



## Volunteer Induction Pack





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**Name:** \_\_\_\_\_



# Volunteering with School and Community Sport

## Who are School and Community Sport?

School and Community Sport consists of the Active Schools and Sports Development teams within West Lothian. The main aim of School & Community Sport is to encourage more people to deliver opportunities in sport within schools and the wider community and provide more opportunities to participate in sport.

## Why volunteer?

Volunteering can help provide opportunities to:

- Gain practical experience
- Develop transferable skills and learning
- Foster key relationships with local partners- potential references /future employers
- Access training and qualifications (if appropriate)
- Make a difference and have fun!

Key outcomes of becoming involved in volunteering are to develop confidence through communication with groups, listening to individuals and supporting young people to become more physically active.

Volunteering can provide a real sense of personal fulfilment and achievement, with the opportunity to make friends, establish new contacts, and reward you by developing new skills and mastering fresh challenges.

## Opportunities with School and Community Sport

There are many different opportunities that exist for volunteers within the Sports Development and Active Schools programmes. Here are just a few examples of potential opportunities that volunteers can support:

- After school clubs
- Community clubs
- Events and festivals
- Holiday programmes
- Club Golf sessions
- Curricular support

*If you have any questions about volunteering with us, please speak to an Active Schools Coordinator or Sports Development Officer.*



# Volunteer Induction Guidelines

## **Protecting Vulnerable Groups Scheme (Disclosure Scotland)**

In February 2011, the Scottish Government introduced a new membership scheme to replace and improve upon the current disclosure arrangements for people who work with vulnerable groups. The PVG scheme, as it is now known, is an essential requirement for volunteers looking to work with children or young people. The Active Schools Coordinator/ Sports Development Officer (ASC/SDO) will issue volunteers with a PVG application and guidance notes before any placement commences. West Lothian Council will cover the cost of all volunteer PVG applications.

## **Education and Personal Development**

The purpose of training is to develop good practice when working with children and young people. Training also helps volunteers develop new and transferable skills which will aid personal development. Each volunteer is treated as an individual and may have very specific training needs and aspirations. The ASC/SDO will discuss training needs with each volunteer and will offer relevant training as appropriate.

## **Qualifications**

You do not need any qualifications in order to volunteer. The ASC/SDO will discuss opportunities and ensure volunteers are well prepared for any placement offered. Volunteers who have supported opportunities within schools and communities for an extended period of time will be able to access qualifications at no cost (at the discretion of your ASC/SDO).

## **First Aid**

A first aid qualification would be beneficial, but is not essential, for a volunteer placement. This will be discussed with your ASC/SDO during your volunteer induction. As above, if you have supported opportunities for an extended period of time then a First Aid qualification may be offered by your ASC/SDO in recognition of your contribution.

## **Volunteers Guidelines- See Appendix A**

School and Community Sport have a Code of Conduct that all volunteers should abide by as a matter of good practice. Please refer to the document in Appendix A. The ASC/SDO will provide support to ensure you work within these guidelines but please be aware, the code of conduct outlines the minimum of expected behavior in a voluntary position and any serious breach may result in the termination of the voluntary placement offered.

## **Participant Behavior- See Appendix B**

Participants who behave in an unacceptable manner while attending a session will be required to improve their behavior or they may face removal from the session, either on a temporary or permanent basis. Participants should not use obscene language to volunteers or others. Abuse of equipment or property will not be tolerated. Participants who are under the influence of drugs or alcohol will not be permitted to participate. It is important that persistently disruptive or uncooperative individuals should not be allowed to distract volunteers from their duties or to inconvenience fellow participants. If you find yourself in a position where you need to deal with any of the behavior indicated above, contact the ASC/SDO at the first opportunity. Immediate expulsion of a participant is not advised (unless they are under the influence of drugs or alcohol) and it is normal practice to give initial advice and direction. The expulsion of a participant should be discussed with the ASC/SDO who will contact the school, parent or guardian. The ASC/SDO will also give advice in the instance of a Child Protection issue. An example template for participant behavior is provided in Appendix B for use, if required.

In some instances i.e. theft or assault, it may be appropriate to call the police. Should this situation arise, contact the ASC/SDO or inform a member of staff in the facility who will decide on the appropriate course of action. They will also contact participant's parents or guardians immediately. Please be reassured that this is an extreme situation and likely to be outside the experience of the vast majority of volunteers.

## Insurance

Volunteers are covered by West Lothian Council's Public Liability Insurance thereby providing protection for any third party who suffers an injury as a result of the volunteer's activities. Volunteers are also covered by West Lothian Council's Employer's Liability Insurance whilst acting as an accredited representative of the Director of Education.

## Personal Belongings

Each volunteer is responsible for his or her own belongings whilst volunteering. Any personal items that the volunteer wishes to take along to an activity are done so at their own risk. School and Community Sport are not responsible for the loss, theft or damage of personal belongings.

## Photographs/Social Media

Volunteers will not take photographs or videos for their personal records. Any volunteer wishing to take photographs or videos should obtain the necessary permissions via the ASC/SDO. If you do see someone taking photographs of your session, contact the facility supervisor or ASC/SDO immediately to ascertain if they have permission. All volunteers will be informed in advance if a council representative or other approved person will be visiting to take photographs.

Consent forms will be obtained before taking any photographs and the wishes of the parent or guardians strictly adhered to. The aim of this policy is to ensure participant privacy is not compromised.

## Voluntary Hours

Hours will be agreed in advance with the ASC/SDO.

## Absence

If a volunteer is unable to attend a session please contact the ASC/SDO at the earliest opportunity. If you cannot contact them you will need to contact the School and Community Sport office on 01506 775390. It is not appropriate to send a text or email.

