



### 1. STATEMENT

Hand to Mouth is a Christian charity working in schools sharing God's love with children and adults. Though Hand to Mouth have a number of paid employees, in order to deliver our work in schools it is essential that we have a team of volunteers working alongside us. A wide range of Christian volunteers (varying in age and cultural background) are needed to support children with reading and understanding as they access 'An Amazing Journey into a Holy Space' and RE days. Volunteers are also invaluable for preparation of materials. Volunteers are not used to replace paid employees.

### 2. RECRUITMENT

Recruitment of volunteers from any recognised Christian denomination is, wherever possible, through local church/clergy recommendation. All volunteers are required to hold a current DBS certificate or equivalent. A record of contact details is kept with the volunteer's permission. These details are not shared with any other organisation. All volunteers are required to follow Hand to Mouth safeguarding procedures.

### 3. INDUCTION

Volunteers are given a copy of Hand to Mouth guidelines for the work they are going to be carrying out. A clear explanation of what is required is given by the member of staff.

### 4. SUPERVISION AND SUPPORT

Supervision and advice will be given by a member of paid staff. Wherever possible, volunteers are not left on their own with children. Any concerns that a volunteer may have should be referred to the member of Hand to Mouth staff.

### 5. EXPENSES

A volunteer may be reimbursed reasonable expenses such as travel.

### 6. INSURANCE

Volunteers are covered by Hand to Mouth's Public Liability insurance. Volunteers travelling in staff cars are covered by the drivers own business insurance.

### 7. HEALTH AND SAFETY

Risk assessments are carried out for each journey.

In the unlikely event of an accident the member of staff will report immediately to the manager and complete an incident/accident report form.

## **8. GRIEVANCE AND DISCIPLINARY PROCEDURES**

Volunteers follow the same grievance and disciplinary procedures as paid employees (see Grievance and Disciplinary policy).

## **9. CONFIDENTIALITY**

Volunteers follow the same confidentiality regulations as paid staff (see Safeguarding Policy).