

Park Community Centre



Volunteer Induction Handbook

Park Community Centre,
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www.parkcommunitycentre.com

Weymouth Community Outreach

Registered Charity Number 1081832

Welcome To The Park Community Centre

Thank you for volunteering your time at the park community centre.

Currently there are two Trustees, Georgia Sugden, and Victoria Hart. You will be assigned one of the trustees who will discuss your role and what you would like to gain from volunteering. They will also discuss any further training you will require or wish to undertake.

The Park district is a vibrant area that serves a wide range of people. We are set up as a charity and our work is centred around the local area. We are always looking for new ideas to serve our community so please let your trustee know if you want to run an event, group or anything else. We want the centre to be representative of everyone and inclusive.

This pack should give you everything you need to get started volunteering,

Thank you for choosing to donate your time to the centre,

The park community centre team.

Volunteer Induction Handbook

Welcome to volunteering at the Park Community Centre. This pack should be referred to if you have any problems or require guidance.

Below is a checklist of training that must be completed.

Induction Stage	Signed and Dated by volunteer	Signed and Dated by supervisor
Personal information and emergency contact filled in, Volunteer form completed		
Shown where to sign in and sign out		
Work place familiarisation (equipment, toilets, members of staff, group members, other volunteers)		
Handbook received, read and understood		
Fire escapes and where to meet in case of fire alarm		
Introduced to first-aiders		
Hours and activities or project agreed		
Appearance requirements explained and badge supplied if appropriate		
Health & Safety Induction including fire procedures, accidents and manual		
Risk Assessment read and understood		
Equality and Diversity Policy read and understood		
Safeguarding Guidelines read and understood		
Expenses procedures explained and understood		
DBS checks completed		
Safeguarding and GDPR training completed		

Volunteering Duties

- When you enter the building turn off the alarm and turn the closed sign to open
- Empty the dishwasher
- Check to see if any toilet rolls need replacing and toilets are clean
- Put the A board outside
- Check the answer phone for messages
- Turn on the computer and check any incoming emails
- For any bookings ask customer to book online or use one of the booking forms located on the desktop
- For any messages put it in an email to theparkcommunitycentre@outlook.com one of the trustees will deal with it.
- All transactions must be done through the POS system.
- Any expenses must be cleared by the treasurer, any money taken from the till without prior consent or from group takings is classed as theft. All purchases should be done via the business account for accounting purposes.
- Water the plants if needed
- If anyone comes in requesting a bin please ask them to complete the form located in the cupboard.
- Before leaving please make sure everything is turned off and secured. The premises should be left clean and tidy.
- Bring in the Aboard and change the door sign to closed before locking up and setting the alarm.
- If there is a project you would like to work on whilst volunteering please let us know
- Make sure you are always up to date with the policies of the centre

Volunteers
needed



Emergency Information and Contacts

In case of Fire contact 999 immediately and evacuate everyone out of the centre via one of the fire doors and walk across the street to the car park and await instructions. Make sure one of the Trustees is informed as soon as possible. This is why its very important an activity log is completed before each session so everyone can be accounted for.

In the case of an accident there is an accident book located in the first aid cupboard in the main hall. All accidents must be recorded and please let one of the trustees know as soon as possible. If serious injury occurs then call 999 and complete the accident book at a later date.

All volunteers must complete a DBS check and we need a copy to keep on file at the centre which will be renewed as and when required. As you are a volunteer we can have this done for you at no cost to yourself. Just ask Victoria Hart for details.

As a volunteer it is your responsibility to provide an inclusive, safe and enjoyable environment. Bullying, harassment and any kind of discrimination will not be tolerated. The centre has policies for dealing with any of these issues so please consult a trustee who can talk you through the options to resolve the situation. All policies are located on the website, on the desktop of the PC and also in the cupboard in the Lobby.

All safe guarding issues must be reported to either Georgia Sugden or Victoria Hart as they are safeguarding leads for the centre. They will then advise you of next steps. All safeguarding issues must be logged in the safeguarding Folder located at the front of the lobby in the grey cupboard or there is an electronic version on the volunteer computer. There is also safeguarding leaflets and information located in the folder for you to refer to.

When using the kitchen there should be no more than three people at a time, we suggest you use the hatch and serve from there as this keeps us compliant with health and safety and hygiene standards.

All crockery should be placed in the dishwasher after use and all rubbish put in the recycling bins or black bins.

Please make sure the centre is left tidy, all lights off and all heaters turned off.

If you have any queries or require advice at any time then please email enquiries@parkcommunitycentre.com and one of the trustees will get back to you.

Thank you for providing a service to the local community