

Health and Safety. Onboarding Document



**DUNDEE VOLUNTEER
& VOLUNTARY ACTION**

Charity Number SC00487
Company SC093088

Commitment to Health and Safety

As a volunteer working with children and families, your health and safety, as well as that of the individuals you support, is of utmost importance. You are expected to adhere to all health and safety policies and procedures provided by the organisation you are volunteering with.

Key Responsibilities

Risk Awareness: Be aware of potential risks in your volunteering environment and take steps to minimise them.

Reporting Hazards: Report any health and safety hazards, incidents, or near-misses to your coordinator or designated contact immediately.

Personal Safety: Ensure your own safety by following guidelines, using protective equipment if required, and avoiding situations that may put you at risk.

Child Safety: Always prioritise the safety and well-being of children. Always follow safeguarding policies and procedures.



Safeguarding Children and Vulnerable Individuals

Duty of Care: You have a duty of care to protect children and vulnerable individuals from harm. This includes physical, emotional, and psychological safety.

Confidentiality: Respect the privacy and confidentiality of the children and families you work with. Share information only with authorised personnel.

Boundaries: Maintain appropriate professional boundaries at all times. Avoid situations that could be misinterpreted or compromise trust.

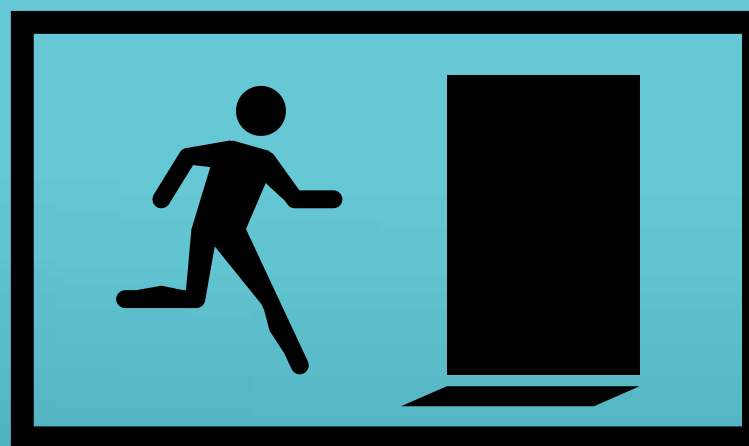


Emergency Procedures

Familiarise yourself with the organisation's emergency procedures, including fire evacuation, first aid, and incident reporting.

Know the location of first aid kits, fire extinguishers, and emergency exits.

In case of an emergency involving a child or family member, follow the organisation's protocols and seek immediate assistance.



Health and Safety Training.

Complete all mandatory health and safety training provided by the organisation, which may include safeguarding, first aid and fire evacuation

Stay updated on any changes to health and safety policies or procedures.



Personal Health and Well-being.

Ensure you are physically and emotionally well enough to volunteer. Inform your coordinator or named person if you are unwell or unable to perform your duties safely.

Take regular breaks and seek support if you feel overwhelmed or stressed.

Infection Control and hygiene

Follow current guidelines on infection control, including hand hygiene, use of personal protective equipment.

Stay at home if you feel unwell.

