



Mission Statement and Statement of Faith

The project was established in 1998 and became a charitable trust in 2000. It is operational in West Yorkshire with occasional visits to other areas and virtual work online.

Mission Statement

Hand To Mouth exists to enable children to explore Christianity and reflect on their own spiritual journey. We do this by:

1. promoting spirituality & reflection through The Amazing Journeys
2. supporting schools with the Understanding Christianity Resource, the RE Curriculum and the SIAMS framework as they strive to become a centre of excellence
3. facilitating staff workshops on Reflective Areas in the Classroom
4. using story-telling, puppets, art and any relevant form of communication as a teaching tool
5. giving a Biblical view of morality
6. addressing issues such as bullying, prejudice, honesty, citizenship, forgiveness
7. encouraging young people to have a responsible attitude and consider important issues
8. encouraging respect for different cultures and beliefs

Statement of Faith

We believe:

in God the Father, Son and Holy Spirit.

that Jesus died, was buried and on the third day bodily rose again.

that Jesus died in our place so that we might have our sins forgiven and be acceptable to God through faith in the death of Jesus.

that His indwelling Holy Spirit leads and teaches us, pointing the way to Jesus and through Him to the Father.

that the Bible is inspired by God and profitable for teaching, rebuking and correcting our beliefs and behaviour.

in God's love for all mankind: "*For God so loved **the world** that he gave his only son that whosoever believes in him shall not perish but have everlasting life*" John 3:16



Volunteer Handbook Guidelines and Welcome Pack

Hand to Mouth

Charity Number 1159877

Welcome to Hand to Mouth!

Just a little background about us for you.

Hand to Mouth first became a registered charity in 2000, following a short time of growth with Margaret Redfearn, one of our founders, working in local schools leading collective worship. Margaret gave up her regular job for paid employment with the newly formed charity continuing to build on those small beginnings. We have had a few changes in employees over the last 20 years or so, but as staff have changed, each new member has brought something new to the team, leaving us now as an even stronger team with individual skills, all of which contribute to us enabling children to explore Christianity and develop their own spirituality in diverse ways. We lead RE lessons, Godly Play, pyramid days with groups of schools, and our unique Amazing Journey into a Holy Space. We now have almost 20 different themes for the Amazing Journey, including three journeys for the whole school team.

So where do our invaluable volunteers come in?



Volunteer Application form

Information required	Response
Name	
Address	
Email address	
Mobile no.	
Tel. no.	
Area and/or schools you are willing to volunteer in (eg, within xxx miles)	
Date of Issue of current DBS	
Registered with update service?	
I would like to receive HTM newsletter three x a year	y/n
I would like to help with prep work occasionally in the HTM office in Huddersfield	y/n

Please sign your agreement below in order to volunteer, and return to HTM:

I am willing to support HTM in their Statement of Faith (please see overleaf).

I am willing to complete a DBS check if I do not already hold one.

I agree to follow Hand To Mouth Guidelines.

I am happy for you to store my details electronically until I resign from my volunteer post.

Signed:

Date:

Hand to Mouth Registered Office:

Soper Suite

3-13 Lord Street

Huddersfield

HD1 1QA

Tel. 01484 - 315600

office@handtomouth.org.uk

www.handtomouth.org.uk

<https://www.facebook.com/HandtoMouthHuddersfield>

<https://youtu.be/r01j-mO8Ji0> (0= zero)

Office hours are 9am - 4pm Monday to Thursday, though the office is not always manned due to staff being in school.

Our Manager and our Chair of Trustees can be contacted at the above address.

Preparation work

We have a small team of volunteers who come to the Huddersfield Mission about three times a year to prepare our resources for lessons and journeys. Some volunteers prefer to collect things from us and take them home to prep, others prefer a cuppa and cake with us, and a chat to other volunteers. All are equally valued, and it's great if you would like to be a part of that team. Please contact us (details on the back of this leaflet) and we will add you to the list of folk we invite. Our prep days are usually from 10am - 3pm, and you just need to bring yourself.

Craft days and multi school days

A few times a year, we are asked to lead these specialist days. We need many volunteers as there are more children! Sometimes this is helping children to complete a craft or other activity, sometimes it is just chatting to them about things they find important. This is a lovely way for churches and volunteers to engage with their local schools.

All our volunteers who visit schools need a current DBS certificate in line with our Safeguarding Policy. This safeguards the children, the volunteers and us. If you don't have a current DBS don't worry, we can arrange that for you. Find out how from the next few pages.

An Amazing Journey

The vast majority of our volunteers help us with An Amazing Journey, and this is what we focus on now. We want to give you an idea of what to expect when you go into a school, and to explain a little more about it.

