

**Checklist for working with young volunteers**  
**(under 18 years old)**

1	Safeguarding and Child Protection policy (More information here: <a href="https://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/">https://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/</a> )	
2	Employers/Public liability Insurance that covers young volunteers.	
3	DBS checks where necessary For more guidance: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789061/ENGLISH_-_CCS156_CCS0219642870-001_Charity_Roles_Children_Web.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789061/ENGLISH - CCS156 CCS0219642870-001_Charity_Roles_Children_Web.pdf</a> Or contact Spark's DBS Officer, Denise Timmins (Mobile: 07792 237774)	
4	A child work permit if required. These are usually only necessary when the volunteering is for financial gain, such as in a charity shop. For more information, email: <a href="mailto:SomersetEducationSafeguarding@somerset.gov.uk">SomersetEducationSafeguarding@somerset.gov.uk</a>	
5	Health and Safety policy	
6	Risk assessments for specific activities that young people will be involved in. More information: <a href="http://www.hse.gov.uk/pubns/indg364.pdf">http://www.hse.gov.uk/pubns/indg364.pdf</a>	
7	Planned induction and scheduled opportunities for ongoing support	
8	Equal Opportunities and Diversity Policy More information: <a href="https://www.resourcecentre.org.uk/information/equality-and-diversity-policies-for-small-groups/">https://www.resourcecentre.org.uk/information/equality-and-diversity-policies-for-small-groups/</a>	
9	Funds and procedure for reimbursing volunteer expenses	
10	Methods for recognising and recording achievements	
11	Parental consent for young person's participation and data protection	