



Welcome

Thank you for volunteering at the Sunrise Multicultural Project.

Background

The Sunrise Multicultural project is a registered charity that supports children and families such as black minority ethnic, single parents, low income families and families from the most deprived areas of Banbury. Experience and research has shown that most children from ethnic minority communities are not able to join in out of school social and recreational activities provided for the general community due to cultural and financial reasons. The Sunrise Multicultural Project was set up in 2002 as a way of enabling children to have access to Saturday club activities and outings with their particular needs and cultures in mind. Sunrise Multicultural Project runs Saturday clubs, Play Schemes, family trips and adult classes, all of which support cultural and special needs.

Role of Volunteers at the Sunrise Multicultural Project

At the Sunrise Multicultural project we value volunteers as they enhance the services that we offer to children and families. We value the time and energy people are prepared to give. Volunteers can help with play leading, organising events, administration or the general running of the project. Volunteers will work alongside staff that are at the project. Volunteers do not need prior knowledge or experience – support and training is provided for volunteers to gain confidence and satisfaction in their role. We hope that you enjoy volunteering for the Sunrise Multicultural Project. This pack will explain how you will be managed and supported, what you can expect from us and what we will expect from you. Please ask if there is anything that you do not understand or wish to discuss.

Values and Principles

Equal Opportunities

The Sunrise Multicultural Project is committed to providing an inclusive environment in which people are treated fairly and with equality regardless of gender, religion, disability or sexual orientation.

Policies and procedures

All staff and volunteers are required to follow the policies and procedures at the Sunrise Multicultural Project. These will be discussed as part of your induction process.

The Sunrise Multicultural Project wishes to provide a safe, welcoming and comfortable environment. To be able to do this everyone at the Sunrise Multicultural Project is expected to follow our policies and procedures at all times.

It is totally unacceptable to:

- Physically or verbally abuse someone
- Abuse the trust of people who use The Sunrise Multicultural project
- Steal or deliberately damage property belonging to The Sunrise Multicultural Project
- Drink alcohol or smoke in the premises
- Pass on confidential information

Health and Safety at the Sunrise Multicultural Project

It is very important that all staff, volunteers and users are satisfied that every effort is made to ensure their health and safety.

The Sunrise Multicultural Project is committed to comply with all health and safety policies and procedures.

The Sunrise Multicultural Project will take all reasonable steps to create a safe environment and will ensure safe working practices. All staff and volunteers will assist in the implementation of all health and safety policies and procedures (which will be covered in your induction). The Sunrise Multicultural project Manager is responsible to ensure that all those involved in the Project are aware of the relevant contents of the policy, a copy of which is available in Project's office.

Expectations

What you can expect from us.

- All volunteers will be guided through an induction process supported by the volunteer co-ordinator.
- Personal development opportunities will be available.
- Cover the cost of your CRB check.
- Out of pocket expenses.
- Supervision and support.
- To keep you informed of any changes that may affect your volunteering.
- To respect your views and choices.

The Sunrise Multicultural Project Confidentiality Agreement

The Sunrise Multicultural Project provides a supportive environment for the children and carers who use our services. Our staff often provide a listening ear and users may choose to share private information with them. Any child or adult using the Sunrise Multicultural services has a right to expect private information they share to remain private. However, if there is a safety issue regarding a child or adult, this may mean information must be shared in a sensitive and respectful way.

All staff and volunteers must observe the following guidelines:

- Staff and volunteers must respect the privacy of all at the Sunrise Multicultural Project
- All personal information that is recorded must be confidentially kept and securely stored.
- Don't ask for private information from users unless there is a clear reason to do so.
- Private information should not be shared with people outside The Sunrise Multicultural Project unless there is:-
 - A child protection concern, in which case procedures as stated in the Child Protection Policy must be followed. If a volunteer or staff member is told something or observes behaviour that gives rise to concern about the safety of a child or adult then this should be raised immediately with the Supervisor or Project Manager. If you are not sure, discuss the issue with a volunteer Co-ordinator.
- If you hear or see anything that concerns or worries you please discuss this with the Volunteer Co-ordinator or Project Manager.

The Sunrise Multicultural Project expects all staff and volunteers to maintain confidentiality and security of information and to take all necessary steps to ensure this.

Please sign this agreement to confirm that you accept your responsibility to maintain the confidentiality of users, staff and other volunteers.

Name.....
.....

Signature.....Date.....
.....

Volunteer Application Form

We want you to feel valued as a volunteer and give you the opportunity to use and develop skills and interests.

The information on this form is confidential and will be used only for the purposes of supporting you as a volunteer at the Sunrise Multicultural Project

Name: Female	Male
Please circle	
Address:	
Tel. No. Home:	
Contact and tel. no. for emergencies: Mobile:	
What jobs would you be interested in helping with? (For example working in the crèche, play work, cleaning, administration, organising events)	
Do you have any skills or experience that you think would be helpful? (For example caring for children or adults, cooking, painting, music, IT, book-keeping, working with children)	

How much time do you think you could offer and what times are convenient for you?

Can you volunteer during the school holidays?

What language do you speak?

What are your interests and hobbies?

So that we can ensure that all members of the community are included please indicate your ethnic origin;

Do you have disability? (If yes, please describe)

Details of previous /current employment:

Is there anything else that would be useful for us to know? Previous experience or volunteering.

Please give the name, address and telephone number of two people who will be willing to provide a reference for you. They should know you well enough to comment on your suitability for voluntary work. Your referees should not be related to you in any way.

The information is correct and accurate to the best of my knowledge.
While at Sunrise multicultural Project I agree to follow all policies and procedures:

Signed:

Date:

Volunteer Induction Checklist

As part of the induction process the volunteer and volunteer co-ordinator will work through the checklist below. Each will sign and date when completed. This record is then kept on the volunteer file.

Name.....

INSTRUCTIONS GIVEN	DATE	INSTRUCTON GIVEN	DATE
Signing In		Kitchen, toilets, making drinks	
Tour of the building		Health and Safety policy	
Fire Exits		Risks associated with job	
Emergency Procedures		Child protection	
First Aid Box and First Aiders		CRB Check	
Accident procedures		Claiming expenses	

Signed.....(Volunteer) Date.....

Signed.....(Co-ordinator) Date.....



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