**Checklist for working with young volunteers**

**(under 18 years old)**

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| 1 | Safeguarding and Child Protection policy(More information here: <https://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/>) |  |
| 2 | Employers/Public liability Insurance that covers young volunteers. |  |
| 3 | DBS checks where necessary For more guidance: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789061/ENGLISH_-_CCS156_CCS0219642870-001_Charity_Roles_Children_Web.pdf>Or contact Spark’s DBS Officer, Denise Timmins (Mobile: 07792 237774) |  |
| 4 | Health and Safety policy |  |
| 5 | Risk assessments for specific activities that young people will be involved in. More information: <http://www.hse.gov.uk/pubns/indg364.pdf> |  |
| 7 | Planned induction and scheduled opportunities for ongoing support |  |
| 8 | Equal Opportunities and Diversity PolicyMore information:<https://www.resourcecentre.org.uk/information/equality-and-diversity-policies-for-small-groups/> |  |
| 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 |  |