary & Permanent and guests if applicable.

Volunteer Policy

Just because you have this policy in your hands doesn't mean you understand everything in it, the rights and responsibilities section should be fully understood, this is to protect you as well as the young people in your charge.

THERE ARE NO STUPID OR SILLY QUESTIONS

C.A.B.R.A. for Youth clg.

VOLUNTEER APPLICATION FORM

Name: _____

Any other name previously known as: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Gender: _____

Telephone Number: _____ Mobile Number: _____

E-mail Address: _____ Occupation: _____

What are your reasons for becoming a volunteer in Cabra for Youth Ltd?

Do you have any experience of volunteer work? If yes, please give details:

Please give details of youth training/any previous experience/involvement in youth activities / clubs:

Do you have specific experience working with young people at risk?

What skills or hobbies do you have which you feel might be useful as a voluntary youth worker?

Do you suffer from any illness/disability/medical condition which may at times affect your ability to work with young people? If so, please give details:

Status:

Are you: (Please tick)

Employed

Unemployed

Student

Retired

Other (please specify) _____

Please indicate the time/s you would be available?

	All Day	Morning	Afternoon	Evening
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Referees

Please provide names and addresses of two people whom we could contact for a reference (not relatives):

Name: _____

Address: _____

Job Title: _____

Tel: _____

Name: _____

Address: _____

Job Title: _____

Tel: _____

Declaration (Confidential):

I confirm that nothing within my personal or professional background deems me unsuitable for a post which involves working with children.

I declare that the above information is true and agree that I will abide and accept the terms and conditions outlined in the volunteer agreement.

Signed: _____ Date: _____

Received by: _____ Date: _____

Please note: Cabra for Youth will go through the required vetting procedure before confirmation of a volunteer position. Volunteers seeking a reference off Cabra for Youth Ltd must be a volunteer with us for a minimum of six months.

Appendix C

CABRA for Youth Volunteer Reference Form

Dear _____ of

_____ has expressed an interest in becoming a volunteer with Cabra for Youth Ltd, and has given your name as a referee.

We would be very grateful if you could take the time to complete this form. All information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor, should they be offered a volunteer position with Cabra for Youth. We would appreciate you being candid in your evaluation of this applicant.

How long have you known this person?

In what capacity do you know this person?

Ratings: *Low 1-2*

Average 3-4

High 5-6

How would you rate this person in relation to their responsibilities?

Rating

Adaptability: (ability to learn something new)

Comment

Reliability:

Comment

Initiative: (ability to use initiative within limits of role)

Comment

Ability to work in a team:

Comment

Ability to work to a prescribed programme:

Comment

Ability to work under direction:

Comment

Timekeeping:

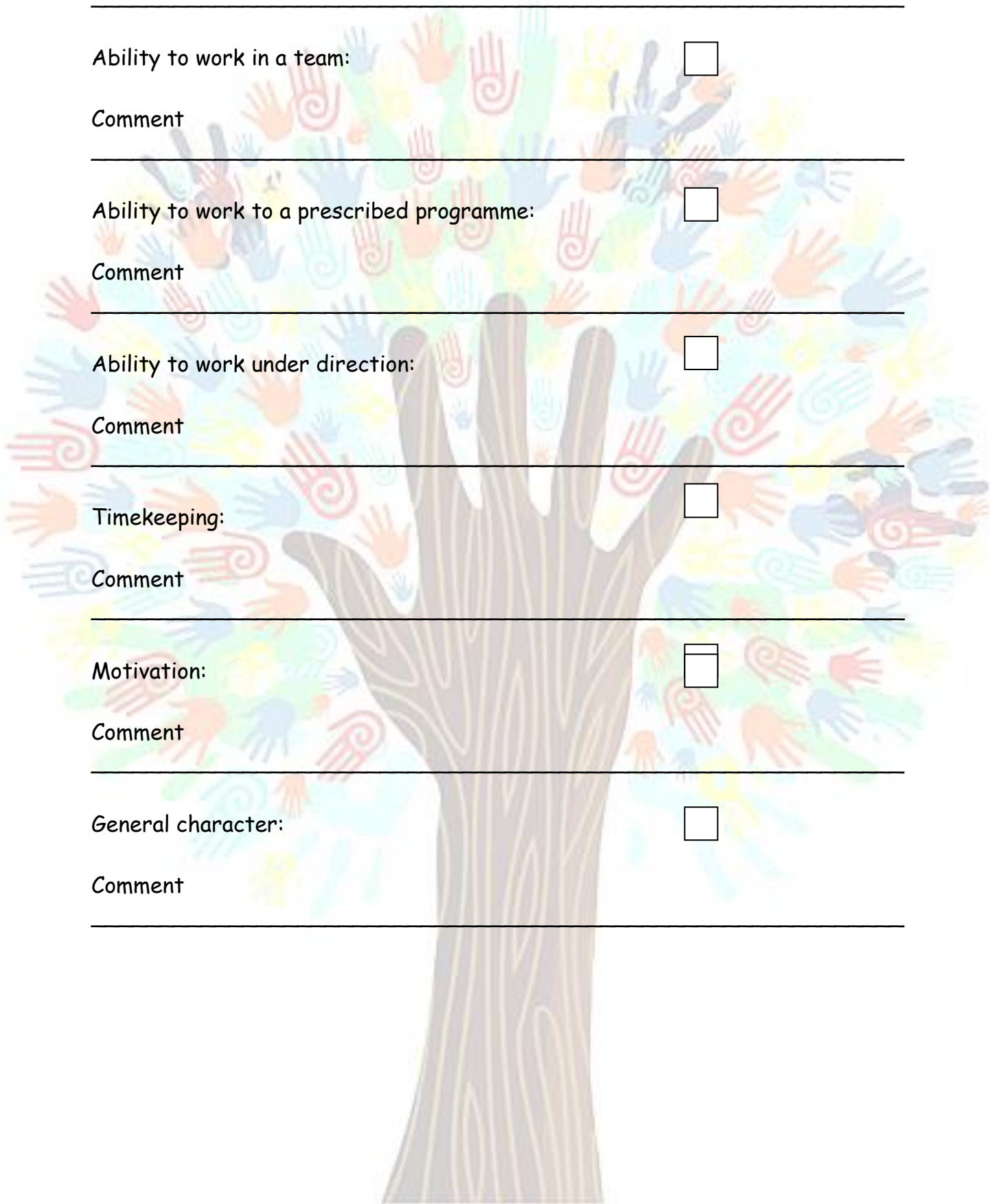
Comment

Motivation:

Comment

General character:

Comment



As an organization committed to the welfare and protection of young people, we would be very much obliged if you would indicate below if you are aware of any reason as to why this applicant is not a suitable person to be working with young people.

Please tick: Yes No

If you have answered 'Yes,' we will contact you in confidence

Signed: _____

Date: _____

Organisation: _____

Position held: _____

Address: _____

Contact number: _____

Thank You

Cabra for Youth CLG

