



**BRITISH
TRIATHLON**



INVOLVING YOUNG VOLUNTEERS

SAFEGUARDING AND GOOD PRACTICE GUIDANCE



CONTENTS

BENEFITS OF INVOLVING YOUNG VOLUNTEERS	4
CONSIDERING WHETHER VOLUNTEERING OPPORTUNITIES ARE SUITABLE FOR YOUNG PEOPLE	5
OPPORTUNITIES - INDIVIDUAL OR GROUP VOLUNTEERING ACTIVITY?	6
IMPORTANT THINGS TO CONSIDER	8
SUITABLE OPPORTUNITIES	10
CREATING A ROLE DESCRIPTION	11
CREATING A RISK ASSESSMENT	12
SUPERVISION - TRAINED, EXPERIENCED OVERSEERS	14
RECRUITING YOUNG PEOPLE	14
WHEN YOUNG PEOPLE START VOLUNTEERING	16
HAVING A YOUNG VOLUNTEER IN YOUR TEAM	18
APPENDICES	20
FORM TEMPLATE EXAMPLES	21

BENEFITS OF INVOLVING YOUNG VOLUNTEERS

TO THE YOUNG VOLUNTEER

- It provides young people with experience, which can be useful in developing skills, confidence and interests.
- It can offer a range of experiences which can be useful in applying for jobs or courses.
- It enables young people to feel they are contributing to the society, and that they have skills to offer other people.





TO YOUR ORGANISATION OR TEAM

- It provides an opportunity to engage with children, families and young people to communicate your aims.
- It can provide you with time, skills and resources to support your work.
- Young people can contribute ideas to make the service you offer better to meet the needs and interests of young people.

TO WIDER SOCIETY

- You can create a culture of volunteering, where young people can become engaged.
- You can create opportunities for children and young people to make connections with wider society, developing intergenerational communication and respect.

OPPORTUNITIES - INDIVIDUAL OR GROUP VOLUNTEERING ACTIVITY?

When considering whether an opportunity could be undertaken by young people you will need to think about what they would be doing. The circumstance they are working under may affect whether or not the activity is suitable.

POSSIBLE OPTIONS:



WITH THEIR FAMILY

You could create opportunities for young people to get involved alongside their parents/carers/guardians. You will still need to ensure that the activity is suitable, you have the appropriate level of insurance, a risk assessment is complete and that the parents/carers/guardians are briefed about the risks involved. You will also need to ensure that the parents/carers/guardians understand that they will remain responsible for their young people throughout the activity.



WITH AN EXTERNAL ESTABLISHED GROUP

You could create an opportunity and invite an established group of young people to volunteer (this could be a school, scout, guide, church, Duke of Edinburgh group or youth club).

You would need to work with the group leader to ensure that they have the appropriate supervision and group insurance in place. You would still need to have your own insurance for the activity and volunteering at the activity and complete a risk assessment to ensure that the activity is suitable for the group in question. Your organisation would be responsible for ensuring the activity was safe and the group leader and staff were briefed. The group would be responsible for supervising the young people.



WITH YOUR OWN CLUB/GROUP

You could create an opportunity for young people who are already involved in your club or group. You would be responsible for creating and promoting the activity and supervising the young people on site. Your staff would need to be responsible for the young people while undertaking the activity and would be acting in loco-parentis. You would need to have the appropriate level of insurance and complete a risk assessment.



AS INDIVIDUAL OPPORTUNITIES

These would be opportunities where young people can volunteer on their own alongside other adult volunteers or staff. While there will be oversight in place, as for any volunteer, they may not be as closely supervised as they would be in group situations. You would need to ensure you have the appropriate level of insurance and a risk assessment is complete.

For all of these opportunities, a named supervisor must be responsible for the young volunteer. This could be their parent/carer/guardian, group leader or a nominated person at the activity.



IMPORTANT THINGS TO CONSIDER



THE LAW AROUND EMPLOYING YOUNG PEOPLE

While there are legal restrictions on employing young people, they do not apply to volunteers. It is however sensible to comply with the legislation (Section 18 of the Children and Young Persons Act 1933 and the school leaving age guidance) British Triathlon guidance is based around this legislation.

