

ASHURST WOOD YOUTH CLUB

Safeguarding Policy

Induction Checklist for Volunteer Leaders

Consider why the person has volunteered

- What will they gain from volunteering?
- What commitment is involved?
- Who benefits?

Consider the role and responsibilities

- Outline of “job description” and what the person has to do
- Work with young people and adults in a team
- Share responsibilities
- Supervise and support club activities
- Ensure safety of young people and other leaders

Consider the recruitment process and administration

- Application forms
- Writing for references
- DBS Checks

Consider the practical aspects of volunteering in the club

- When and where will the person be working?
- Which day/time (start and finish) any additional time commitment
- Venue
- Who will the person be working with?
- Other volunteer leaders in the team
- Young people (age/gender)
- Parents and community contacts e.g. owner/caretaker of premises, police, press etc.

Consider the roles played by others

- Who manages who and what? ☐ Club Leader ☐ Management Committee ☐ Owner/caretaker of premises (whoever is appropriate)

Consider the venue and what to do in an emergency

- Where are incident / accident forms kept?
- Where is the first aid box?
- When are fire drills held and what do we do?
- Where are the fire exits?
- What is the venue like to work in?
- Who can access the kitchen? How are young people kept safe?
- Who to call if there is a concern about safeguarding?