



Volunteer policy

Encounter Christianity welcomes volunteers to support their work of teaching Christian RE in schools, whether this is in a schools based role, or another volunteering role, such as administration, design or IT support.

Volunteers will be invited based on their ability and willingness to discuss the Christian faith with pupils, in line with the National Curriculum.

We are very grateful for volunteers' time and hope that they will be able to commit to being available at the times they have agreed to. However, the volunteer and Encounter Christianity can each withdraw from the agreement at any time, at their discretion. Volunteers are not employees, and this agreement is not intended to create a legally binding contract or employment relationship with Encounter Christianity.

The lead teacher for any Encounter Christianity activity is responsible for ensuring that any volunteers receive appropriate induction and training for these activities.

Volunteers give freely of their time and will not be able to claim for expenses. (There is always a possibility of arranging travel with one of the Encounter Christianity team if travel expenses are an issue.)

Volunteers work under the supervision of the lead teacher, or one of the EC team, for any Encounter Christianity activity, and volunteers must follow the instructions of the staff member at all times.

Code of conduct

Statement of Inclusion

The charity Encounter Christianity believes that each person, adult or child, is unique in the sight of God with their own individual talents. The charity has a responsibility to ensure that each individual feels welcomed, valued and included so that their talents can be nurtured and developed. Encounter Christianity expects all of its Trustees, staff and volunteers to adopt this principle and to shape their practices accordingly.

All employees and volunteers have personal and legal responsibilities, including; treating others with dignity and respect; acting honestly, using public funds and Encounter Christianity equipment appropriately; adhering to health and safety guidelines and practising equal opportunities at all times.

Encounter Christianity is committed to creating a culture which promotes equality for children and young people. We recognise that discrimination is harmful to their well-being and development. Children and young people may be discriminated against because of race, gender, disability, culture, religion, language, age, sexual orientation and HIV status.

Volunteers must abide by the policies of any school within which Encounter Christianity is working. They will join the staff team in promoting equality by:

- Ensuring fairness, impartiality and consistency in all our working practices with children and young people.
- Treating all views about religion and moral and ethical questions with sensitivity and respect
- Accepting responsibility for helping to prevent discrimination against children under their supervision.

Health and Safety

Volunteers are responsible for:

- Following the health and safety policies of the schools in which we work (as instructed by EC staff).
- Reporting any accidents involving a volunteer or pupil to a member of the EC team.

Safeguarding

1. Charity Commitment

Encounter Christianity's volunteers recognise that all children, regardless of age, disability, gender identity, race, religion or belief, sex or sexual orientation, have a right to equal protection from all types of harm or abuse.

2. Responsibilities and Roles

Charity responsibilities:

Encounter Christianity ensures that safe recruitment practices are always followed and that Disclosure and Barring (DBS) checks are carried out on all staff, volunteers and trustees. Volunteers will be required to fill out an application form, with suitable references. Volunteering with EC will be dependent upon a successful DBS check and references.

Safeguarding training will be provided by the staff team for volunteers on an annual basis.

Volunteer responsibilities:

Volunteers will need to complete an application form with suitable references, as well as the relevant paperwork for a DBS check. Volunteers will be asked to read and accept the terms of the volunteer policy and to read our Safeguarding policy. It is the responsibility of volunteers to attend safeguarding training offered by Encounter Christianity and to read the volunteer guidelines before joining the team in schools.

3. Relevant Documents

- Southwest Child Protection Procedures on <https://www.proceduresonline.com/swcpp/>
- Keeping Children Safe in Education (2020): <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- The Counter Terrorism and Security Act (2015) <https://www.gov.uk/government/collections/counter-terrorism-and-security-bill>

4. Safe-guarding policy

Encounter Christianity provides all volunteers with a copy of our safeguarding policy, which provides clear guidance on the behaviour expected of all staff and volunteers in all activities with children and young people, whether they are delivered face to face or online. **Volunteers are requested to read this policy and acknowledge they have done so.**

Complaints

In the first instance, anyone with concerns about discrimination or harassment during an Encounter Christianity activity should raise it with the staff member in charge of an activity, so that they can seek to resolve it immediately. Any individual wishing to make a complaint should contact the chair of Trustees alex@encounterchristianity.co.uk.

Data protection/confidentiality

Where you provide personal data and sensitive personal data when applying for a volunteering position with us, we will process, store and disclose the personal data we collect to:

- Support the recruitment process.
- Enable you to submit your application
- Answer any questions you may have.
- Use third parties to provide services such as references, qualifications, criminal referencing, checking services, verification of information you have provided, health screening and psychometric evaluation or skills tests.
- Provide anonymised data to monitor compliance with our equal opportunities policy.

Where you provide personal or sensitive personal data, such as religious beliefs, dietary, mobility requirements or health information, to volunteer with us we will store, process and disclose the personal information we collect to:

- Deliver the volunteering opportunity, including the disclosure of sensitive data, such as medical information, to our partner(s) where necessary to deliver a safe trip or event for all involved.
- Provide relevant information including fundraising materials and the volunteer role description.
- Provide the administration of these events or opportunities to serve.
- Monitor the quality of the volunteering opportunity or trip provided.
- Answer any questions or feedback you may have.
- Provide anonymised data to monitor compliance with our equal opportunities policy.
- Support the recruitment process where a Christian commitment is necessary for the role.

We will store this information for as long as you volunteer with us. You can find out more about this by Reading our Data Protection Privacy Notice in full.