You should consider whether tasks listed in the volunteer role description are appropriate for the young person to carry out individually. Check against the prohibited or restricted list of work which a young person can undertake:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/193326/Child_employment09.pdf

Young volunteers shouldn't be left alone with members of the public or other staff members/coaches or volunteers who are not DBS (Disclosure and Barring Service) checked. You will need to consider how you will safeguard the young volunteer in the context of your wider staff team and other volunteers? You will need to create a safeguarding policy for your organisation to show how that will be managed.

BRITISH TRIATHLON GUIDELINES

- **Young people must be aged 14 or over**
- **Under 16s during term time;**
 - **Must not volunteer for more than 2 hours on any school day or Sunday**
 - **Can only volunteer 1 hour before the start of school**
 - **May only volunteer a maximum of 8 hours per week in term time**
 - **Must have a break of at least 1 hour after four hours work**
 - **Must have at least 2 weeks free from volunteering during the school holidays**



APPROPRIATE RATIOS

Recommended adult to young person ratios when supervising young people are as follows; This has been taken from the National Society for the Prevention of Cruelty to Children (NSPCC).

Aged 14 - 18 years = 1 adult to 10 young people

If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

When deciding on the number of adults required, it is important to bear in mind that the ratio is a guideline only. In certain situations, it will be necessary to have a higher number of adults than the recommendation suggests. If, for example the young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

SUITABLE OPPORTUNITIES

When deciding what role would be suitable for young people within triathlon you need to consider the following:

- What skills and experience are needed? Could a young volunteer be supported to develop these?
- Is the opportunity going to be interesting and engaging for the young volunteer, what is their likely attention span? What can you do to support this?
- Are there ways that you could adapt roles to make them suitable for young volunteers?

You should not engage a young volunteer in a role which:

- Is beyond their physical or psychological capacity;
- Involves a risk of accidents which they are unlikely to recognise because of, e.g. their lack of experience or training or sufficient attention to safety;
- Involves a risk to their health from extreme heat, noise or vibration.



CREATING A ROLE DESCRIPTION

When creating a volunteer role description that you intend to be inclusive for young people, include all aspects that you would normally take into account when writing a role description for an adult volunteer BUT think about potential implications on a young person.

Below is the list of things to consider:

- What will the volunteer be doing? (Are the tasks appropriate for a young person to carry out?)
- Why will they be doing it? (Will the young volunteer have a sense of achievement as a result of carrying out the role?)
- Expected time commitment.
- Location/place where the young volunteer will carry out his/her activities. (Is the place appropriate/safe?)
- What skills and experience would the young volunteer need to have already? (List things like 'enthusiastic' or 'likes to operate as part of a team', rather than professional skills that a young person would not have had a chance to gain.)
- What training will the young volunteer be required to undertake? (Has the trainer got the necessary DBS checks to carry out the training?)
- Who will the young volunteer be working with?
- Who is the volunteer manager/ named contact person for the young volunteer?
- What support and supervision will be offered?
- What are the benefits to the young volunteer? (List things that would be attractive to the young person, e.g. 'great fun', 'looks great on your CV', 'help out in the sports club – coach someone/transfer your skills', 'improve IT skills', 'meet new friends', 'be part of a fantastic team'.)
- What are the benefits to the organisation/community?
- What expenses will you reimburse for?

CREATING A RISK ASSESSMENT

Young people, especially those new to work, will be facing unfamiliar risks from the job they will be doing and from the working environment. Young People are seen to be particularly at risk because of their potential lack of awareness of existing or potential hazards, immaturity and inexperience. They are also likely to lack confidence and be eager to impress or please other people around them.

Those who involve young people have an opportunity to instil within them an understanding of the importance of health and safety which will serve them well throughout their working life.

When opening a role to a young person you should carry out a risk assessment specific for that role. This should include all the risks associated with an adult volunteer, with additional areas identified, or measures taken, to ensure the safety of the young volunteer.

Particular focus points while carrying out the risk assessment are:

- To assess risks to all young people under 18 years of age, before they start volunteering;
- Take into account the layout of the particular site where they will volunteer;
- Take into account the nature of any physical and biological factors they will be exposed to, for how long and to what extent;
- Asses what types of work equipment will be used and how this will be handled;
- To ensure the risk assessment takes into account a young person's psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks;
- Mitigation steps to eliminate or minimise the risks, so far as is reasonably practicable;
- To identify the age group the role is suitable for, and the level of oversight/supervision that is required.

