

General overview of role:

Volunteers in this role will offer support and a warm welcome to all children who are visiting their parent/family member. Volunteers are asked to commit, fortnightly or weekly and the minimum shift is 2.25 hours. Shifts vary from location to location.

Job description:

Main tasks will include:

- To work as a member of a team and to welcome children
- To set out toys, resources and equipment for the children before the visit starts
- To ensure all toys are clean, to check for damaged toys and record in diary before returning them to visitors centre so they can then be disposed of
- to support and encourage the children to join in play and activities
- to work to the NEPACS safeguarding policy and have the safeguarding of children in mind at all times
- To tidy and clean up, collect toys and return to correct boxes and lock away in the appropriate cupboards
- To fill in our daily diary of numbers of children using our resources

Training

- Training is offered on the job and volunteers work from monthly rotas
- Support meeting are held at regular intervals throughout the year
- NEPACS offer a training day for all volunteers annually
- Volunteers are eligible to attend some prison organised training

Location:

HMP Durham, HMP Frankland and HMP&YOI Low Newton in Durham, HMP Holme House in Stockton, HMYOI Deebolt in Barnard Castle and HMP Northumberland in Morpeth.

Expenses:

Public transport costs or mileage up to 22 mile radius at 40p per mile.

Commitment

NEPACS asks volunteers

- To commit to the project and its purpose and give notice of absence as soon as possible
- To sign a confidentiality statement and a statement explaining the boundaries of the project
- To undertake the training and the induction
- To agree to a DBS check and prison clearance (this will require a form of photo ID)

Volunteers can expect

- Support and informal supervision from the project development officer
- Training opportunities
- Some social time to get to know other volunteers
- Recognition of their work

To apply:

Please download an application form from our website www.nepacs.co.uk/info/volunteering or contact: volunteering@nepacs.co.uk, tel 0191 3757278.