



Volunteers

Toolkit



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Lywodraeth Cymru
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Foreword

This toolkit has been developed as part of our Volunteens: Be Heard. Be Helpful. project, funded by the Welsh Government and managed in collaboration with the Wales Council for Voluntary Action (WCVA).

The aim of this toolkit is to offer a clear and practical framework for voluntary and community organisations seeking to engage young people as volunteers. It draws on the valuable insights and experiences of young people who have participated in the Volunteens project, providing guidelines to help organisations create inclusive, engaging, and rewarding opportunities for youth involvement.

Young volunteers bring fresh perspectives, creativity, and energy to the work of charitable organisations, but attracting and retaining them requires understanding their motivations, preferences, and the challenges they face. This toolkit is designed to address these factors, offering practical steps on recruitment, retention, and effective engagement with young people. It also highlights the importance of supporting youth development through skills-building, mentorship, and recognition of their contributions.

By using this toolkit, organisations will be better equipped to develop youth-friendly volunteering opportunities that not only benefit the young people themselves but also strengthen the overall capacity of the organisations and its impact in the community.

For more information on the Volunteens project, and to explore further resources, please visit our online platform at:
www.volunteens.org.uk



Disclaimer

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Introduction

Within the third sector, we consistently rely on the dedication and efforts of volunteers to ensure that our projects are successfully delivered and that communities receive the support they need. Traditionally, the concept of 'volunteering' has been associated with individuals over the age of 18. However, throughout the course of our Volunteers project, we have discovered that a significant number of young people are eager to volunteer; they simply lack the knowledge of where to start or how to get involved. This is where the Volunteers: Be heard Be Helpful initiative steps in.



Why recruit young volunteers?

Currently, less than 24% of young people in Wales are involved in volunteering (Welsh Government, 2024). This is an unfortunate statistic when we consider the transformative impact young volunteers can have on our organisations:

Bringing fresh creativity, energy, and enthusiasm

Young volunteers often contribute new perspectives, innovative ideas, and a dynamic energy that can breathe fresh life into our projects. Their approach to problem-solving and creativity can help reframe challenges and offer solutions that may not have been previously considered.

Technological awareness and knowledge of trends

Many young people today are highly tech-savvy and deeply connected with current trends and global issues. When they join our teams, they bring with them not only a wealth of digital skills but also an understanding of contemporary societal conversations. This can enhance our day-to-day operations, whether through improving communication methods, contributing to funding applications, assisting with project recruitment, or offering fresh ideas on how to market our initiatives.

Effective peer communication and word-of-mouth advocacy

Young people often communicate more effectively with one another than older generations do. This is where young volunteers can become powerful advocates for your organisation. Through informal channels like word-of-mouth, which is often seen as more credible and trusted than traditional forms of outreach, they can promote your projects, campaigns, and values. By having young volunteers as part of your team, you enable them to naturally share the organisation's mission and achievements with their peers, widening your reach in ways that formal communication strategies might struggle to achieve.

Investing in the future by providing vocational exploration

For many young people, volunteering is their first step into the working world. While it is less common today for volunteers to transition directly into paid roles, young volunteers gain invaluable experience that allows them to explore different career paths, develop new skills, and gain a broader understanding of various sectors. This opportunity for vocational exploration not only benefits the individual but also helps to cultivate a skilled and informed future workforce.

In essence, young volunteers offer far more than their time; they bring with them an array of benefits that can enhance both the organisation and the community it serves. By creating meaningful opportunities for young people to volunteer, we not only strengthen our own capacity to make an impact but also empower the next generation to take ownership of their futures and contribute to lasting positive change.

Legal considerations when recruiting young volunteers

When recruiting young volunteers, it is essential to have a clear understanding of the relevant laws concerning the employment of children and young people (those under the age of 18). While these laws primarily govern paid work, it is best practice to apply them to volunteering situations as well, to ensure the safety, wellbeing, and proper support of young people in your organisation.

In Wales, the term “young person” typically refers to anyone between the ages of 11 and 25 (CWVYS, 2024). However, in legal terms, “children” are generally defined as anyone under the age of 18, as specified by the Social Services and Well-being (Wales) Act 2014. For the purposes of this resource, whenever we refer to “young volunteers” or “young people” volunteering, we are referring specifically to those under the age of 18.

