

Requirement	Interview	DBS Check	Reference	Completion of Volunteer Personal Details Form	Provision of SS policies and procedures	Induction of Awareness of policies and procedures.	Safeguarding Children	Safeguarding Adults	Dementia Awareness	Trustee Training	Trustee Induction Pack	Health and Safety Level 1	Health and Safety Level 2	First Aid	Food Hygiene Level 1	Food Hygiene Level 2	Fire Safety	Signature on keyholder policy
Hosting activities	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓*	✓✓*	●			✓✓		✓✓	✓✓*	✓✓*	✓✓	
Food Preparation				✓✓	✓✓	●	●	●	●			✓*		●	✓*		●	
Serving Refreshments				✓✓	✓✓	●	●	●	●			●		●	●		●	
Homework club	✓✓	✓*	✓✓	✓✓	✓✓	✓✓	✓	●	●			●		●	●		●	
One Stop Café Befriender		✓*	✓✓	✓✓	✓✓	✓✓	●	✓	●			●		●	●		●	
Memory Café Befriender		✓*	✓✓	✓✓	✓✓	✓✓	●	✓	●			●		●	●		●	
Committee member	✓✓	●	✓✓	✓✓	✓✓		●	●	●	✓	✓	●		●	●		●	
Cleaning				✓✓	✓✓	✓✓						✓		●			✓	

DIY				✓✓	✓✓							✓		•			✓	
Deliverers				✓	•													
Admin	✓✓		✓✓	✓✓	✓✓													
Home Cooking				✓	•										✓✓			
Keyholder			✓✓	✓✓														✓✓

Key	Explanation
✓*	under supervision until training/ check complete
✓	Required for the role, but not essential to be completed prior to starting volunteering. The volunteer must sign on to the next available training session that they can attend.
✓✓	Essential to have this requirement prior to volunteering in this role.
✓✓*	If the activity involves working with children, adults at risk, food preparation or serving refreshments they must have completed the relevant training prior to hosting the activity.
•	Not essential. The volunteer may wish to undertake this training anyway.

Further definition of roles

Hosting activities- A volunteer who hosts an activity is required to have training as outlined in the table. If they do not have any of the required training they are responsible for ensuring that another Sedbury space volunteer with this training is present.

Food preparation: Where the volunteer prepares or serves any food within the Sedbury Space facility or activity, which is not a dry pre-packaged foodstuff. This would include a home made cake for example.

Serving Refreshments: Preparing hot and cold drinks, and serving dry packaged foods. For example serving biscuits and tea at the One Stop Café or serving crisps and pop at games night.

Homework Club: Attending the homework club to support with the activities, but not hosting the event.

One Stop Café Befriender: Attending the One Stop Café to support with activities, but not hosting the event or taking on another volunteer role such as serving refreshments.

Dementia Café Befriender: Attending the Dementia Café to support with activities, but not hosting the event or taking on another volunteer role such as serving refreshments.

Committee Member: Elected as a committee member at the annual general meeting. Required to attend the committee meetings as able and participate as able to the development and running of Sedbury Space, as responsibilities are allocated.

Cleaning: Providing cleaning services for the Sedbury Space building.

DIY: Simple maintenance and handyman jobs within the Sedbury Space building.

Deliverers: Delivering of promotional materials on behalf of Sedbury Space.

Admin: Administrative tasks for Sedbury Space data. Particular induction required for Sedbury Space GDPR guidance.

Home cooking: Where food is prepared at the volunteer's home and brought to the Sedbury Space Facility to be served.

Keyholder: a trusted volunteer with responsibilities for opening and closing for an activity group as agreed with the Centre Manager

Further definition of requirements

Interview: All volunteers will have an informal chat with a committee member to ensure suitability for the role. Some roles require a more formal interview with a committee member.

DBS Check: Copy of DBS check to be provided for filing.

Reference: This can be a verbal or written reference from an upstanding member of the community to a committee member testifying the suitability of the person for the volunteer role.

Completion of Volunteer Personal Details Form: Full completion of the form and provided to the admin staff or committee member for filing.

Provision of SS policies and procedures: Where all volunteers are provided with a copy of Sedbury Space's policies, or made aware of their location within the Sedbury Space facility. The volunteer should have opportunity to read these policies prior to commencing any volunteer work and have the opportunity to ask questions. These policies include; confidentiality policy, data protection policy, drug and alcohol policy, lone working policy, volunteer policy, health and safety policy and fire safety policy and fire evacuation procedure.

Sedbury Space Policies and Procedures Induction: Where the committee member inducting the volunteer, through their judgement, identifies, explains and ensures understanding of the key policies and procedures for that particular volunteer role.

Food Hygiene- No legal requirement found as not a manufacturer, food retail or business. For good practise, we would recommend food hygiene level 1 for food handlers and level 2 for supervisory role.

The following requirements; Safeguarding Children, Safeguarding Adults, Dementia Awareness, Trustee Training, Health and Safety Level 1, Health and Safety Level 2, First Aid , Food Hygiene Level 1, Food Hygiene Level 2, Fire Safety require the volunteer to attend and pass the certified training.

Trustee Induction Pack: Either paper or electronic copy of the minutes from last 3 meetings, articles of association, Sedbury Space Aims and all policies and procedures.