

Queen's Park Trust

version v1.0, dated 17th June 2026



Youth Volunteer Induction Process

- **Application form** completed
- **Parental consent** form completed
- **Proof of date of birth seen** – must be over 13 years old
- **Check Designated Safeguarding Officer** has up to date **DBS**, **first aid training** and **safeguarding lead training**
- **Ensure the Designated Safeguarding Officer** is always in attendance when youths volunteer
- **Check insurance** is in date and still covers youth volunteers
- **Clear On Roles**- Be clear what roles they will be doing and ensure they are age appropriate i.e., no under 16's operating on social media
- **Give detailed explanations** of what their role will entail
- **Check!** - if the youth has any **medical**, learning or **disability requirements**, discuss this with them and consider any changes that may be needed to enable the volunteer to be comfortable and capable within their role
- **Ask the volunteer** to explore our website to gain understanding of who we are and what we do and give them an opportunity to ask any questions
- **Ask volunteer** to read through all the Youth Volunteer page of the website especially:
 - Code of Conduct
 - All Risk Assessments
 - Policies and Procedures