What does the law say?

Although there are numerous legal restrictions governing the employment of young people, these do not extend to voluntary roles. However, it remains crucial to follow best practices to protect young volunteers and ensure a positive and safe volunteering experience. The Children and Young Persons Act 1933 [Section 18] provides key guidance on working hours and conditions, and we recommend applying these principles when working with young volunteers:

- **Working hours:** Young volunteers should not volunteer before 07:00 or after 19:00, regardless of the day.
- **School days and Sundays:** Volunteering should be limited to a maximum of two hours on any school day or Sunday.
- **Weekly volunteering limits:** Young volunteers should not engage in more than 12 hours of volunteering per week, during term time.
- **Breaks:** For every four hours of volunteering, young people must be given a break of at least one hour.
- **School holidays:** Young volunteers should be given a minimum of two weeks free from volunteering during school holidays to ensure adequate rest.

While these provisions apply specifically to children and young people in employment, adhering to them for volunteers under 18 is considered good practice. This not only aligns with safeguarding principles but also ensures young volunteers are not overburdened or subjected to inappropriate working conditions.



Parental consent

Obtaining parental consent is another important aspect of managing young volunteers. While it is not a legal requirement to obtain parental consent for 17 and 18-year-olds volunteering, it is considered good practice, particularly where they will be engaged in longer-term or more intensive volunteering roles.

For young people under the age of 16, parental consent must always be obtained before they begin volunteering. This helps to safeguard young volunteers, ensuring that their parents or guardians are aware of and supportive of their involvement in the organisation. It also allows parents to understand the commitment expected from their children and provides an additional layer of protection for both the young person and the organisation.

Safeguarding considerations

In addition to complying with these legal guidelines, organisations must ensure that they have appropriate safeguarding measures in place. This includes having a safeguarding policy that specifically addresses the needs of young volunteers, designated safeguarding leads, and training for all staff who will be supervising or working alongside young people. By fostering a safe and supportive environment, organisations can create a positive experience for young volunteers and ensure that their rights and wellbeing are fully respected.

By following these legal and best practice guidelines, organisations can confidently recruit, support, and manage young volunteers in a way that prioritises their safety, development, and enjoyment.

When and where are DBS checks required?

Understanding when and what level of DBS (Disclosure and Barring Service) check is required can be challenging, especially when working with young volunteers under 18. Ensuring your organisation complies with the necessary legal requirements is crucial for safeguarding young people while they volunteer.

DBS checks for supervising staff

Any staff member supervising a young volunteer under the age of 18 must have a DBS check in place. It is essential to ensure that all staff working directly with young volunteers have undergone appropriate background checks to safeguard against any risks and to comply with best practice in youth engagement.

DBS checks for young volunteers

An additional complexity arises when young volunteers aged 16-17 are working alongside other young volunteers under 18. In such cases, those aged 16-17 will also need a DBS check if they are in positions of trust or authority over younger volunteers. While securing a DBS check for young volunteers may be challenging, particularly with respect to accessing valid identification, it is a necessary step in ensuring the safety of all involved. Under 16's cannot have a DBS check carried out on them and may need more supervision and support.

Regulated activity and enhanced DBS checks

Whether an enhanced DBS check is required will depend on whether the role falls under what is classified as a "Regulated Activity." A Regulated Activity refers to specific types of work, particularly when it involves teaching, training, supervising, or caring for children on a frequent or intensive basis. According to the DBS guidelines, in the context of young volunteers, a Regulated Activity would include:

"...teaching, training, instructing, caring for, or supervising a child who is under the age of 16 in relation to their employment for more than three days in any 30-day period."

For more detailed information on what constitutes a Regulated Activity, you can consult the DBS website's section on "Regulated Activity with Children in England and Wales" (DBS, 2024).



Employer's Liability Insurance

Every young volunteer should be shown a copy of your organisation's Employer's Liability Insurance certificate. This insurance covers your liability for injury or illness experienced by volunteers during their placement. As an organisation, you should:

- Review your insurance policies to ensure they cover volunteers under the age of 18.
- Verify what additional steps may be necessary to ensure the safety of young volunteers.

If your Employer's Liability Insurance does not extend to cover young volunteers, you must contact your insurance provider to discuss appropriate coverage options. No young volunteers should begin their placement until this insurance is in place.

