

VOLUNTEER ESSENTIALS 2019

Please read and follow these essentials if you are volunteering on a Birmingham PHAB Camp in 2019

To ensure consistency and safety compliance across all of the holidays run by Birmingham PHAB Camps, in conjunction with the detailed guidelines set out in the Volunteer Handbook, **all Birmingham PHAB volunteers must understand and follow the following policies and principles intrinsic to all camps:**

Child and Vulnerable Adult Protection

1. Before camp, all volunteers must read the Safeguarding section of the Volunteer Handbook.
2. On camp:
 - no volunteer will be alone with a child/vulnerable adult in a bedroom, vehicle or activity. And all instances of required personal care (inc. toileting) will be carried out – in consultation with the child/vulnerable adult – with more than one volunteer present to support;
 - all volunteers must fully understand Birmingham PHAB's incident record keeping procedure and commit to filling out incident forms as outlined in the Volunteer Handbook.

Training

1. All volunteers must:
 - attend Volunteer Training Day 7th July (and separate training afternoon for Adult Camps);
 - read the Volunteer Handbook prior to all camps they attend and follow the guidelines within.

On Camp

1. On the day of departure, arrive at the time requested by your Camp Leader, which should be half an hour before the participants.
2. Inform your Camp Leaders of any concerns or questions you have, and of all incidents or behavioural issues that take place on camp. Record, as required, on the incident forms.
Remember: Leaders are not mind-readers, they are there to help if you raise matters with them on the camp.
3. Follow the alcohol and recreational drugs policy as outlined in the Volunteer Handbook, and the Photograph and Internet Policy (inc., Facebook and social networking sites) outlined in the Volunteer Handbook, and any further policies, specific to your camp, outlined by your Leader.
4. Never smoke in view of a child aged 16 or under on camp.
5. Request assistance from the Leader (or volunteer in charge of medication) if a participant asks you about their medication.
6. Do not use or check your mobile during the day except for taking pictures to upload onto PHAB social media, in accordance the specific privacy requirements for each child outlined by your Leader.
7. Ensure that you have understood the safe lifting procedures for each child requiring mobility support in your care and ensure you follow these procedures at all times. Ask if you are not sure!

Please follow all the above procedures when volunteering on a Birmingham PHAB Camp in 2019. Please alert your Leader in any instances where you feel it is necessary to act outside of the standard procedures outlined.