

AFC Oldham (2005)
Staffing and Volunteer Policy

Introduction

In line with its aims, AFC Oldham (2005) seeks to involve suitable, well-qualified and experienced staff and volunteers to lead activities.

It seeks to involve volunteers, to provide additional individual and small group support and to ensure that there are always enough adults to supervise the children/young people and keep them safe.

Parents/carers are encouraged to volunteer as members which includes the management committee and as Team Support Workers.

In recruiting and appointing staff and volunteers, we shall follow our clubs equal opportunities policy, our health and safety policy and our child protection policy.

We will aim to ensure, as far as is possible, that anyone, paid or voluntary, who seeks to work with children/young people or who gains substantial access to them, is as safe to do so in child protection terms as can be guaranteed.

All staff and volunteers will be appointed by at least three staff, volunteers or management committee members.

Neither staff nor volunteers will work alone with children/young people until they have completed a satisfactory induction period.

Volunteers will work in teams, or in open environments where they are not alone with children and/or vulnerable adults.

All staff/volunteers will:

- be supervised by the clubs Executive Committee
- be given a clear job description or role description, setting out expectations for their work and conduct
- show that they meet a person specification for the post or role
- fill in a form on first appointment and annually at the start of each financial year, to update their personal details, previous and current work/volunteering experience and qualifications
- supply the names of two referees who will be contacted personally
- complete an enhanced Criminal Records Bureau check on appointment, and every three years thereafter
- be given an induction into the organisation and into their own area of work, covering:
 - health and safety and child protection policies and procedures
 - the role of volunteers
 - a list of all staff and volunteers
 - a list of management committee members
 - copies of all relevant policies
 - essential procedures, such as those relating to timekeeping and the rota
 - other information, as appropriate.

There will be a trial period of four weeks, to give the organisation and new member of staff or volunteer time to discover whether they are suited to each other. A review will be undertaken midway through the trial period and also at the end.

Supervision, support and training

We at AFC Oldham (2005) are committed to the provision of training for all members of staff and volunteers. We shall hold a meeting of wider club committee every 12 weeks to discuss general support and supervision needs and to give information about training opportunities.

Insurance

All staff/volunteers are covered by the organisation's insurance policy while they are on the premises or engaged in work on the organisation's behalf.

Health and safety

All staff/volunteers are covered by, and must implement, the organisation's health and safety policy. All adults have a duty of care towards the children/young people at the organisation and must have concern for their safety at all times. Further guidance can be found in the health and safety and child protection policies.

Confidentiality

Staff/volunteers and volunteers, including members of the management committee, are required to observe confidentiality at all times.

Problem solving

If we feel that there is a concern about the work of a member of staff or a volunteer, we shall attempt to resolve it by:

- If a member of staff or a volunteer has concerns about another member of staff/volunteer and feels able to approach them about the issue, we would encourage this, as it may have been a simple oversight which can be addressed.
- If this does not resolve the concern, the member of staff/volunteer concerned should speak with their line manager to discuss their concerns. The line manager will then make necessary decisions.
- If the issue cannot be resolved by the line manager then a formal meeting will be arranged with the chair of the management committee, the member of staff concerned will be asked to attend with bring representation/support if needed

In the case of staff members, we shall follow current employment law.

In the case of volunteers, if the issue cannot be resolved, we shall sever the organisation's formal links with the person.

At all times, staff and volunteers will be able to state their case freely, and can have a friend to accompany them to meetings.