Creating a role for young volunteers

When creating volunteer roles for young people, it is essential to ensure that the tasks are safe, suitable, and meaningful for their age and abilities. Consideration must be given to their physical, emotional, and psychological capacities. You should:

- Consider the type of volunteering: Will the young volunteer be participating in group or individual activities?
- Family volunteering allows a young person to volunteer alongside their family, with parents retaining responsibility throughout the volunteer opportunity. In this case, parents must still be briefed on the activities and safety considerations.
- Group volunteering might involve young people joining established youth groups or schools in volunteer activities. Close collaboration with group leaders is crucial to ensure adequate supervision and insurance coverage for the young volunteers. While you would assess the risks and manage the activity, the group leader would oversee supervising the young people.
- Organising your own volunteer groups gives your organisation full responsibility for creating the opportunities, supervising the young volunteers, and ensuring everyone's safety.

Individual volunteering may involve less direct supervision. Therefore, thorough risk assessments and clear role descriptions are essential. The organisation bears full responsibility for the young volunteers' safety.

Assign a named supervisor: Every young volunteer should have a designated supervisor responsible for ensuring their tasks are age-appropriate and do not include any prohibited activities. This supervisor must also ensure the young volunteer is never left unsupervised with members of the public or staff without DBS checks. In some cases, another DBS-checked volunteer may be able to act as a supervisor.



Age-appropriate roles for young volunteers

When designing a volunteer role for a young person, ask the following questions to ensure it is suitable for their age and abilities:

- What skills and experience are needed, and can the young volunteer develop these through support?
- Will this role engage and interest the young volunteer?
- What is their attention span, and how can you support their focus?
- Are there any adjustments you could make to ensure the role is more suitable for a young volunteer?

There are some roles that are unsuitable for young volunteers, including:

- Tasks beyond a young volunteer's physical or psychological capacity.
- Roles that expose young volunteers to hazards that could harm their health, such as exposure to radiation.
- Tasks that present a high risk of accidents due to their inexperience or inability to foresee certain dangers.
- Roles that expose young volunteers to extreme environments, such as excessive heat, noise, or vibration.
- Roles involving door-to-door fundraising without an adult present.

Creating a role description

A well-defined role description is vital for any volunteer, and young volunteers are no exception. A role description ensures that both the organisation and the young volunteer understand the responsibilities, expectations, and boundaries of the position. When creating a role description for a young volunteer, consider the following:

- What is the role? Are the tasks suitable for the young volunteer's age and abilities?
- Why are they doing the role? Is the role meaningful? What value will it bring to the organisation, and will the young volunteer feel a sense of achievement?
- What is the time commitment? Is this a one-off event or an ongoing role? Clarify how many hours per week or per event the young volunteer is expected to contribute.
- Where will the volunteering take place? Is it in a single location or multiple places? Will the young volunteer need transport, and is the location safe for them?
- What skills and experience are required? This could include attributes like enthusiasm, teamwork, and willingness to learn rather than specific professional skills.
- Will training be required? If so, outline what training is needed, who will provide it, and whether there are any associated costs.
- Who will be working alongside the young volunteer? Identify their supervisor and the wider team, ensuring all relevant staff are DBS-checked.
- Who is the point of contact for the young volunteer and their family? Provide contact details for a named person and clarify when they can be reached. Ensure this individual has the necessary DBS clearance and skills to support a young volunteer.
- What supervision and support will the young volunteer receive? Clarify who will provide this support and how often it will occur.
- What are the benefits for the young volunteer? Why should a young volunteer choose to work with your organisation? What can they gain from the experience, and how can they use it in the future?
- What benefits does the organisation gain from having young volunteers? Consider the impact young volunteers will have on your organisation, the team, and the wider community.
- What expenses can be reimbursed? Clearly outline what expenses can and cannot be reimbursed and explain the process for reimbursement.

By thoughtfully designing roles and following legal and safeguarding guidelines, organisations can create meaningful, engaging, and safe opportunities for young volunteers to contribute and thrive.



Young Volunteer Policies

Involving young volunteers can benefit not only the young person themselves but also your organisation and the wider community. However, ensuring the success and safety of these arrangements requires careful planning and policy development. One of the key steps is to create a comprehensive Young Volunteer Policy.

