



# THE KENNET & AVON CANAL TRUST

Devizes Wharf, Couch Lane, Devizes, Wiltshire SN10 1EB

Telephone (01380) 721279 Fax (01380) 727870

Email – [admin@katrust.org.uk](mailto:admin@katrust.org.uk) website – [www.katrust.org.uk](http://www.katrust.org.uk)

## Policy on Young Volunteers

In line with their duties under company and charity law, and in accordance with guidance issued by the Charity Commission, the Trustees have adopted the following policy on young volunteers.

### Introduction

1. The Kennet and Avon Canal Trust ('the Trust') welcomes young volunteers to support its activities and charitable work and recognises that particular care is required in managing and supporting them. As with adult volunteers, recruitment and management is delegated to the Trust's branches. Any branch wishing to use young volunteers will establish the support roles, induction, training, supervision, and protection procedures described below.

### Policy

2. Young Volunteers are those aged from 13 to 17. The Trust will not accept volunteers before their 13th birthday.
3. Procedures will be created for three sub-groups of Young Volunteers:
  - a. Junior Volunteers (JVs) aged from 13 to 15 who volunteer short term, for example towards their Duke of Edinburgh Award, who will be managed by a Mentor;
  - b. all other Junior Volunteers, who will always be accompanied by their Parent who will be trained and managed as an adult volunteer; and
  - c. Youth Volunteers (YVs) aged 16 and 17 who may volunteer with Parent consent but do not need to be accompanied by them.

### Definitions

4. 'Parent' is the adult who has legal custody of the Young Volunteer.
5. 'Mentor' is a branch volunteer trained and designated to look after JVs who has undergone training and agreed to supervise a JV.

### Branch Procedures

6. Each Branch wishing to recruit young volunteers will first establish procedures which include the following:
  - a. A written risk assessment covering the needs of Young Volunteers.
  - b. A written description for each role to be taken by a Young Volunteer describing its limits. This should be provided to all Young Volunteers and their Parents/Mentors and could be in the form of a training record.



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- c. A written application and parental consent process. Branches must ensure such consent is given by parents who have a clear understanding of what will be asked of the Young Volunteer and the risks involved. Parents of Junior Volunteers must agree to become volunteers themselves and undertake appropriate supervision of their Junior Volunteer, or agree to the JV being supervised by a Mentor.
- d. Training material specifically prepared for Young Volunteers and their Parents/Mentors.
- e. Briefing and training for other volunteers on appropriate ways of working with and safeguarding Young Volunteers.
- f. Except where the only Young Volunteers are JVs volunteering short-term under supervision of a Mentor, appointment of a suitable adult volunteer to oversee working with Young Volunteers as Young Person Support (YPS) with the following profile and role:
  - i. The YPS should generally bring experience of working with young people from outside of their Trust volunteering role. The Trust may fund external safeguarding training for volunteers taking this role.
  - ii. The YPS will ensure regular, recorded evaluation of each Young Volunteer's experience in volunteering with both the Young Volunteer and their Parent(s);
  - iii. The YPS will have contact details readily available for each Young Volunteer, their Parents and other crew members. They will undertake to respond promptly to any concerns raised; investigate them and seek resolution.
- g. Non-personal documents produced to meet these requirements will be stored in the Branch document libraries. Personal training and review records will be held in the Branch training records.

## Application

- 7. To assist in implementation, templates of the following documents will be made available to Branches:
  - a. Guidance for volunteers and a Code of Conduct for those working with young people (to be incorporated into induction for new volunteers and annual refresher training).
  - b. JV and YV Application Forms and Informed Consent Form.
  - c. Guidelines for problem resolution.



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- d. Risk Assessment for working with Young Volunteers.
  - e. Training Booklet for Junior/Youth Volunteers.
  - f. Record of regular evaluation and training.
  - g. Guidelines for Mentors
8. The YPS role may be combined with that of Branch Safeguarding Lead.
9. In the event of any problems arising, the matter should be referred in the first place, by the Young Volunteer or any volunteer involved, to the Duty Manager or Skipper, or to any other rostered volunteer if the Duty Manager or Skipper is involved.
10. In the event that the issue remains unresolved, the matter should be referred as soon as practicable to the Branch YPS and a member of the Branch Management Committee (normally the Chair), with a report to the Trust's Designated Safeguarding Officer.
11. Any matter relating to safeguarding should be referred directly to the Trust's Designated Safeguarding Officer.
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