You should also:

- Let the parents/carers/guardians know the key findings of the risk assessment and the mitigation you have introduced before the young person starts volunteering;
- Take account of the risk assessment when deciding whether the young volunteer should be prohibited from certain activities;
- Involve young volunteers in the process of identifying any health and safety risks and in developing solutions, as young people may bring a fresh perspective to problem-solving;

You must remember that if a significant risk remains in spite of your best efforts to do what is reasonably practicable to control a risk, you must not engage the young person in this volunteering role.

INSURANCE

You will need to provide young volunteers with liability insurance (covering your liability for injury or disease suffered by volunteers, during the course of their placement). Affiliated clubs are covered through their affiliation.

Details here: www.britishtriathlon.org/britain/documents/about/policy-documents/insurance/2017/triathlon-clubs.pdf

MEMBER INSURANCE

Athletes, Coaches, Activators, technical officials and associates who volunteer are covered by British Triathlon Public/ Products liability insurance.

Details here: www.britishtriathlon.org/britain/documents/about/policy-documents/insurance/2017/activators-etc.pdf

OTHERS

Check your insurance policies, make sure that children/young people would be covered if they were undertaking a volunteering activity. Check whether there are any things you must do to ensure this and do them. If insurance policy doesn't cover this it is worth contacting an insurance broker to see whether they can identify any suitable policies that they could recommend. This can help you get the right coverage for the best price.

SUPERVISION - TRAINED, EXPERIENCED OVERSEERS

The level of oversight/supervision required is very much dependant on a young person's maturity rather than age, some 14 year olds present much younger than others. It is good practice to have 2 adults overseeing/supervising at all times.

Below is the list of things to consider:

- The supervision must be undertaken by a person who has a successful DBS clearance;
- The supervision must be regular and ongoing;
- The supervision must be 'reasonable' in all circumstances to ensure the protection of children.
- Consider the ratios as previously stated when supervising a group of young volunteers.

RECRUITING YOUNG PEOPLE



INFORMATION YOU SHOULD PROVIDE

When you promote a volunteering opportunity it is useful if you can provide details about what is involved e.g. the role description. This helps the young person/family decide whether the opportunity is suitable for them and whether they are able to volunteer. Examples of information you could provide: Great fun, meet new friends, be part of a fantastic team! Opportunity to improve and learn new skills. Becoming part of a friendly and dedicated team; improve your CV.

Where to recruit: Friends, family members and fellow triathletes are often willing to volunteer, but as triathlon is continually growing, we need to start looking outside of those initial groups and think about alternative ways of recruiting new volunteers. Below are a number of suggestions as to how you could potentially access new volunteers from both inside and outside the sport: www.britishtriathlon.org/get-involved/volunteers-and-officials/volunteers/recruiting-and-supporting-volunteers

Share volunteers with your neighbouring triathlon club: If you know of a club that holds an event close to yours, why not get in touch and try and create a reciprocal relationship? You could both offer free entry into your respective races in return for some extra help on the day.



OBTAINING PERMISSION

You will need to obtain written consent from a parent, carer or guardian if a young person is 14-15 years who intends to volunteer.

It may not always be possible to obtain parent/carer/guardian consent for volunteers aged 16-18, however volunteer managers should encourage volunteers in this age group to discuss their volunteering activities with their parents/carers/guardians.

You must also obtain emergency contact information for anyone undertaking a volunteering activity.

Don't forget, if you plan to use photographs of young volunteers for publicity purposes you need to obtain their permission and, if they are **under** 16 years, gain the permission of their parent/carer/guardian to use them.

If a young person is over 16 and is living independently of parents or social services, they are able to provide their own consent.



CONSIDER HOW THEY WILL GET TO/FROM THE OPPORTUNITY

If you are creating an opportunity for a young person you should consider the location and time of the opportunity, and how they will travel to and from the activity. You are not responsible for the young person traveling to and from the activity, but you need to consider the practicalities and their safety.