There are two common approaches to developing such a policy:

- **Integrating young volunteer considerations into existing policies:** This approach involves reviewing all relevant organisational guidance and policies, ensuring they include specific provisions for young volunteers.
- **Creating a standalone Young Volunteer Policy:** Alternatively, you may opt to develop a separate policy dedicated entirely to the needs, rights, and responsibilities of young volunteers.

Regardless of which approach you choose, it is essential to ensure your policy includes the following elements:

- **Code of Conduct:** Establish a clear code of conduct or agreement that outlines expectations for both young volunteers and the adults they work with. This helps to maintain a safe and respectful environment for everyone.
- **Designated point of contact:** Identify a main point of contact for young volunteers—someone they can reach out to if they encounter any issues or concerns during their placement.
- **Supervision and DBS checks:** Ensure that young volunteers are never left unattended and that they are not left in the care of any staff member or volunteer without an up-to-date DBS check.
- **Employer's Liability Insurance:** Verify that your Employer's Liability Insurance covers young volunteers and communicate this clearly to both the volunteers and their parents or guardians.
- **Written agreements:** Provide a written and signed agreement with each young volunteer, clearly outlining their role, responsibilities, and expectations. This formalises the commitment and ensures everyone is on the same page.

Health and Safety Policy

Every organisation has a duty of care to all its volunteers, including young volunteers. Organisations working with young people must have an updated Health and Safety Policy that addresses specific obligations under UK law, particularly the Management of Health and Safety at Work Regulations (1999).

Your Health and Safety Policy must specifically address the following key considerations when working with young volunteers:

Avoid exposing young volunteers to risks due to:

- Lack of experience.
- Lack of awareness of potential or existing risks.
- Lack of physical or psychological maturity.

Consider the workplace environment, including:

The layout of the workplace.

- Any physical, biological, or chemical hazards young volunteers may be exposed to.
- The handling of work equipment by young volunteers.
- The organisation of work processes.
- The health and safety training needed for young volunteers.
- Risks related to workplace agents, processes, or the type of work being performed.

Specific questions regarding the nature of the work

- Is the task appropriate for the young volunteer's physical and psychological capacity? For example, you must consider whether objects are too heavy to carry or instructions too complex?
- Does the task involve exposure to toxic substances, carcinogens, or other harmful materials? Young volunteers must not be exposed to risks from substances that can harm human health or have chronic impacts, such as radiation.
- Is there a risk of accidents due to inexperience or lack of training?
- Does the work involve extreme cold, heat, noise, or vibration?

Organisations must take these factors into account to ensure young volunteers are not placed in any hazardous situations. Even if the work falls within general health and safety guidelines for adults, young volunteers must not engage in certain types of work that pose specific risks.

Special considerations for 16–17-year-olds

When a young volunteer is aged 16 or 17, different legislation applies. In these cases, young volunteers may engage in certain types of work if:

- The work is essential for their training.
- The work is always supervised by a competent individual.
- The risks are minimised to the lowest level practicable.

It is essential that you communicate potential risks to the parents or guardians of young volunteers, even if this is done informally in conversation. Parents must be informed of the safety measures in place to protect their children.



Risk Assessment

In addition to developing a Young Volunteer Policy and updating your Health and Safety Policy, a specific Risk Assessment must be conducted for young volunteers. This ensures their unique needs and vulnerabilities are addressed, and it highlights any special precautions required for their protection.

