



Supporting Disabled Children & Young People



TIME2SHARE@WECIL VOLUNTEER ROLE DESCRIPTION – BEFRIENDING

What will I be doing?

You will volunteer within Time2Share@WECIL's befriending service for disabled children/young people (aged 0-20 yrs) and their families. This involves spending time regularly with a disabled child or young person in their home or supporting the young person to take part in social and leisure activities in their local community.

Who am I responsible for?

Time2Share@WECIL's Befriending Service links volunteers 1:1 with a disabled child / young person. Links are based on shared interests and activities which the volunteer and young person can enjoy doing together.

You are responsible for the safety and wellbeing of the child or young person you are linked with. Some volunteers choose to spend time with siblings as well. This is agreed on an individual basis with the family and your co-ordinator. All links are risk-assessed and carefully monitored by your co-ordinator.

It is essential that all Befriending volunteers are reliable. If you are not available for a pre-arranged visit, please tell the family as soon as possible so that they can make alternative arrangements.

You should not involve your own friends and family without firstly discussing and agreeing this with your co-ordinator and the child/young person's family. This is essential as any other person in regular contact with a young person needs to undergo an enhanced level DBS check.

Before you take a child or young person in your car, you must:

- Discuss this with your co-ordinator
- Provide you co-ordinator with a current and valid MOT certificate and motor insurance details
- Have a current and valid driving license
- Have consent from the family
- Inform your motor insurance company.

You **must not** take a child to your own home

Who am I responsible to?

- **The parent / carer.** You must ensure that the parent / carer's reasonable instructions and guidance regarding the welfare of their child are adhered to and that clear communication is maintained. Feedback must be given to the parent/carer following a visit.
- **Your co-ordinator and Time2Share@WECIL.** You must respond promptly to any contact from your co-ordinator. You are required to report monthly on any time spent with the child you are linked with and any activities undertaken, and to take part in the annual review.

What do I do in an emergency?

This will be covered in more detail at training.

- In the first instance you must contact the family or the person designated by the family.

- If you cannot contact the family or the person designated by the family, contact the Time2Share@WECIL office on **0117 9479911**
- If you cannot contact any of the above, contact the local duty social worker on **01454 615165**. Please carry this number with you.
- If there is a medical emergency you will need to call for emergency medical assistance before the above.

What experience do I need?

You do not need any previous experience with disabled children or young people but we ask that volunteers are friendly, caring, reliable and able to make a commitment to visit a young person regularly.

Your co-ordinator is responsible for setting up an appropriate match based on your skills and abilities. However, Time2Share@WECIL need to be confident that all volunteers are able to take responsibility for the safety and the wellbeing of both themselves and the child they are linked with and this will be assessed during the recruitment process.

How often will I be needed?

Time2Share@WECIL typically ask for volunteers to commit to 2-4 hours a week. A minimum commitment would be for 6 hours a month with the child you are linked with.

We match our volunteers and families carefully, taking into account how often a family would like someone to visit, and how much time you can offer. Wherever possible we try to link volunteers with families who live nearby.

Time2Share only links volunteers who are able to commit to befriending for at least one year. This is the minimum amount of

time to ensure the child and their family are able to benefit fully from the relationship. Links lasting less than a year can be disruptive and cause distress to a vulnerable child and their family.

What about expenses?

On receipt of a claim form (and receipts where applicable) we reimburse travel expenses incurred in the journey between your home and the child's home. Families are responsible for covering costs incurred during the visit for both the volunteer and child, including travel and activities. **Please agree any expenditure in advance with parents/ carers.** Please contact your coordinator if you would like further information about claiming expenses.

Summary of Main Responsibilities:

- ♦ To report regularly to your co-ordinator and respond promptly to requests for information.
- ♦ To make clear arrangements and maintain regular contact with the parents/young person, and to inform them promptly if you are unable to keep an arrangement.
- ♦ To visit regularly as agreed with the family and your coordinator.
- ♦ To listen to the child and support them to voice their own opinions and choices.
- ♦ To support the child/young person to make choices that contribute to their overall wellbeing.
- ♦ To actively promote the safety, happiness and wellbeing of the child in line with Time2Share@WECIL and national policy
- ♦ To give at least 4 weeks notice if you are unable to continue in your volunteering role. Links that end abruptly can harm a child's emotional wellbeing and self-esteem.
- ♦ At all times to behave in a way that is respectful to a young person and their family.
- ♦ To abide by Time2Share@WECIL's policies and procedures as outlined at the Induction Training.

Volunteers are not expected to:

- ♦ Care for any other children (unless previously arranged)
- ♦ Befriend before 7.00 am or after 12.00 pm midnight (unless agreed by the co-ordinator)
- ♦ Do domestic tasks

Volunteers **MUST NOT:**

- ♦ Administer medication UNDER ANY CIRCUMSTANCES.
- ♦ Undertake any personal care.
- ♦ Take children away on holiday unless accompanied by the parent / carer.
- ♦ Take a child or young person to their own home
- ♦ Stay at the child's house overnight

Co-ordinators must be notified of any private arrangements made with families to care for the family's children or young people outside of their voluntary role (e.g. paid PA roles, trips away, overnight cover or care)

Time2Share@WECIL is committed to the safeguarding and welfare of children and young people and expects its staff and volunteers to share this commitment.

Our first priority is to ensure the safety of the children we support. Time2Share@WECIL reserves the right to end a link without notice or giving reason.