



Kate's Training CIC

Staff and Volunteering Policy

1. Introduction

In line with its aims, Kate's Training CIC seeks to involve suitable volunteers to help with various tasks. This would include some, but not limited to activities, depending on the person specification and capacity of the volunteer:

- Help with events, training, workshops. home visits
- Help with activities for children, young people and adults
- Safeguarding Children, Young People or Vulnerable Adults
- Engaging with parents during training or activities for children
- Listening and emotional support
- Help to with promotion, distribution of leaflets, engaging with clients at stalls or during events
- Help with social media
- Help with admin jobs
- Help with any other tasks related to training – e.g. looking after, changing or disinfecting First Aid equipment
- Helping to collect and organise donations
- Lead some activities for Children or Adults
- Help with planning events and various groups
- Getting engaged in any community activities or projects we may do
- Support the trainers/teachers and manager/CEO.

We are looking for variety of volunteers, and there is no experience necessary. However, we will make use of any experience you should have, and the volunteering will give opportunity for personal and professional growth and development, to gain confidence and skills. Our volunteers will be given all relevant training, support and supervision from the volunteer manager and from the Board of Trustees/Directors.

We will recruit suitable staff members, who will be appointed accordingly to the job specification and role. The requirements will be different to each role, and we will be stating the job requirements, qualifications and experience. We will state the interview stages and all relevant information withing the job application.

2. Safer Recruitment

We are committed to Safer Recruitment. In recruiting and appointing staff and volunteers, we shall follow our organisational policies to ensure equality and equity, Health and Safety and Safeguarding. Our Staff and Volunteers will sign and follow our organisational policies.

We will aim to ensure, as far as is possible, that anyone, paid or voluntary, who seeks to work with children/young people or who gains substantial access to them, is as safe to do so in child protection terms as can be guaranteed. All our staff, volunteers and contractors will have enhanced DBS check with barred Children and Adult list.

Kate's Training CIC is a community interest company limited by guarantee registered in England and Wales (Registration number 15816406).



The volunteers will work alone with children/young people until they have completed a satisfactory probationary period. Volunteers will work in teams, or in open environments where they are not alone with children.

There will be a trial period of four weeks, to give the organisation and new member of staff or volunteer time to discover whether they are suited to each other. A review will be undertaken midway through the trial period and also at the end.

All staff/volunteers will:

- be supervised by a named manager
- be given a clear job description or role description, setting out expectations for their work and conduct
- show that they meet a person specification for the post or role
- fill in a form on first appointment and annually at the start of each school year, to update their personal details, previous and current work/volunteering experience and qualification
- supply the names of two referees who will be contacted personally (should there be any problem with the references please speak to us) – the referees can be personal and professional
- complete enhanced DBS check with barred list for Children and Adults
- be given an **induction** into the organisation and into their own area of work, covering:
 - the organisational information
 - the role of volunteers/staff specific to the organisation and job description
 - important phone numbers and who to contact
 - a list of Board members and how to contact them
 - copies of all Policies via email or printed if per request
 - essential procedures, such as those relating to timekeeping and schedules
 - schemes of work, lesson materials and positive management of behaviour
 - the training and development of staff/volunteers
 - information about the Quality Framework
 - other information, as appropriate

3. Training

The Staff members and Volunteers will be given regulated or equivalent non regulated training as part of their induction and further. Kate's Training CIC is a training company so we aim to provide a lot of training to upskill our staff and volunteers. The Induction Training will be provided within first 3 months, however volunteers or staff will not be left alone until they have completed Induction. All other training will be provided within first 12 months of volunteering. Where regulated training will not be possible, unregulated training will be provided instead of the regulated, covering same areas as the regulated training. We provide following training to all staff/volunteers:

- Health and Safety Level 1, this includes information about Fire Safety and Manual Handling
- Safeguarding Level 1 including all procedures, Code of Conduct and Safeguarding Policy
- Emergency First Aid at Work Level 3 or Emergency Paediatric First Aid Level 3

Kate's Training CIC is a community interest company limited by guarantee registered in England and Wales (Registration number 15816406).



- First Aid for Mental Health Level 1
- Any other training that will be relevant to them and their roles.

4. Supervision and Support

At Kate's Training CIC we are committed to the provision of training for all members of staff and volunteers.

Guidance, schemes of work and lesson materials will be provided by the manager. Staff/volunteers will be observed at work and will meet their line manager for feedback on their performance, where they can raise any issues or problems and discuss their training needs.

We shall hold a meeting of staff/volunteers every 3 months or more frequent to discuss general support and supervision needs and to give information about training opportunities. We shall hold updates on training in behaviour management, health and safety procedures and child protection each year.

5. Insurance

All staff/volunteers are covered by the organisation's insurance policy while they are on the premises or engaged in work on the organisation's behalf. The Board of Trustees will be responsible for obtaining the appropriate insurance and act as Employer. Kate Gorski is responsible for the communication with the Insurance Broker.

6. Health and safety

All staff/volunteers are covered by, and must implement, the organisation's health and safety policy. All adults have a duty of care towards the children/young people at the organisation and must have concern for their safety at all times. Further guidance can be found in the health and safety and child protection policies.

7. Confidentiality

Staff/volunteers and volunteers, including members of the management committee, are required to observe confidentiality at all times, even after they stopped their involvement with us.

8. Conflict of Interest

Sometimes conflict of interest may arise, for example where the applicant is a relative or friend of the interviewer. In such circumstances, the interview would be passed on to independent persons, such as the other Board members. We would like the process to be fair to everyone and make ensure equal opportunities.

Kate's Training CIC is a community interest company limited by guarantee registered in England and Wales (Registration number 15816406).



9. Problem solving

We would like to ensure a friendly work and environment and make sure that we have open culture where we can speak about any problems. We would always encourage staff and volunteer to speak to the CEO or any Board Member/Trustee at first instance.

If we feel that there is a concern about the work of a member of staff or a volunteer, we shall attempt to resolve it by:

- If a member of staff or a volunteer has concerns about another member of staff/volunteer and feels able to approach them about the issue, we would encourage this, as it may have been a simple oversight which can be addressed.
- If this does not resolve the concern, the member of staff/volunteer concerned should speak with their line manager to discuss their concerns. The line manager will then make necessary decisions.
- If the issue cannot be resolved by the line manager, then a formal meeting will be arranged with the chair of the management committee, the member of staff concerned will be asked to attend with bring representation/support if needed.
- We may occasionally also introduce external HR services to help to resolve conflict.
- We will be providing all staff and volunteers with Complaints policy and Grievance Policy, and we will be explaining the procedures.
- We will also be explaining complaints procedures relating to any regulated training during induction and at the start of each regulated training.
- Should there be any Complaints od Grievances we would fully support the staff member or volunteer with the process as well as emotionally. The emotional and practical support would be provided by most appropriate person who would not have a conflict of interest with the case.

In the case of staff members, we shall follow current employment law. In the case of volunteers, if the issue cannot be resolved, we shall sever the organisation's formal links with the person.

At all times, staff and volunteers will be able to state their case freely and can have a friend to accompany them to meetings.

10. Summary

Please feel free to reach out to any Board member with questions about this or any other Policies. We would like to ensure that our staff and volunteers are happy and can talk to the Board members about any concerns. We also appreciate any feedback, and we do take seriously your voice.

This policy should be read alongside our other organisational policies. This policy will be reviewed annually and as and when required.

Policy Team: Kate Gorski, Piko Choi and Katherine Metcalfe

Last review: 22/05/2025