



The
**Sunshine
Centre**

SUPPORTING & ENCOURAGING COMMUNITIES

Volunteer Information & Handbook



About Us

- Thank you for your interest in volunteering.
- We offer multi-agency services and are a universal point of access for children and families, for integrated early learning and childcare, family support, health services, support into employment and training and links to other specialist services.
- We believe the centre benefits from the input of volunteers by gaining a new and valued perspective on our provision and services, as well as the precious resource of time. Volunteers enhance the capacity of our services and provide us with increased talent, passion and drive.
- There are many opportunities for you to volunteer, such as in our Early Years groups, Stay & Plays, Creche.
- The centre has a small budget for volunteers and is able to cover expenses and to offer training opportunities.

Our volunteers give a variety of reasons why they give up their time for the centre, such as gaining new skills, using existing skills, making new friends, making a positive difference, giving something back to the community and sampling a career. Volunteering can also increase confidence and self-esteem. Many of our volunteers go on to gain formal qualifications and employment.

The Sunshine Centre Will:

- Aim to provide you with the type of volunteering activity requested.
- Provide you with a full induction prior to you starting.
- Identify a 'buddy' for support and feedback on your voluntary work.
- Ensure you are treated with respect, thoughtfulness and feel valued and appreciated.
- Recognise your contribution.



As a volunteer we would appreciate it if you would:

- Promote the ethos and aims of The Sunshine Centre and observe and abide by our code of conduct, policies and procedures.
- Give a reasonable level of commitment and inform us if a commitment cannot be met or when you no longer wish to volunteer.
- Represent The Sunshine Centre in a positive manner and carry out your volunteer role safely and reliably and to the best of your ability.
- Abide by the confidentiality policy regarding any information about volunteers, staff or children and families who use the centre.

Complete the volunteer application form. Email given to start CRB process. Details of 2 referees given.



Disclosure and reference checks undertaken by The Sunshine Centre.



On receipt of positive references you will be contacted to arrange an informal conversation followed by an induction session.



Ongoing Support

- During your induction period and throughout your volunteering placement.
- Placement reviews—informal communication with senior staff will ensure that relevant support and/ or training opportunities are offered.

Induction

A senior member of staff will work through this with you, to highlight your responsibilities as a volunteer and go through all relevant policies and procedures.

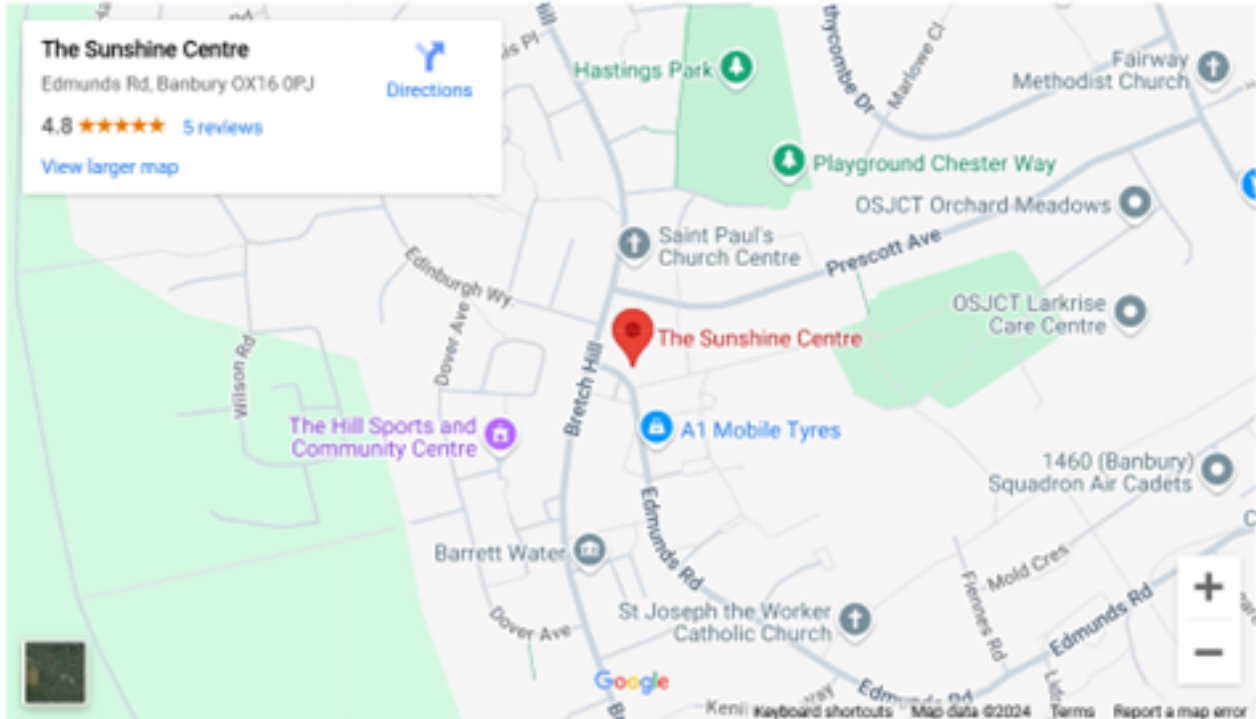
A start date will be arranged.

You will be introduced to your 'buddy'.

A risk assessment will be put in place until your CRB is received.



Volunteering Process



The Sunshine Centre, Edmunds Road, Banbury, Oxon, OX16 0PJ
Tel: 01295 276769 Email: community@sunshinecentre.org

Keep up to date via;



Phone: 01295 276 769



Email: community@sunshinecentre.org



Web: www.sunshinecentre.org



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