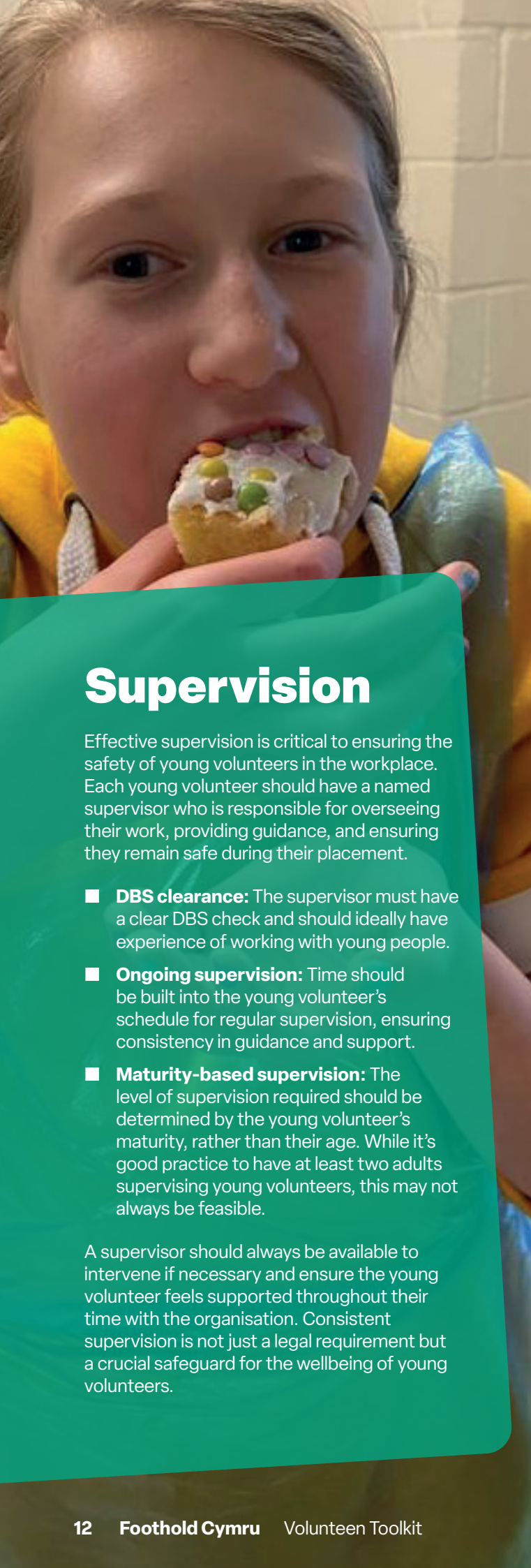
Even if your organisation already has general risk assessments in place, you must create a separate risk assessment focused on the specific risks young volunteers might face. This risk assessment should be shared with both the young volunteers and their parents or guardians.

Key elements to include in a young volunteer-specific risk assessment:

- **Pre-start risk assessments:** Assess potential risks before the young volunteer begins their role.
- **Location and workplace layout:** Determine the risks associated with where the young volunteer will be working.
- **Physical, biological, or chemical hazards:** Identify any harmful substances or agents the young volunteer might be exposed to, including the duration and extent of exposure.
- **Work equipment and processes:** Evaluate any risks associated with work equipment the young volunteer will handle.
- **Maturity and experience:** Take into account the young volunteer's psychological or physical immaturity and their lack of experience with certain tasks or risks.
- **Supervision requirements:** Identify the level of supervision needed based on the young volunteer's age and maturity. Specify who will provide supervision and what their responsibilities are.

After conducting the risk assessment, organisations may determine that certain tasks are not suitable for young volunteers due to the risks involved. In these cases, young volunteers should be prohibited from participating in those activities.

Best practice also dictates that parents and guardians of young volunteers should be informed of the key findings from risk assessments. This helps reassure them that appropriate measures are in place and allows for open communication regarding any concerns. Discussing these findings with young volunteers themselves is also important—they may provide valuable feedback or suggestions for additional safety measures.



Supervision

Effective supervision is critical to ensuring the safety of young volunteers in the workplace. Each young volunteer should have a named supervisor who is responsible for overseeing their work, providing guidance, and ensuring they remain safe during their placement.

- **DBS clearance:** The supervisor must have a clear DBS check and should ideally have experience of working with young people.
- **Ongoing supervision:** Time should be built into the young volunteer's schedule for regular supervision, ensuring consistency in guidance and support.
- **Maturity-based supervision:** The level of supervision required should be determined by the young volunteer's maturity, rather than their age. While it's good practice to have at least two adults supervising young volunteers, this may not always be feasible.

A supervisor should always be available to intervene if necessary and ensure the young volunteer feels supported throughout their time with the organisation. Consistent supervision is not just a legal requirement but a crucial safeguard for the wellbeing of young volunteers.

Parental Permission

Securing parental permission for young volunteers ensures their parent or guardian fully understands the scope of the volunteer role, the environment in which the young person will be working, and the expectations placed upon them. This step is crucial not only for safeguarding the young volunteer but also for building trust between the organisation and the family.

