



Volunteer Pack

BUILD ON WHAT YOU'RE INTO



Aylesbury Youth Action was established in 1971 after several consultations initiated by secondary head teachers with people interested in young people's volunteering. It is a registered charity, presently funded by the William Harding's Charity and Aylesbury Vale District Council and supported by Buckinghamshire County Council. Specific projects receive separate funding from other trusts and grant giving organisations.

The aim is to provide young people with the opportunity to participate in volunteering opportunities in their local community through a variety of projects that appeal to a wide range of interests. Projects are of community benefit and are rewarding and satisfying for the volunteers. The young people are also encouraged to develop their own ideas.

AYA is open to young people, between the ages of 14 and 24, within Aylesbury Vale. The young people are encouraged to put forward their ideas and suggestions about the work of AYA. They are enabled to make decisions and choices that affect their lives and also to explore, understand and challenge any form of oppression that affects minority individuals or groups. This form of participation in the organisation helps to maintain their enthusiasm and involvement.

Care is taken to ensure that the volunteers are suitable for the work they wish to do and that they are adequately trained and prepared both before and during their participation in projects. It is recognised that projects such as work with the elderly or adults and children with special needs require skill and confidence on the part of the volunteer. Training also enables the volunteers to value their experience more effectively.

Projects vary between individual placements and group work, some requiring a regular commitment and others only an occasional one-day or one-week involvement. There is also a choice between practical activities and work situations that necessitate the development of individual relationships with people. Social events are important in developing group identity and creating friendships.

The contribution made by each young person is recognised through the award of a Certificate. Each young person giving more than 10 hours service in a year receives a Certificate showing the number of hours that have been achieved. This can be used in their Record of Achievement, CVs or applications for higher education and jobs.

Aylesbury Youth Action Volunteer's Charter

Written by AYA volunteers

You are responsible for making sure that you:

- Respect the beliefs, opinions, views, and needs of others
- Respect other people's property and personal space.
- Are punctual and inform the project worker if for any reason you cannot attend.
- Behave appropriately, in accordance with the situation.
- Carry out your responsibilities to the best of your ability by knowing your limitations and being honest.
- Take responsibility for your own actions and return the trust that is placed in you
- Listen to people when they are speaking to you.
- Uphold the reputation of AYA (which is good).
- Do what you are expected or asked to do, as long as it is within reason.
- Maintain confidentiality unless keeping that information in confidence puts someone else in danger.
- Use your best judgement when tokens of thanks are offered to you. Money should be passed on to staff to be donated to AYA, not kept for yourself.
- Include new volunteers and make them feel welcome. Encourage new people to come back.
- Take your commitment seriously.
- Let staff know if you have a problem in your volunteering or are not happy with the way you have been treated

Aylesbury Youth Action is responsible for making sure that:

- You receive appropriate recognition and appreciation for what you do through certificates and letters of thanks
- Projects are discussed and evaluated so that your feedback can be used to improve the service to the community and the volunteers.
- When appropriate, refreshments are supplied
- You have an equal say in having your views, opinions and beliefs respected.
- You can change your mind and not participate in any situation that you don't feel comfortable with.
- You are given as much information as possible on projects, before starting them
- You are safe on any project and feel secure in what you are doing
- Out of pocket expenses are paid. For example travel expenses to any project.
- You have the right to be treated equally at all times.
- You are respected for your volunteering
- You receive appropriate training for each project. For example learning about how to work with people with special needs or how to use a wheel chair safely
- You feel that there is someone that you can talk to in confidence
- You do not do any voluntary activity that takes the place of a paid worker

AYLESBURY YOUTH ACTION

EQUAL OPPORTUNITIES POLICY

Aylesbury Youth Action will ensure all of its members strive to make it and its services accessible to everyone.

Aylesbury Youth Action seeks to ensure that there is no discrimination on the grounds of:

- Race, Colour, Nationality or National Origin
 - Sex, Marital Status or Caring Responsibilities
 - Age
 - Sexual Orientation
 - HIV Status
 - Disability
 - Class
 - Political Belief
 - Trade Union Membership
 - Employment Status
 - Unrelated Criminal Convictions
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- Aylesbury Youth Action is set up to encourage young people to volunteer in their community. Aylesbury Youth Action also strives to change attitudes to the requirements of young people.
 - Aylesbury Youth Action is committed to implementing and resourcing equal opportunities through a programme of positive action and to monitor and review the effectiveness of this policy in all aspects of work.

A full copy of Aylesbury Youth Action's Equal Opportunities Policy is available on request.

If you ever feel that you are being discriminated against whilst volunteering please report this to us so that action can be taken to rectify the situation.

AYLESBURY YOUTH ACTION

POLICY FOR HEALTH AND SAFETY

Aylesbury Youth Action will take all reasonably practicable measures to ensure the health, safety and welfare of all Volunteers and employees.

In particular, the Aylesbury Youth Action will ensure, so far as is reasonably practicable:

- (a) All places are maintained in a condition that is safe and without risk to health and that the access to and egress from workplaces is similarly safe and without risk;
- (b) That a safe and healthy working environment is provided, with adequate facilities and arrangements for the volunteers and staff's welfare at work;
- (c) That no hazard arises from the proper use, handling, storage and transportation of articles and substances used in connection with work;
- (d) That plant and system of work are safe and without risk to health.

Further, Aylesbury Youth Action undertakes to provide whatever information, instruction, training and supervision is necessary to enable Volunteers and employees to avoid hazards and contribute positively towards their own safety and health at work and that of other volunteers and employees.

All Volunteers will provide a personal character reference and a self-disclosure regarding their criminal record. They will be police-checked as appropriate to the placement, and complete a declaration of health if necessary.

All Volunteers and employees will attend health and safety training linked to all MV external placements, to ensure, as is reasonably practicable, that any risks associated with the placements are minimised.

Aylesbury Youth Action believes that no policy is likely to be successful unless it actively involves the Volunteers and employees themselves. The project manager will be identified as the person to consult about any health and safety issues. For this reason, there will be appropriate consultation to identify hazards and suggest measures for improving safety.

A full copy of Aylesbury Youth Action's Health and Safety Policy and Procedure is available on Request.

REMEMBER SAFETY FIRST



AYLESBURY YOUTH ACTION

TRAVEL CLAIMS

When can I claim?

AYA pays out travel expenses for getting you to and from your voluntary project, so that you are not out of pocket for taking part.

What can I claim for?

AYA recognises most forms of transport. Car, motorbike, bicycle, bus and train journeys can all be claimed for. Even if someone has given you a lift to your voluntary project in their car, you are still eligible to claim travel expenses on their behalf. We don't pay out for taxi fares, unless this has previously been agreed with a member of AYA staff (if, for example, you are unable to use public transport due to access difficulties).

How much can I claim?

Our rates are, we hope, quite generous, and reflect not only the actual expense (for example bus fare, petrol) but also the hidden expenses (for example, wear and tear to vehicles). The rates are:-

Car	40p per mile
Motorbike	24p per mile
Bicycle	12p per mile
Bus	Fare reimbursed
Train	Second class fare reimbursed

How do I claim?

Simply fill out the necessary details on the Travel Expenses Claim Form and return it to AYA along with any receipts for train or bus journeys. We will endeavour to reimburse you within ten days of receipt of your form.

