**Checklist for Involving Young People in your Organisation.**

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| 1 | Role description identifying what the young volunteer will do, the kind of skills required and new skills they might develop. |  |
| 2 | Planned induction and scheduled opportunities for ongoing support, including opportunities for recognising and recording achievements. |  |
| 3 | Employers/Public liability insurance that covers young volunteers. |  |
| 4 | Disclosures and Barring Service checks where necessary. (For more information, click [HERE](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789061/ENGLISH_-_CCS156_CCS0219642870-001_Charity_Roles_Children_Web.pdf))Spark Somerset has a [DBS service](https://www.sparksomerset.org.uk/support/dbs-checking-service) who can help if you have more questions.  |  |
| 5 | A Child Work Permit may be required. More information is available [HERE](https://www.somerset.gov.uk/education-and-families/employing-children/). |  |
| 6 | Policies: Health and Safety, Safeguarding and Child Protection [Policy](https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement), Equal Opportunities and Diversity [Policy](https://www.resourcecentre.org.uk/information/equality-and-diversity-policies-for-small-groups/). |  |
| 7 | Risk assessments for activities that young volunteers might be involved. This is a handy [guide](https://www.hse.gov.uk/pubns/indg364.pdf) to creating risk assessments for activities involving young people. |  |
| 8 | Funds and procedure for reimbursing volunteer expenses. |  |
| 9 | Where required, parental consent for young person’s participation and data protection. |  |