

# Leeds Weekend Care Association Volunteer Information Pack

## What does L.W.C.A. do?

L.W.C.A. is a registered charity and has been in existence since 1998. We recognise that the role and responsibility for caring for a young person with inclusive needs often creates stress and fatigue in the family home, affecting not only the direct carer/s but also any other siblings in the household. We offer short breaks for families and carers who have children with disabilities.

We operate 2 projects within the L.W.C.A.:-

1. The Weekenders Club/ Teen Scene (Age range 5-18 years)
2. The Out and About Project (Age range 14-18 years)

The Weekenders Club aims to provide a fun activity club for children/young people with severe disabilities and/or complex care needs. The club offers a placement one half day a month on a Saturday and offers 2 session times. One in the Morning 9.30-12.30pm and one in the afternoon 1.30-4.30pm. Children attend in groups, approximately 15 in a session and we provide a staff ratio for many children and young people who have been assessed as needing 1:1 support. The scheme is funded by Social Care and a contribution of £12.00 per half day is requested.

The Out and About Project is exclusively for teenagers with disabilities and was set up in 2009 to provide young people with opportunities for social and leisure activities in the community. Events typically include theatre trips; youth club nights; cinema and McDonalds; bowling; Laserzone; Golf; Clip 'n' Climb; theme park trips, snooker nights and many more.

## Useful Numbers

NAME	NUMBER	E MAIL
Liz Sunderland, Manager	07506722495	<a href="mailto:liz.sunderland@lwca.co.uk">liz.sunderland@lwca.co.uk</a>
Weekenders Club Senior Play Leader - Chantelle Pearce	07962871769	<a href="mailto:Chantelle.pearce@lwca.co.uk">Chantelle.pearce@lwca.co.uk</a>
Office Support Lisa Sheader, Office Manager Liz Colbeck, Office Assistant	0113 2165133 07508240555	<a href="mailto:office@lwca.co.uk">office@lwca.co.uk</a> <a href="mailto:lisa.sheader@lwca.co.uk">lisa.sheader@lwca.co.uk</a> <a href="mailto:liz.colbeck@lwca.co.uk">liz.colbeck@lwca.co.uk</a>

## Useful Addresses

### Office:-

Leeds Weekend Care Association  
Suite 4, Gledhow Mount Mansion  
32 Roxholme Grove  
Chapel Allerton  
Leeds LS7 4JJ

**Weekenders Club Play Scheme:-**

The Vinery  
20 Vinery Terrace  
East End Park  
Leeds LS9 9LU

**Our Website Address:**

[www.lwca.co.uk](http://www.lwca.co.uk)

**What can L.W.C.A. offer volunteers?**

We will endeavour to meet the needs of volunteers and celebrate and promote volunteering within the organisation. We will value volunteers and view them as an enhancement to our regular staff team.

We offer training in the following compulsory two courses:

- Safeguarding Children
- PREVENT training

Opportunities may also be available for the following courses:

- Fire Safety
- Safe Moving and Handling
- Behaviour Management (Team Teach)
- Paediatric First Aid (Reserved for Senior Staff)

The opportunity to develop skills and gain real work experience.

We will give you regular support by way of supervision with a senior staff member at the end of each session which will involve giving honest, constructive feedback as well as recognition for achievement and positive progress. These will be one to one private meetings and will offer an opportunity to share any concerns. The meeting will also give the senior staff the chance to thank the volunteer for their efforts and for giving their time and energy to this project.

When you decide to stop volunteering with us, we will offer you an exit meeting. It is helpful for us to learn from outgoing volunteers how they have found their experience of volunteering for us. There may be things we can learn, we realise we don't always get it right, and positively welcome constructive comments.

**What do we expect from our volunteers?**

Reliability

Enthusiasm

Good communication skills

An interest in working with children with additional needs

Ability to work in a team

Ability to maintain confidentiality

Willingness to undergo training

To familiarise themselves with the L.W.C.A.'s policies and operate within those policy guidelines.

To wear appropriate clothing including the Weekenders Club uniform (T shirt).

To wear ID badge whilst volunteering.

To contact the Senior Play Leader by telephone if you are unable to attend your shift.

### **How do we recruit volunteers?**

1. Return of completed application form
2. An introduction to the organisation including a supervised visit to the play scheme where there will be an opportunity to ask questions and receive some information about Leeds Weekend Care Association and the role of volunteers.
3. Interview
4. Taking up 2 references
5. Enhanced DBS check
6. Induction (Administration) at L.W.C.A.
7. Induction (Practical) at Play Scheme - Vine
8. Training

### **How many hours will volunteers attend?**

This will be by negotiation with one of the two managers of the L.W.C.A. Your shifts will be arranged in advance, and you will be expected to attend on a Saturday from 9.00 a.m. until 5.00 p.m. You may not get a shift every week and it is more usual for volunteers to accept two shifts per month.

### **Do volunteers get paid any expenses?**

We do not pay our volunteers. We do provide an allowance for travelling expenses as we do not expect volunteers to be out of pocket for travelling to and from the site. For a full day at Weekenders Club Play Scheme you will be receive a standard allowance of £10 per shift to cover your expenses. You will need to complete a bank details form and we will arrange for payment directly into your bank account on the day you volunteer. You will receive the same amount of expenses if you are attending a full day training course. In this case you will need to claim your expenses during your next scheduled shift. You will be expected to bring your own lunch to the Weekenders Club as your half hour lunch break will not allow sufficient time for you to leave the site to buy lunch.

We do not pay for childcare expenses.

Volunteering does not affect your benefits at all, although if you are unsure please contact your Benefits Adviser.

As this experience is unpaid, volunteers will not receive a contract of employment.

### **And finally .....**

Volunteering can be an enriching experience which gives a close insight into the difficulties young people with disabilities face along with their families and carers. Undoubtedly, there will be testing times whilst volunteering with our client group, many of whom present with challenging behaviour as well as physical disabilities, which make dependence on others essential for them to access play and leisure. However, our staff team enjoy these challenges and find that their efforts reap rewards. You can expect to have fun, meet new friends, gain valuable experience, enhance your CV, do something different, build your confidence and feel good, because the time you give will really help the young people in our care and support their families.

Thank you for considering offering your time to us.

## LEEDS WEEKEND CARE ASSOCIATION

### PERSON SPECIFICATION – VOLUNTEERING WITH LWCA

<b>Skills</b>
1. Able to work in a team
2. Ability to understand the importance of facilitating independence
3. Ability to recognise your own limitations
4. Ability to make use of support and supervision
5. Good communication skills
6. Commitment to ongoing development and training
7. Commitment to work within the L.W.C.A.'s policies
<b>Values</b>
1. Accepting person for who they are – being non-judgemental
2. Respecting others as being of equal worth
3. Not imposing own values and beliefs
4. Appreciating differences (e.g. race, gender, culture etc)
6. Able to view someone as a person, not a stereotype
<b>Personal Qualities</b>
1. Flexible approach to working
2. Conscientious and self-motivated
3. Warm and encouraging
4. Interested in helping other people
5. Able to use initiative and common sense
6. Reliable and honest
7. Able to maintain confidentiality
8. Able to keep calm in stressful situations
9. Empathetic and understanding attitude
10. Willingness to learn
11. Able to volunteer unsocial hours (i.e. weekends/evenings)
<b>Knowledge/Understanding</b>
1. Understanding of the issues faced by young people with disabilities
2. Understanding of the need for parents/carers and the wider family to have short breaks from their caring duties
<b>Experience</b>
1. It would be helpful but not essential to have previous experience of working with children and/or disability