To properly gain parental consent, organisations should:

- **Obtain a written agreement from parents or guardians:** Depending on the young volunteer's age, organisations should secure a written agreement outlining the volunteer's role, responsibilities, and any specific tasks or commitments.
- **Seek additional consent for specific activities:** For certain tasks or activities, especially those involving higher risks (e.g., overnight stays, trips outside the local area, or hazardous environments), it is essential to gain separate written consent.
- **Signed consent forms:** All consent forms should be signed by the young volunteer's parent or guardian to formalise their understanding and approval of the volunteering arrangement.
- **Provide key policy information:** Share critical documents such as the organisation's Safeguarding Policy, Health and Safety Policy, and any Risk Assessments with parents or guardians. It is also beneficial to offer this information to the young volunteers themselves to keep them informed of safety procedures.
- **Discuss comfort levels with the young volunteer:** Prior to starting, discuss the details of the volunteer role with the young volunteer to ensure they feel comfortable with the tasks involved. Any concerns they have should be acknowledged, and alternative options provided where possible.
- **Collect emergency contact information:** Organisations must gather up-to-date emergency contact details for the young volunteer to ensure appropriate action can be taken in case of an emergency.
- **Media consent:** Obtain written media consent from both the young volunteer and their parent/guardian before taking any photographs or recording videos. This should include details on how and where the images will be used (e.g., social media, website, newsletters).

Expenses

For many young volunteers, covering the cost of expenses can be a significant barrier to participation. While it may not always be feasible for organisations to cover all costs, there are specific expenses organisations should consider reimbursing to ensure accessibility and equity for young volunteers. These may include:

- **Travel expenses:** This includes covering the costs of public transport or fuel for travel to and from the volunteer placement, as well as any travel undertaken during the volunteer day.
- **Childcare expenses:** If relevant, consider offering support for young volunteers who may have childcare responsibilities.
- **Food and drink:** Providing a modest allowance or meals to cover food and drink costs during volunteering hours.
- **Materials and equipment:** Reimbursing the cost of materials required to carry out the volunteer role, such as stationery, safety equipment, or protective clothing.
- **Training or event costs:** Covering the admittance fees for any relevant training or events the volunteer needs to attend as part of their role.

By addressing these potential financial barriers, organisations make it easier for young volunteers to engage fully in their roles. It's equally important to keep a clear record of all expenses, detailing the amounts reimbursed and the purpose of the expenditure.

Travel

Transportation can be a significant challenge for young volunteers, particularly for those reliant on public transport or parental assistance. Organisations must consider these limitations when designing volunteer roles or choosing volunteer locations. Key travel considerations include:

- **Proximity to public transportation:** Ensure that volunteer locations are easily accessible by public transport. Locations far from transport routes may discourage participation or create barriers for young volunteers who cannot drive.
- **Timing and location of volunteering activities:** Scheduling volunteer shifts during late evening hours or in remote or risky locations can pose safety concerns. Risk assessments should consider the safety of travel, particularly for young volunteers.
- **Providing safe transportation options:** In some cases, organisations might decide that offering a transportation service, such as using a reputable taxi company with DBS-checked drivers, is the best way to ensure the young volunteer's safety. Such control measures can be included in the risk assessment to reduce potential risks associated with travel.



Induction and Training

Proper induction and training are crucial for young volunteers, ensuring they have all the information and skills necessary to safely and effectively carry out their volunteer roles. This process should be similar to that provided to paid staff but tailored to the unique needs of young volunteers. Key aspects of induction and training include:

- **Training opportunities:** Young volunteers should have access to any training necessary to enhance their skills or qualifications. This might include formal training in health and safety, safeguarding, or role-specific tasks.
- **Initial training and competency assessment:** On starting, young volunteers should undergo an initial training phase, during which their capabilities and competencies are assessed. This ensures that they are not placed in roles that could endanger themselves or others.
- **Health and safety induction:** Young volunteers should be made aware of workplace hazards, risks, and the control measures in place. This includes basic training in first aid, fire evacuation procedures, and safeguarding, ensuring they know whom to report to in case of any concerns.
- **Supervision and safeguarding:** Young volunteers should never be left unattended, and they must always have a DBS-checked supervisor present. Clear supervision helps continually assess the volunteer's capacity and provides opportunities for feedback and support.
- **Appropriate equipment and clothing:** Organisations should provide appropriately sized equipment and protective clothing, especially given the smaller stature and physical limitations that may come with the young volunteer's age.
- **Staff awareness and safeguarding:** Ensure all staff are reminded of safeguarding procedures, particularly the necessity of never leaving young volunteers unsupervised. Staff should be introduced to the designated person responsible for the young volunteer's training and support, ensuring consistent guidance is available.

