



Volunteer Guidelines & Procedure for Safeguarding

1. If possible, ensure your DBS certificate is on annual automatic renewal.
2. Only undertake roles designated to you by the Responsible Youth Worker.
3. Do not compromise yourself or the Young People or Vulnerable Adults you are working with by being alone with them unless it is necessary for Health & Safety reasons. The Responsible Youth Worker must be informed immediately (within practical constraints) of any such incident which must be recorded and notified in writing to the Trustees as soon as possible.
4. Always ensure that you feel adequately trained and knowledgeable for any situation that you are asked to fulfil. If you are in any doubt, discuss it with the Responsible Youth Worker.
5. Never initiate or respond to any action, comment or expression that could be construed as being sexual, intimidating, or abusive. If faced with such a situation from a Young Person or Vulnerable Adult always engage the assistance of the Responsible Youth Worker.
6. Undertake annual training as requested by KEY Project staff or Trustees. This will generally be a refresher course once a year.

Thank you for Volunteering to work with us, without people such as you we could not cover the range of facilities that we offer to the young people of our villages.

We do hope you will find this a truly rewarding experience and confirm our support to assist you in any way we can.

The Trustees

KEY Project



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