



Tewin Stores Association (TSA) Ltd

Safeguarding policy for volunteers

Tewin Stores take our responsibilities towards our volunteers very seriously – particularly those relating to participants under 18; with additional needs; or vulnerable adults. This policy allows us to ensure that activities within Tewin Store & Café are performed in a safe and proper manner. It covers recruitment, training, deployment and support of our volunteers.

What TSA does to keep young and/or vulnerable people safe

Recruitment and training:

- All recruitment will be advertised openly, with opportunities available to all.
- We will support anyone in the community who wishes to volunteer – including young/vulnerable people – ensuring the opportunities and benefits of volunteering are open to all.
- We will ensure that all training is accessible and make any reasonable adjustments required.

Deployment and support:

- We explain to parents/carers/guardians how Tewin Stores & Café operates and that it is to a very large extent staffed by volunteers.
- We provide parents/carers/guardians with the contact details of the store manager and the TSA committee member responsible for Safeguarding.
- Parents/carers/guardians will be required to provide details of their contact details including mobile numbers.
- All volunteers will be made aware when working with young/vulnerable people, they and TSA have a responsibility to keep them safe whenever they volunteer in the shop.
- We will risk assess all tasks performed by volunteers to ensure they are not exposed to unnecessary risks.
- Volunteers under the age of 16 are not permitted to work in the kitchen.
- Under no circumstances will volunteers under the age of 16 be left alone in the store, they will at all times be in the presence of an adult volunteer.
- We will invite parents/carers/guardians to visit the store unannounced to ensure we comply with this policy.
- Should a parent/carer/guardian have any concerns they must contact the manager or the TSA Chairman.