



## **Volunteering with Tracks Autism**

### **About Us**

We are an independent local charity and Early Years Centre, based in Stevenage for children with autism and related conditions. We have a high ratio of dedicated and specially trained staff to help the children develop.

### **Purpose of the Policy**

Our volunteer policy has been created to show volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at TRACKS. It also outlines that all volunteers will be treated in a fair and consistent way. This should also help our volunteers understand what support is available to them and what to expect from us.

### **Our Vision and Mission for Volunteering**

Volunteering is a great way to share your enthusiasm, skills and ideas whilst working with our children. By volunteering for TRACKS you will be making a positive contribution to the children and families that attend TRACKS. Volunteers are vital to our setting.

### **DBS Checks**

All staff and volunteers who attend TRACKS must have a full DBS check for any criminal convictions.

### **Children**

No volunteers or visitors will be left unattended with a child and should not engage in any personal care.

### **Training**

There will be an induction prepared and delivered by one of our staff. This will include:-

Information about TRACKS.

The role of the volunteer.

Introduction to other staff.

Tour of the facilities.

A copy of the behaviour, safeguarding and volunteer policies.

Safeguarding training is compulsory (this will be arranged either in house or at an outside venue).

GDPR

Fire safety

Basic Autism Awareness training will be arranged by TRACKS

### **Support**

Our volunteer co-ordinator will offer support to you. They will remain your key contact throughout your volunteering with us. This will include termly meetings to discuss how you are getting on, any training needs and how we can fulfil any needs you have at TRACKS.



## Confidentiality


We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin at TRACKS.

## Equality, Diversity and Inclusion

TRACKS is committed to embracing diversity and promoting equality and inclusion. When representing TRACKS as a volunteer we expect you to support our commitment to promoting equality.

This policy was adopted by TRACKS autism *(name of provider)*

On March 2023 *(date)*

Signed on behalf of the provider 

Name of signatory Alexa Pickersgill

Role of signatory (e.g. chair, director or owner) Chairman