Support

Young volunteers often require additional support compared to older volunteers or paid staff. Some may be new to the workplace, more immature, or dealing with external pressures such as school or personal challenges. Effective support systems help young volunteers succeed and develop confidence in their roles.

- **Buddy systems:** Pairing young volunteers with more experienced volunteers or staff can provide informal support, helping the young volunteer navigate their role with guidance from a peer.
- **Open-door policy:** Encouraging an open and approachable environment allows young volunteers to feel comfortable asking for help, discussing any challenges, or raising concerns without hesitation.
- **One-to-one meetings:** Regular one-on-one meetings with supervisors provide a formal opportunity for young volunteers to receive feedback, ask questions, and express any concerns. These sessions are also a chance for supervisors to monitor the young volunteer's progress and well-being.
- **Recognition and respect:** Young volunteers should receive the same level of respect and appreciation as any staff member. They should be acknowledged for their contributions and made to feel valued. Recognition can come in various forms, such as:
 - ▶ Regular feedback and support meetings.
 - ▶ Development sessions or training opportunities.
 - ▶ Action plans to help volunteers grow in their roles.
 - ▶ Accreditation or awards to acknowledge their achievements.
 - ▶ Platforms that amplify the young volunteer's voice, giving them opportunities to share their thoughts and ideas.

Encouraging staff and volunteers to show appreciation and respect toward young volunteers fosters an inclusive and supportive environment where they can thrive.

Conclusion

This document has outlined the key considerations, policies, and practices that voluntary and community organisations should adopt when recruiting and working with young volunteers. By following the guidelines set out in this document, organisations can create a safe, supportive, and meaningful environment where young people can thrive, contribute to their communities, and develop essential skills for the future.

Engaging young volunteers requires careful planning, from drafting clear policies to providing appropriate training and supervision. It is essential to have well-defined processes for gaining parental consent, reimbursing expenses, addressing travel concerns, and offering consistent support. Equally important are risk assessments tailored to young volunteers, ensuring health and safety measures are specific to their needs and maturity levels.

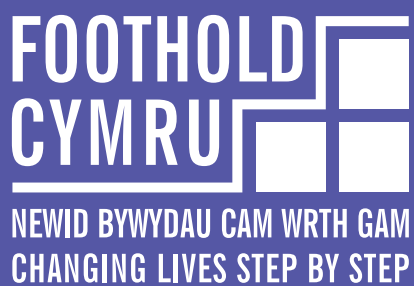
To help organisations put these ideas into practice, we have made a range of practical documents and templates available on our website. These resources are designed to simplify the recruitment, retention, and ongoing support of young volunteers, ensuring that your organisation is fully equipped to meet their needs.

The documents include:

- **Young volunteer policy template:** A comprehensive framework for developing a policy tailored to the unique requirements of young volunteers.
- **Parental consent form:** A ready-to-use form for obtaining parental permission, covering both general volunteering and specific activities.
- **Risk assessment template:** A guide to assessing risks specific to young volunteers, ensuring safety at all stages of their involvement.
- **Safeguarding policy template:** A policy that ensures young volunteers are protected and understand the procedures in place to report concerns.
- **Expenses claim form:** A simple form for tracking and reimbursing expenses incurred by young volunteers.
- **Induction checklist:** A step-by-step guide to onboarding young volunteers, covering essential training and safety information.
- **Media consent form:** A form to obtain permission to use photographs or videos of young volunteers, ensuring clarity on how images will be used.

By utilising these resources, your organisation can ensure that young volunteers are not only safeguarded but also fully supported in their roles, contributing to a positive volunteering experience for all involved. Our commitment is to provide you with the tools needed to engage and empower the next generation of volunteers, ensuring that your organisation can continue to make a lasting difference in the community.

Together, we can create an inclusive, youth-friendly volunteer environment that builds resilience and fosters growth for both the young people involved and the wider community.



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