



Make Space for Girls: Volunteer Management Policy

Introduction

Make Space for Girls exists to campaign for parks and public spaces to be designed for girls and young women, not just boys and young men. We are here to raise awareness of the issue, as well as using research and campaigning to ensure that the voices of girls and young women are heard in the planning process.

Our work is driven by the following values:

- Evidence-based: research and data guide all aspects of our work;
- Engagement: the voices of girls and young women are at the centre of what we do;
- Equality and inclusion: the needs of girls and young women from all backgrounds, urban and rural, must be understood.

We are committed to demonstrating respect, inclusion and transparency in all our activities.

We are very grateful to the volunteers who work with us. Your contribution is amazing and without your support, we would be much slower at achieving change. So thank you!

This policy sets out how we work with our volunteers.

Our commitment to our volunteers

Volunteers help Make Space for Girls in many different ways. For example, assisting us with workshops; undertaking place audits and survey work; project based work (often linked to a university or college placement); helping us with professional services (eg marketing and PR).

As a volunteer for Make Space for Girls, we will make every effort to ensure that you understand what your role is and how it supports the work that the charity is doing. But if any part of your role is not clear, please contact one of the Trustees to discuss.

We are committed to equality, diversity and inclusion in relation to working with our volunteers. We will treat you with respect and we will not discriminate against you.

If you give us any personal data we will process this lawfully in accordance with the Data Protection Legislation.

Your status

As a volunteer you are not employed by Make Space for Girls. We will not pay you (but see below for expenses) and you do not have the employment law rights that an employee would have.

Depending on the role, we may need to carry out a basic, standard or enhanced DBS check and we will let you know if this is relevant. If a level of DBS checking is required you cannot start volunteering until the checks have been completed.

Safeguarding

Safeguarding is incredibly important and we ask therefore that you read our safeguarding policy which is available on our website. Also if you are volunteering at a session where you have contact with children please read carefully the notes in the schedule to this policy.

Expenses

As noted, you are not paid for your time as a volunteer. But we will cover certain out-of-pocket expenses provided they are incurred wholly, exclusively and necessarily to carry out the volunteer role, including for example travel costs or costs of packed lunches while volunteering.

Because we are a very small charity we have to be very careful about expenses. Therefore we will only cover expenses if you have first agreed the nature and level of expense that is to be incurred with a Trustee in advance. If you do not get this advance agreement then we reserve the right not to reimburse the expense.

What we expect from you

We expect you to fulfil your role with honesty and integrity. We expect you to be professional and collaborative with others from within and outside Make Space for Girls who you meet when volunteering.

We expect you to treat everyone that you meet when volunteering with us with dignity and respect, regardless of their sex, gender, race or nationality, religion or belief, age, disability or sexual orientation. Make Space for Girls does not tolerate discriminatory behaviour, bullying or harassment.

You must not attend to volunteer under the influence for alcohol or drugs. You will ensure that you do not do things that bring the reputation of the charity into disrepute.

VERSION CONTROL

Date prepared	08/02/2022
Date adopted by board	21/04/2022
Date for next review	April 2025

Schedule to Volunteer Management Policy



Information for Volunteers

Thank you for agreeing to volunteer at one of our workshops! We really appreciate you giving up your time to help us understand what would make parks and similar spaces more welcoming for teenage girls.

Workshop Details

Date	
Time	
Place	
Partner	
Make Space for Girls contact	

Safeguarding

Safeguarding is at the core of everything that we do as a charity. A copy of our safeguarding policy is available at on our website.

You must adhere to the following practical guidelines.

We are sorry if some of them may come across as unfriendly or trying to put barriers in the way of engaging with teenagers: they are not meant to be; but they are sensible rules that we need volunteers to adhere to, in order to keep everyone safe.

1. At no stage during volunteering with us should you be on your own with a child.
2. Do not take any pictures or images of the workshop or any of the attendees.
3. To protect the privacy and data rights of everyone at the workshop, please do not share any images or any other details of the workshop, whether on your social media or by more traditional means.
4. You must not give your contact details (postal address, email, phone number, social media details etc) to any child or young person attending our workshop.
5. If any child or young person offers you their contact details (postal address, email, phone number, social media account details etc) say no, and explain that you are not allowed to take these.
6. Do not try to keep in contact with any child or young person after the workshop. If a child or young person asks that they can keep in contact, just nicely say "no".
7. If a child or young person wants to know more about the firm you work for, and you are comfortable to do so, direct them to your firm's website or the main HR contact.

8. After the workshop has ended, don't walk home with a child or young person who has attended the workshop, or offer them a lift. If they are worried about getting home on their own, or you are worried about them getting home talk to the Make Space for Girls contact at the workshop.
9. If any child or young person discloses to you anything that suggests that they may be suffering or be at risk of abuse you should follow the guidance at appendix 1.
10. If you are unsure about anything to do with safeguarding, please talk your Make Space for Girls Contact.

Our risk assessment¹

We have undertaken a risk assessment of the venue at which the workshop will take place. If there are specific risks that we need to identify we will brief you on these at the start of the session.

At the beginning of the session, we will also identify fire escape routes and explain the procedure in case of a fire evacuation.

Please also be aware of the 'Run, Hide, Tell' rule in case of a suspected attack in a crowded place:

- **Run** - to a place of safety. If there's nowhere to go, then...
- **Hide** - it's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally, and only when it is safe to do so ...
- **Tell** - the police by calling 999

Covid risks

We appreciate that there are no legal restrictions relating to covid but we do ask that all volunteers take the following sensible steps to protect us all:

- Please do not attend the workshop if you have tested positive for covid in the previous 10 days.
- Please do not attend the workshop if you have any symptoms of covid.
- Please observe good hand hygiene.
- If a negative lateral flow test is required, either to comply with best practice in terms of health and safety or because a partner or venue requires us to ask volunteers to take a LFT before attending a session, we will let you know and we will reimburse the reasonable expense of obtaining a self- test kit.

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¹ This section is not necessary if we are working in a school setting as the school will have its own risk assessment and safety process.

Appendix 1: what to do if a child or young person discloses something to you:

If a child or young person at the workshop discloses information to you that may show they are at risk, it is very important you follow these steps:

- Do not promise confidentiality, you have a duty to share this information and we may need to refer to the local Children's Social Care Services.
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Reassure the child, but only as far as is honest, don't make promises you may not be able to keep eg: *'Everything will be alright now'*, *'You'll never have to see that person again'*.
- Do reassure and alleviate guilt, if the child refers to it. For example, you could say, *'You're not to blame'*.
- Do not interrogate the child; it is not your responsibility to investigate.
- Do not ask leading questions (eg: *Did he touch your private parts?*),
- Do ask open questions such as *'Anything else to tell me?'*
- Do not ask the child to repeat the information for another member of staff.
- Explain what you have to do next and who you have to talk to.
- Write up your conversation as soon as possible; Make Space for Girls will provide a suitable form to do this.
- Use the Form to record any non-verbal behaviour and the words used by the child (do not paraphrase).
- When completing the form record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, it is essential that you discuss them immediately with your Make Space for Girls contact so that we can make any appropriate referral to the Local Authority safeguarding team.

It is not your or our job to investigate; it is not your or our job to make judgements about what has happened; it is your and our job to ensure that concerns are raised with appropriate professionals within the safeguarding team local to the child or young person involved.