Firstly, before you volunteer with us, you will need a current DBS. If you don't have one, please contact us by email if you have access to this and we will send instructions to you for completing the necessary forms online. It is very simple. If you don't have access to email, please give us a call and we will arrange for you to visit our office, and we will complete the form for you online, with you advising us on your details. Either way, we will need to see three forms of ID. If you hold a current passport, this has to be the first ID we see. Then we need two others such as a driving licence, utility bill (dated within the previous three months), council tax bill (dated within the previous year), bus pass etc. We then complete your application on our side and send the fee, so you need do nothing further. Once your certificate comes through, however, you firstly need to register with the update service (we will tell you how), then you need to **take it into each school you visit**, as schools are unlikely to allow you in without it!

How else can I volunteer?

Like most charities, there are many jobs that we need doing. Maybe you could be a Trustee, or one of our fundraising team. You might be experienced at applying for grants. We all enjoy a good coffee morning! Why not run one for HTM, or go along to one organised by other volunteers. Baking cakes for us to sell, or to give to school staff when we work with them. There are so many ways in which you can use your skills. Tell people about us. We have an Ambassadors Scheme, where we can provide you with a five-minute talk to share with your church all about our work. We can give you a PowerPoint, photos, whatever works best for you. We even have a three minute video that you can show to your congregation and friends. Just ask!

We need your permission

We have a newsletter that we send out 3 or 4 times a year, and we want to be able to contact you for future volunteering. Please complete the form overleaf, and let us have it back as soon as you can. This allows us to store your details electronically, and to send you a newsletter if you would like one. You might prefer to do this after you have helped us for the first time, so you know that you have enjoyed it and want to do it again!

Please check you have got everything before you leave. (Your ID, DBS, personal items, mug, and your HTM badge.)

A very big THANK YOU, from Hand To Mouth and the school, for volunteering! We will be in touch again when we have bookings in your area.

SAFEGUARDING

We've already said a little about this before, but just a few extra things to note:

If a child says something to you that sparks concern, please have a quiet word with the member of HTM staff leading your session. They will know what to do, and deal with it appropriately.

Mobile phones- some schools will not allow these in school, in fact it may be best you leave yours at home or in the car, as they always go off when you least expect! The taking of photographs is NOT ALLOWED by volunteers. We are sorry, we know it looks lovely and you want to tell people about it, but we just can't do it. There are lots of photos on our website or Facebook page that you can show to your friends. This helps keep everyone safe.

If you are on twitter, please follow and retweet us @H2Mschools

You've got your DBS, what now?

Tell us the area in which you are willing to volunteer. Some volunteers only cover their own local schools, others travel a short distance, and a small team will travel to any school we visit - they have the time to do this and find it very rewarding!

Once we know where you are willing to volunteer and we have a school booked in that area, you will be contacted (by email, mobile or landline) by one of our staff, asking if you are available to volunteer in a school or possibly schools, on a specific date. We know there will be times when you will already have other commitments, so please don't worry about saying no. Your time is precious, and we appreciate whatever you can offer!

When we contact you, please do reply promptly to us if you are able, as we still have further arrangements to make once we have our volunteers in place.

Where is the school?

If you are unfamiliar with the school, we will give you the address including post code so that you can find it easily. If there are two entrances we will try to advise you on how to find the one you need. This will usually be the main entrance, where you will be greeted by the school staff.

They will probably ask for your DBS and some photo ID at this point, and also ask you to sign in. They will then explain where you are to go to meet our member of staff. You will recognise us from our purple Hand To Mouth t-shirts! On your first visit, you will be given an HTM team badge which you may wear whenever you like, but especially in schools. These often prompt conversations about us, so please do direct anyone who is interested in volunteering to our office.

The Amazing Journey will most likely be set up to some degree, as we like to be ready in good time. The HTM member of staff will show you the Journey and explain how things will work for that day. There may even be time for the HTM staff to lead the volunteers in a prayer for the day (but this may have already happened before you get there). Each school and age group are slightly different, but all children require help of some kind. You may like to observe someone working with the children before having a go for yourself - you will be offered that opportunity. You are usually asked to work with two children, going to each task/station in turn. You will need to read the instructions clearly from the card on the table (don't forget your glasses if you wear them!) then encourage the children to complete the task.

This may be as simple as dropping a pebble in water as they pray in their head, or write a reflection to share with others. Please be guided by our staff. They are experienced in working with all age groups and abilities, and are there to guide and assist you in your work. NOTHING we do is likely to be difficult for you, so please don't worry about that. Children will want to know your name, so perhaps have a think before you get there whether you prefer Mr or Mrs, or your Christian name. Whatever you prefer is great.

Now you're ready for off! **QUIET VOICES PLEASE** 😊 Part way through the session you will be offered a hot drink, and water is always freely available. You may prefer to take your own mug with a lid, but we have spares if you don't.

If you are there over lunch, we usually eat together in the Journey room in which case, please bring yourself some lunch, and we will make you a drink. Many volunteers enjoy this time of fellowship with others and the opportunity to also find out more about Hand To Mouth.

At the end of your volunteering time, the HTM staff clear things away ready for their next visit to school, whilst you get yourself off home! Don't forget to sign out and leave any school ID with the office.