



VOLUNTEER SUMMARY OF POLICIES

For more detail, please refer to the full policies at cicscalderdale.org.uk/policies.
When in school, school policy takes precedence.

Thank you for agreeing to volunteer for CICS, we trust that you will be blessed in serving God in this way.

SAFE RECRUITMENT

2 workers/trustees, knowing the person already or following a conversation will ask the applicant to fill in the application form and bring the recommendation to a Trustee Meeting. If the trustees agree, references will be sought and a DBS carried out. This information will be kept for the duration of the volunteering. Subject to favourable results, the volunteer is welcomed.

WHEN WORKING WITH YOUNG PEOPLE, YOU (THE VOLUNTEER):-

- Will be part of a team, accountable to a Worker who in turn reports to the Trustees through a Liaison Trustee.
- Ideally, you will not be on your own with a child/young person and should endeavour to be with another adult (to protect yourself from accusation as much as protect the child).
- Always speak and act with respect and avoid physical contact.

E- SAFETY

- Do not contact a child electronically (or otherwise) outside the CICS situation.
- Contact the parent/carer rather than child if it is necessary to do so.
- Don't take photos.
- Don't leave a lap top open/unlocked.

CHILD PROTECTION SITUATION

- If a child confides in you and you have concerns of physical, emotional or sexual abuse or neglect you must tell your line manager immediately.
- Write down what happened and what was said as soon as you can, preferably not in the presence of the child.
- Tell the child that you will have to pass on the information.

INSURANCE COVER

- Whilst volunteering for CICS you are covered by our policy.

REASONABLE EXPENSES

- Inform your worker
- Expenses and travel costs may be reimbursed by contacting finance@cicscalderdale.org.uk

COMPLIMENT, CONCERN, COMPLAINT

- If you have a compliment, concern or complaint against your worker you can contact the Chair, Paul Blakey on 07725501465
- If against CICS contact north@scriptureunion.org.uk

Policy adopted and reviewed March 2021