If volunteers continually cancel sessions at short notice or do not call and inform the ASC/SDO, be aware that this may affect your volunteer placement.

## Holidays

It is likely that volunteers will take holidays throughout the year. To ensure there is minimal disruption to activity programmes, please contact the ASC/SDO as soon as possible.

## Time out

If personal reasons or a change in circumstance force a time out from voluntary duties, please contact the ASC/SDO at the earliest opportunity.

## Complaints Procedure

Any complaints should be referred to the ASC/SDO in the first instance.

## Termination

Volunteers can end their role as a volunteer as they wish. The volunteer and ASC/SDO will jointly agree a suitable end date for involvement with the School and Community Sport placement.

As part of our desire to improve the volunteer experience with School and Community Sport, all volunteers leaving the programme will be asked to complete an exit questionnaire. This will allow us to reflect upon our current practise and make any changes that would improve the volunteer experience for others. All ASC/SDOs will be happy to provide references for volunteers where appropriate.

Volunteers who have completed a specific task and who wish to continue a placement within School and Community Sport, please discuss with the ASC/SDO as appropriate.

## Incident Reporting

All incidents must be reported to the ASC/SDO.

It is important that all accidents are reported for the following reasons:

- To prevent reoccurrence of similar accidents
- To fulfill legal obligations to report certain incidents
- To reduce the cost incurred by the council as a result of incidents.

It is imperative that even the smallest of incidents are reported as this could prevent something more serious. Incident report forms will be available at the office/reception within the venue or facility. If volunteers cannot access an incident report form in the facility, contact the ASC/SDO.

## General Emergency Procedures

- Ensure safety from further danger
- Ensure welfare of all concerned
- Arrange medical care if required
- Provide First Aid in accordance with training received, unless the facility has a standard operating procedure with an identified First Aid Policy.
- Contact the ASC/SDO.

## Fire Procedures

Volunteers should be familiar with the Fire Evacuation Procedure of every facility they volunteer in, including awareness of when any drills take place and what the alarm sounds like. Volunteers should know where the nearest suitable fire exits are and ensure that there is a safe exit route for people with a disability. If volunteers are responsible for leading or delivering a session, they should know the correct emergency meeting area and ensure they have a register of the session with them. Inform the emergency services if anyone is missing from the register. Do not put yourself or others at risk.

## Final Note

We hope that all the information in this handbook is relevant, easy to read and helpful. If we have not covered all the information you feel you need to know in regards to your placement, then please do not hesitate to contact the ASC/SDO.

We value your contribution to our programmes and initiatives and hope that you enjoy and feel fulfilled by your placement with us.

### For further information please contact:

Sport and Outdoor Education  
Low Port Centre  
Blackness Road  
Linlithgow  
EH49 7HZ

Tel: **01506 775390**  
**[sportandoutdooreducation@westlothian.gov.uk](mailto:sportandoutdooreducation@westlothian.gov.uk)**



# APPENDIX A

## Volunteers Guidelines

### Clothing

- Suitable clothing and footwear appropriate to the activity is essential.
- Jewellery deemed inappropriate must not be worn.

### Adults working with young people must:

- Never use any form of physical punishment.
- Encourage an environment where each individual treats all others with respect.
- Give positive reinforcement and encouragement at all times.
- Set and monitor the boundaries between a working relationship and friendship with young people.
- Give all young people equal opportunities to participate as appropriate to their age and stage of development.
- Be a positive role model.
- Never drink alcohol, use illegal substances or smoke when working with young people.

### Registration (if relevant)

- If registration is a requirement of your voluntary position, your lead ASC/SDO will ensure that you have a relevant and appropriate register for your placement.
- If relevant to your position, the register should be returned to the SDO/ASC at the end of the block.

### Session Delivery (if relevant)

- Arrive prior to session in order to prepare and set up or assist preparation and set up.
- Lead volunteers/coaches are responsible for setting the lesson content in relation to the ability and experience of the participants.
- All volunteers are responsible for the safety of participants. Please use your discretion and common sense at all times. If you think that there may be an unacceptable element of risk, please do not continue and seek advice from your lead volunteer/ASC/SDO.
- Participants should be made aware of their limitations and it is the lead volunteer/coaches responsibility to look out for the participant attempting an activity beyond their ability.
- Any concerning incident relating to the participant's behavior should be recorded and discussed with the session lead. For serious incidents the appropriate SDO/ASC should be notified as soon as possible.
- Make sure that participants know that they must notify an adult if they want to leave the area for any reason.
- Never allow young people to enter the facility or commence activity prior to the arrival of the adult responsible for leading the session.
- In the event of an accident, an incident report must be completed as soon as possible. Your ASC or SDO will discuss this with you if appropriate.
- Volunteers responsible for leading an activity session must ensure that all equipment used is returned to store cupboard, container etc at the end of each session.

## APPENDIX B Participant Behaviour

I \_\_\_\_\_ agree:

- To be on time and properly dressed, ready to take part in the session.
- To listen to the coaches/volunteer and not waste their time by chatting.
- Not to touch equipment unless asked.
- Not to leave the session without telling an adult.
- To help tidy away equipment, if I am asked.
- Not to use the equipment in any other ways than I have been asked.
- Never to take or destroy other people's possessions.
- To try and work cooperatively with all members of the club.
- To respect and obey all rules of the club and the instructor.
- To behave in the same manner that I am asked to within school.

I understand that these rules are to help make the sessions fun, safe and enjoyable for everyone.  
If I keep breaking these rules I may be asked to leave the club.

Signed \_\_\_\_\_

Date \_\_\_\_\_