WHEN YOUNG PEOPLE START VOLUNTEERING



INDUCTION AND TRAINING

- Treat young volunteers as staff members at all times and within the induction process; provide them with the same health and safety advice and protection you give to your staff or other volunteers. Ensure you go through all of the relevant procedures with the young volunteer to ensure they fully understand your organisation and what they are required to do. Consider your language and tone of voice to ensure that your induction and any training given is understood by young people.
- Provide young volunteers with the opportunity to access training to enhance their knowledge and/or gain qualifications. Provide young volunteers with the opportunities to use their skills from this training and share their knowledge.
- Supervision of young people is essential because of their relative immaturity and unfamiliarity with the working environment. Ensure that each young person has a dedicated person who is responsible for supervising them and that they are a suitable mentor.
- **REMEMBER:** Young volunteers should never be left isolated. Consider buddying new young volunteers up with experienced volunteers to help young volunteers gain confidence and grow.
- It is safer if young volunteers are supervised by two or more adults.



PROVIDING APPROPRIATE EQUIPMENT

If you have children or young people volunteering you will need to ensure you provide appropriate equipment for their size and strength. E.g. High Vis jackets, whistle...



BRIEFING YOUR TEAM

In order to ensure all staff have a clear understanding of safeguarding procedures and professional boundaries it is good practice to provide training/information for staff before they undertake supporting young volunteers.

You need to consider:

- Who is going to take full responsibility for the young people and ensure full training and support is given to the young people and staff?
- Who is the contact for any safeguarding issues?
- An organisation needs to ensure that young people have a contact number, so that they can inform you if they cannot make a session/event. You will also need to have their contact details in case you cancel the session/event.



SUPPORT

An important point to remember is that everyone is an individual and some young people may not yet be mature and may be unfamiliar with the working environment. Some volunteers will need a lot of support, where others may be more confident and not require this additional level of attention.

Support does not have to have a formal character, it can be a friendly chat at the end of an activity. Respect young volunteers, show them gratitude for their efforts, show them that they are needed, and provide them with opportunity to contribute with their ideas. Showing young people gratitude does not need to be at a cost, good supervision and saying thank you makes a difference, however small celebrations and awards evenings aid recognition and bring volunteers together.

HAVING A YOUNG VOLUNTEER IN YOUR TEAM

Young volunteers need to be supported age-appropriately and depending on age, different levels of support will be required. What follows is a suggested list of good practice guidelines.



PROFESSIONAL BOUNDARIES

- Never give a young person your home address or telephone number;
- Do not loan money to a young person or borrow it from them;
- Do not use inappropriate language (including jokes) in front of young people (and challenge them if they do to you!);
- Do not smoke in front of young people;
- Report any substance use to your manager or lead safeguarding officer immediately (even if you suspect it); young people under the influence should not be attending sessions/events;
- Do not offer lifts to young people unless you have agreed this with a senior/ club official and have handed in the necessary documentation;
- Do not call the young people names or make jokes that could offend them;
- Try not to undermine parents, teachers etc – there are two sides to every story!
- Report any concerns (including abuse, drugs and alcohol, risky behaviour and anti-social behaviour) to the senior worker;
- Do not give or receive gifts/cards etc. (speak to your manager if necessary);
- Never **private message** a young person on social media eg. Facebook, Twitter, Whatsapp, Messenger etc or email.

Volunteers have rights and responsibilities; the following are a suggested list of things to consider:



VOLUNTEER RIGHTS

- To be reimbursed for out-of-pocket expenses as agreed;
- Not to be asked to do anything that compromises your beliefs or makes you feel uncomfortable;
- To be supported and have regular supervision;
- To be included in team/planning meetings;
- To be able to speak to the lead volunteer manager if you have any problems;
- To have an induction;
- To be listened to and valued.



VOLUNTEER RESPONSIBILITIES

- To be reliable and offer a minimum agreed commitment
- To arrive on time and let your volunteer manager know if you are going to be late;
- To let your volunteer manager know 24 hours in advance if you cannot make a session/event;
- To be part of a team and involved in planning, delivering and evaluating sessions/events;
- To report any concerns about other volunteers, or members of staff to your volunteer manager;
- To behave responsibly and safely at all times;
- To complete relevant paperwork;
- To follow guidance around health and safety and Child Protection.

APPENDICES

Useful contacts and resources

VOLUNTEERING

www.britishtriathlon.org/get-involved/volunteers-and-officials

Volunteer Programme Manager: volunteering@britishtriathlon.org

SAFEGUARDING

www.britishtriathlon.org/about-us/safeguarding

Lead Safeguarding officer: lindahaywood@britishtriathlon.org

British Triathlon DBS service: DBS@britishtriathlon.org

USEFUL WEBSITES

www.do-it.org.uk

National volunteering website. Advertises volunteering opportunities nationally. You can list your volunteering opportunities here.

www.cpsu.org.uk

Child protection in Sport Unit. Guidance and support for protecting children in sport.

www.ncvo.org.uk

NCVO (The National Council for Voluntary Organisations).

