

4. What is a Volunteer?

The widely accepted definition of a volunteer is as follows:

“A volunteer is someone who commits their time and energy for the benefit of society, the environment or individuals outside one’s immediate family. They do so freely and by choice, without concern for financial gain” (Volunteer Development Scotland 2001. Framework for Volunteers VDS).

The expectations that the Active Schools Programme has of its volunteers are described in section 4 - ‘Task Description’.



5. Task Description

Volunteers are expected to be able to carry out the following tasks in their work with the project. The volunteer may already demonstrate these skills or can learn or develop them throughout the training period.

- To lead or assist in activities within the local school setting which have been identified as suitable for the target population.
- To work with the Active Schools Coordinator in identifying suitable activities to develop the programme.
- To offer support and encouragement to young people in pursuit of a more active lifestyle.
- To build the confidence of young people within the school.
- To react positively to people’s interests within the school community.
- To promote the aims and objectives of the programme.

6. Code of Conduct

It is expected that all volunteers will conduct themselves appropriately at all times. The guidelines as to how the volunteer is expected to act and expected not to act are in the following section.

7. Volunteer Role

A volunteer will be expected to be able to carry out the following tasks in their work with Active Schools. They may already demonstrate these skills or can learn or develop them throughout the training period.

To lead or assist in activities within the local school setting which have been identified as suitable for the target population by the Active Schools Coordinator.

To work with the Active Schools Coordinator in identifying suitable activities to develop the programme

To offer support and encouragement to young people in pursuit of a more active lifestyle

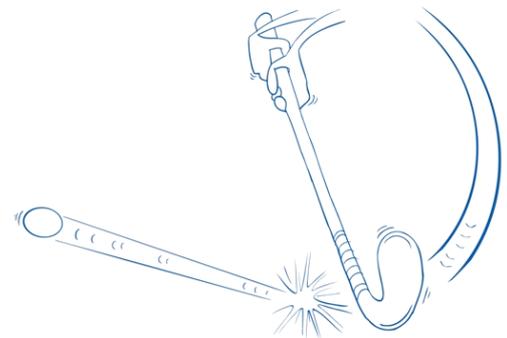
To build the confidence of young people within the school

To promote the aims and objectives of Active Schools

7.2 Volunteer Responsibilities

It is expected that all volunteers will:

- arrive at the venue with sufficient time to prepare for the activity
- Inspect the activity area taking any necessary steps to check out health and safety risks
- contact the Coordinator as soon as possible should there be a problem with attending an activity session, meeting or training session;
- attend & complete the core-training programme and attend additional training sessions that are deemed relevant by the Active Schools Coordinator;
- ensure that you and the participants are aware of emergency fire exits, extinguishers, telephone point;
- inspect, assemble and dismantle sports equipment in an appropriate manner to avoid injury;
- inform an Active Schools Coordinator as soon as possible of any incident or injury and complete an accident/injury report form;
- consult an Active Schools Coordinator if you experience any behavioural issues with the group;
- Ensure children are supervised at ALL times. In cases where a child has not been picked up from a session, the volunteer should remain on the premises with the child and inform an Active Schools Coordinator who will take appropriate steps to ensure the safety of the child until a parent/carer arrives;
- be vigilant of any unauthorised personnel at the venue;
- organise sessions appropriate to the age and ability of the group in order to enhance enjoyment and skill progression;



- promote understanding of the rules, safe practices and the values of fair play and good sportsmanship;
- be reliable and consistent;
- be committed to teamwork;
- be supportive to the programmes and its objectives;
- be prepared to listen, learn and discuss, respecting other's opinions;
- attend volunteer meetings when possible;
- act responsibly whilst working for the project;
- promote the programme positively;
- uphold the Equal Opportunities Policy;
- lend encouragement to others;
- maintain confidentiality of personal disclosures within the work of the programme;
- promote tolerance and fairness;
- seek advice from the Active Schools Coordinator if they are unsure about any procedure or practice;
- Never have anyone else in attendance at the sessions without the prior agreement of an Active Schools Coordinator.
- Ensure that the venue is left clean and tidy at the end of every session.

7.3 One-to-One Situations

There are very few circumstances where you should be alone with a child when you are volunteering for Active Schools. We strongly recommend that this situation is avoided.

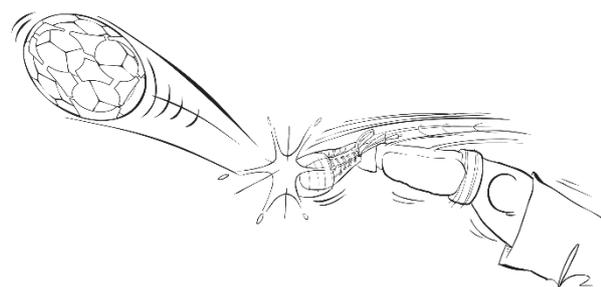
In exceptional circumstances where you are alone with a child, try to ensure that others are within earshot and preferably within vision.

- Do not isolate yourself from the rest of the group.
- Try to find a room with a window in the door, or use a ground floor room with windows.
- Never be in a locked room with a child, and if possible leave the door open or ajar.
- Ask a colleague to carry out random spot checks.

7.4 Expectations of Volunteers

General Points

- Treat everyone with respect.
- Always respect a child's right to personal privacy.
- Never make suggestive or demeaning remarks / gestures towards a child.
- Avoid any physical horseplay with a child or any actions another adult may misinterpret. If you are required to support a child, then it is important that all precautions are taken and instructions are given as to what the handling will involve.



- Always encourage children to feel comfortable and confident to indicate any attitudes or behaviours they do not like (including your own).
- If you suspect that a child or young person is becoming inappropriately attracted to you (or another volunteer), you must share your concerns with the Active Schools Coordinator.

7.5 Behaviour to Avoid

- Losing your temper
- Raising your voice unnecessarily
- Inappropriate language or behaviour

7.6 You must never:

- Raise your hand to a child
- Threaten a child
- Hit a child
- Strike or use an implement on a child
- Grab or pull at a child's clothing
- Have inappropriate touching or contact with a child whether 'invited' or not
- Isolate yourself with a child

7.7 Regarding emotional comments, avoid:

- Sarcasm
- Unfavourable comparisons
- Withholding praise
- Threats and intimidation
- Criticising
- Innuendo
- Suggestive remarks / gestures / materials and sexual harassment

7.8 Volunteers should not:

- Use the programme's name to gain access to services or products without the consent of the Active Schools Coordinator;
- Express views on behalf of the programme (other than those outlined by the aims and objectives of the project) – comments that are made should be personal opinions.

In respect of the code of conduct being broken, volunteers will be referred to the Council's complaints, disciplinary and appeals process, which may result in removal from the programme.

