

Volunteer Essential Information

SNAPPY (Special Needs Activities and Play Provision for York) is a charity providing social and recreational opportunities for children and young people with special needs aged 5 - 25 in the York area.

SNAPPY is managed by a voluntary management committee of trustees. The role of the trustees is to oversee the work and organisation of SNAPPY.

SNAPPY schemes consist of: group leaders, volunteers, children and young people. SNAPPY relies on volunteers to be able to run and we are pleased that you have chosen to volunteer some time to helping us with our schemes. We all work together as a team to organise play and recreational activities in a safe and enjoyable environment.

Saturday Scheme (10am-4pm): This scheme provides a place for children and young people aged 5 to 19 to learn and develop through a range of play activities in a safe and secure environment, meet up with friends, hang out and also learn key life skills and gain valuable experiences. There are a range of activities and workshops from music and crafts to cooking and gardening as well as special trips out.



Senior Scheme (Thursday 7pm-9pm): A youth club for young people between the ages of 15 and 25 who take part in social nights, party nights out and workshops on key life skills. (Please note that volunteers should be over 18 to volunteer at Senior SNAPPY)



Summer and Easter Schemes: These schemes run throughout the school holidays, for two weeks during the Easter school holidays, and for six weeks during the summer holidays, Monday to Friday. These schemes are for children aged 5 to 19. We organise trips and activities days, including cinema trips, craft days, outdoor play, trips to the park etc.



We require all volunteers to complete an online **CRB (Criminal Records Bureau) check**; this is a legal requirement to work with children. The form will only take 20 minutes to complete and you will be assisted by member of staff. You will also be asked to provide a form of photo ID and proof of address, your National Insurance number and a list of addresses for the past 5 years. are here to enjoy yourselves, but please keep your group leaders informed at all times (e.g. if you take a break).

Profiles

We are supplied with profiles on all the children and young people who attend our schemes. These give us information about their likes, dislikes, medical needs, communication skills etc. Group Leaders must read these prior to working with the children and young people and they can pass on relevant information onto volunteers if necessary. Please feel free to ask core staff members questions about the profile information at any time.

There are also a number of useful information sheets in the profile files to assist you during your time on schemes, if you require a copy of any of the information sheets we have please do not hesitate to ask the core staff.

Volunteers

The volunteer role is to assist group leaders with play and activities on schemes, taking on duties of interest and ensuring the group you are placed in runs as efficiently as possible. What you take part in is your choice and as a volunteer you do not need to take on the pressure of responsibility. You

Volunteers must claim their expenses for travel (bus, train fares or petrol allowance) & lunch allowance. On scheme you will be required to fill in an expenses sheet. Never be out of pocket.

Good Practice

S.N.A.P.P.Y follows strict guidelines of good practice: we have a number of policy documents on the following topics (which you should read and familiarise yourself with):

- Health and Safety Guidelines
- Child Protection Policy
- Confidentiality
- Left Children/Young People
- Complaints Procedure
- Smoking, Alcohol & Drugs
- Behaviour Management
- Missing children / young people
- Broken Toy
- Lifting and Handling Guidelines
- Equal Opportunities
- Volunteer Policy

*****Important*****

Our most important practice policy - you must never be alone with a child or young person, there must always be another adult available and in sight. This does not mean that you cannot work one-to-one with an individual, just ensure that there is another member of staff in the room.

Training

There are continuous training sessions throughout the year for you to take advantage of, through 'Training Together', a consortium made up of similar organisations. This training focuses on special needs issues and specific skills that can be useful for working with children and young people with special needs. Information about training will be sent out to you before the sessions, please take advantage of this unique opportunity.

Support

We really want you to enjoy your time at S.N.A.P.P.Y.

If you require any further information, do not feel clear on any details, have a problem, or are not happy with your duties, please do not hesitate to talk to the core staff or anyone else you feel comfortable talking to.

Contact Details:

Address: 84 Lowther Street, York YO31 8LX

Telephone: 01904 640562

Email: volunteers@snappyyork.co.uk (volunteer enquiries)
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