HUDDERSFIELD TRAMPOLINE ACADEMY

VOLUNTEER POLICY

	Who By	Date
First produced	Jane Bates	15.11.2020
Last Reviewed	Jane Bates	30.05.2025
Next review due	Club Business Manager	May 2030

Contents

1. Introduction and aims

We believe that volunteers provide a valuable contribution to Huddersfield Trampoline Academy's (HTA) work, and that they enrich HTA through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports HTA's strategic aims and vision, as well as its development plan.

The aim of the Huddersfield Trampoline Academy volunteer policy is to:

- Encourage the wider community to engage with HTA, thereby enhancing the classes and raising achievement
- Ensure that volunteers support HTA's vision and values, and adhere to our policies
- Provide staff, volunteers and parents/members with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

2. How we use volunteers

At HTA volunteers may:

- Work with individual children
- Work with small groups of children
- Be a Welfare Officer
- Help at competitions
- Assist with administration tasks
- Help with maintenance and cleaning

This isn't an exhaustive list.

Volunteers may be:

- Parents
- Former members
- Students on work experience or Duke of Edinburgh
- Local residents

This is not an exhaustive list.

3. How to apply to volunteer

To approach HTA regards becoming a volunteer contact either Jane Bates or Julie Foster by email or phone with your name and some basic details about what you are wanting to do and why.

Jane Bates Tel: 07857 614869 Email: jane@thehta.co.uk

Julie Foster Tel: 07857 614866 Email: julie@thehta.co.uk

4. Appointment of volunteers

Volunteers are appointed by Julie Foster.

Appointment and induction of new volunteers can take up to 6 weeks and is dependent on the candidate and available spaces.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The HTA reserves the right to terminate a placement at any time.

Volunteers will be asked to complete an Application Form and maybe asked to attend an interview.

5. Safeguarding

Safeguarding our members is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our members safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
    - Work 1-on-1 with members
    - Work with groups of members
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers prior to them beginning work at the club, unless they already hold the necessary qualification and then evidence will be required.
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, all the club's policies.
- Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with members.
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
    - The nature of the work they will be doing
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for an enhanced DBS check

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the club.

Training requirements will be determined by Julie Foster.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

Information about members, parents and staff is confidential. Volunteers are not permitted to discuss issues related to members, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with members or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding Policy and inform the Welfare Officer.

8. Conduct of volunteers

Volunteers must comply with the Code of Conduct set out in this Policy.

9. Expenses

Expenses will not normally be covered. However, will be considered in exceptional circumstances.

10. Insurance

Volunteers must have British Gymnastics membership for insurance purposes. This will be paid for by HTA.

11. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the club's records once they have stopped volunteering for HTA.

Appendix 1: volunteer application form

Complete the application form in full.

Please note that HTA may not be able to accommodate all preferences.

Data protection notice
Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law: You've given us your consent We must process it to comply with our legal obligations [You'll find more information on how we use your personal data in our privacy notice which you can find on our website.

Personal details	
Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information	
Huddersfield Trampoline academy is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. Volunteers working in regulated activity will also require a barred list check. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and HTA's privacy notice.	
Do you have a DBS	Yes/No

check? (Please circle)	
If yes, what type of check do you have? (Please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Availability						
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
How many hours per week/month can you volunteer?						

Experience and qualifications
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

Why would you like to volunteer at Huddersfield Trampoline Academy
Do you have any particular skills, employment experience or hobbies you would like to share with the club?
Do you have any relevant qualifications?

Preferences	
What age group/ability would you prefer to work with?	

References	
Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).	
Name:	**Name:**
Relationship to you:	**Relationship to you:**
Address:	**Address:**
Telephone number:	**Telephone number:**
Email address:	**Email address:**

Disability and accessibility

Huddersfield Trampoline Academy is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2: code of conduct for volunteers

Code of conduct for volunteers

The essence of good ethical conduct and practice is summarised below. All Volunteers must: -

- Consider the well-being and safety of participants before the development of performance after assessing the readiness of the pupil by observing ability, confidence and background experience
- Ensure no one goes underneath the trampoline, especially small children
- Warn participants of the potential danger and give guidelines for safe practice
- Check evidence that members are fit to participate, particularly after illness or injury
- Check all equipment before use
- Ensure that all members are trained in the safe mounting and dismounting of trampolines and that they then follow those practices
- Make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills
- Use recommended progressive practices, including manual or rig support, and push-in mats where appropriate. (Pupils of suitable size and experience may be trained to assist)
- Ensure that members do not over-exert themselves through too many repetitions of moves or routines without rest
- Develop an appropriate working relationship with performers based on mutual trust and respect
- Check that members are complying with the club's dress policy.
- Hold the appropriate, valid qualifications and insurance cover
- Ensure that drinks are kept well away from the trampoline area
- Display consistently high standards of behaviour and appearance, dressing suitably in accordance with the dress policy and not using inappropriate language at any time whilst involved with club activities
- Ensure that where appropriate trained spotters of suitable size are on all sides which are not protected by alternative safety measures. The spotters should be attentive at all times. If children are too small to act as spotters other trained people of suitable size should be used
- Never consume alcohol immediately before or during training or events
- Obtain prior agreement from the parent/guardian of performers before transporting them anywhere (training/ competitions)
- Never have performers stay overnight at your home
- Never exert undue influence over performers to obtain personal benefit or reward
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the British Gymnastics Safeguarding and Compliance Policies
- Never condone rule violations or use of prohibited substances
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned
- Promote the positive aspects of the sport (e.g. fair play)
- Encourage performers to value their performances and not just results
- Follow all guidelines laid down by BG and Huddersfield Trampoline Academy.

This Code is consistent with and reflects the British Gymnastics' Trampoline Gymnastics Code of Practice.

Please sign and date below:

X _____

Volunteer name (please print)

X _____

Volunteer signature

X _____

Date