



Under 18 Policy

This policy is to set out the requirements for staff or volunteers at Hope House or any of the Support Cafes operated by Hospice Hope who are under the age of 18 when they volunteer or take up employment with Hospice Hope.

Age Requirement

All volunteers and staff must be at least 16 years old or over. We cannot have any individual volunteer or employee who is below that age due to the many restrictions and regulations that would have to be adhered to, not least the safeguarding of children aspect.

Procedure for volunteer

Prospective volunteers will be given a volunteer form to complete. This will be checked by the Care Services Manager / Chair.

If the volunteer is doing this as part of a process to improve their CV for future university admission or job applications, an interview will be carried out by the Care Services Manager (if for Hope House) or Chair (if for a Support Café). Hospice Hope will undertake to monitor the volunteer and give a reference at the end of their volunteer period.

Following the interview, if the volunteer is still willing and Hospice Hope are content with the applicant, photographs will be taken for identification, a confidentiality form will be completed and signed under the supervision of the Care Services Manager or Chair and a yellow lanyard will be issued for when the volunteer is on Hospice Hope premises.

At the first opportunity, following the receipt of the application, the Trustees will be notified of the request.



Whilst the volunteer is in possession of a yellow lanyard, they must not, at any time, be alone with a guest. It is their own responsibility and the responsibility of the Care Services Manager or Support Café Leader to ensure that this is adhered to. The volunteer must be made aware of that at the time of the lanyard being issued. This is to comply with our responsibilities relating to Safeguarding of our guests and protection of our volunteers.

If the volunteer continues until after the age of 18, then the safeguarding process and DBS checks will have to be undertaken and the volunteering process for Hospice Hope will be carried out.

Procedure for employee

It is anticipated that this will only be applicable to Hope House to cover unusual occurrences. However, it will still be necessary to complete an application form and obtain references according to our Recruitment and Selection Policy.

An interview will be carried out by the Care Services Manager when the candidate will be made aware of all relevant restrictions (e.g. not to be alone with a guest etc). All required qualifications must be held by the candidate and a copy of them held by the Care Services Manager on file.

A confidentiality form will be explained to the candidate, photographs will be taken for identification, the form will be completed and signed under the supervision of the Care Services Manager and a yellow lanyard will be issued for when the employee is on the premises.

It is the responsibility of both the prospective employee and Care Services Manager to ensure that the restrictions are adhered to.

If the arrangement continues after the candidate reaches the age of 18 years, then the full process for employment will be followed, complete with DBS checks.

This Policy was approved by the Board of Trustees and signed



SignedS Shepherd, Chairman

Date.....11 September 2018

Review date...September 2019