A range of good practice resources around volunteering.

Please note; some resources are free, but some are only available to members.

www.vinspired.com

Vinspired. Youth volunteering charity that connects young people (14-25) with volunteering opportunities. You can list your volunteering opportunities here.

FORM TEMPLATE EXAMPLES

Young volunteer role description

Role Title	Young Volunteer
Main purpose of the volunteer role	You will work alongside other
Volunteer Responsibilities	<p>As a volunteer you will</p> <p>You will use your skills to assist....</p> <p>You will</p> <p>You will offer constructive feedback</p> <p>You will support staff in promoting...</p> <p>You may be involved in</p>
Location/place, Day and Time	Monday, 4.30-6.30pm once a week - plus occasional events.
Benefits to the volunteer	Great fun, meet new friends, be part of a fantastic team! Opportunity to improve and learn new skills. Becoming part of a friendly and dedicated team.
Benefits to the club/ community	Improved
Training given	An induction and....
Suitable for	This role will suit people who are enthusiastic and friendly, enjoy meeting people and like operating as part of a team. You will have the willingness to learn, be proactive and able to encourage others to be their best selves.
Contact Details	
About our organisation	<i>A couple of sentences describing your organisation and its aims.</i>

Risk assessment

Title of young volunteering role risk assessment					
Details of activity					
Person responsible					
Is the individual/ group known to the organisation?					
Are there any factors that need to be taken into account? (e.g. young people with additional needs? Expected behaviour of the group/ individual?)					
<p>Hazard to young volunteer e.g. trip, falling objects, noise, violence</p> <p>Are there specific risks because of the level of experience, skills, strengths, height etc of the young volunteer?</p>	<p>Level or Risk L/M/H</p> <p>Likelihood of Risk Occurring</p>	<p>What action you have taken to minimise the risk e.g. Safeguards, Instructions, Training, Personal Protective Equipment (PPE), GIVE FULL DETAILS</p>	Possible outcome	Does this address risk? Yes/ No	Additional controls required? What are these?
Age range this opportunity is suitable for?			Oversight ratio that is needed. E.g. 1 adult to 1 young volunteer or 1 adult to 10 young volunteers		
Signed Risk Assessor:					
Signed Safeguarding Officer/ Health & Safety Officer					

Parental permission

Young Volunteers Details					
First Name		Address Including postcode			
Surname		Email			
Telephone		Age		Date of Birth	
Mobile					
Emergency contact details					
Name:		Relationship to young person			
Home Tel No:		Work Tel No:			
Mobile No:					
Alternative emergency contact name:					
Relationship to person		Number:			
Medical Information					
Please give details of any medical conditions that we may need to be aware of in order to ensure your child's safety while undertaking the volunteering role					
Parent/Carer/Guardian Consent					Please circle
I confirm I have read and understood the role description and risk assessment information.					Yes No
I consent to my son/daughter volunteering in the role as a (role title)					Yes No
I agree to staff giving my child's emergency contact details from this form to the emergency services, so they can inform the emergency contact in order to gain permission for any treatment or medication considered necessary by the medical authorities present.					Yes No
I consent to (organisation name) taking and publishing photographs and/or images of me and/or my child/dependant and their names where required for the purpose of promoting or publicising this volunteering activity.					Yes No
I consent for these photographs to be used in printed publications to promote volunteering activities/the work of the organisation.					Yes No
I consent for these photographs to be used on websites to promote volunteering activities/the work of the organisation.					Yes No
I consent for these photographs to be used on social media to promote volunteering activities/the work of the organisation.					Yes No
I consent to (organisation name) contacting the volunteer above regarding this role using the contact details provided.					Yes No
Parent's signature:				Date:	
Privacy Statement:					



BRITISH
TRIATHLON



TRIATHLON
ENGLAND



TRIATHLON
SCOTLAND



WELSH
TRIATHLON
CYMRU



TRIATHLON
TRUST

PO Box 25, Loughborough,
Leicestershire, LE11 3WX

T +44(0)1509 226161

E volunteering@britishtriathlon.org

 BritishTriathlon

 @BritTri

 /BritishTriathlon

 BritTri

