



VOLUNTEER *2024/2025* HANDBOOK

The Snappy Trust



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WELCOME TO THE TEAM

Welcome to your volunteering role at The Snappy Trust.

You are joining our incredible team of volunteers.

As a small charity, our volunteers really are the driving force behind the success of our service. We are all very grateful for the kindness, dedication and good humour that our volunteers bring.

This purpose of this handbook is to go through everything you need to know before volunteering with us. What training you need, how DBS's work, uniform policies and expenses. We also have handy tips from our current volunteers.

Almost all of our staff members started off as volunteers



WHO WE ARE



This youtube video from a couple of years ago shows just what an incredible place Snappy can be. Founded nearly 40 years ago by four parents who felt that their children had a tough time over the school holidays because of limited time with friends. The parents got together with one of the school's head teachers and arranged to bring some of the children into school for a few days over the summer holidays to enjoy some play activities - and Snappy was born!

Snappy turns 40 in June 2025!!!!



We have grown a lot since then and now support over 300 children, young people and their families each and every year. We have expanded our programmes to include a variety of activities and events and aim to empower our children and young people by developing confidence, independence and social skills but mostly, we give our children and young people the opportunity to enjoy new experiences, have fun and make friends



Schemes

Saturday Scheme

EVERY SATURDAY 10:30 – 3:30

Our Saturday scheme is for Children aged 6-18 and involves activities such as baking, arts and crafts, singing, dancing and a whole load more. There is always something to do on a Saturday at Snappy with the day running from 10:30- 3:30. There is no requirement to stay for the full day, although those that do may get to go on fun and exciting trips out with the children.

Senior Snappy

EVERY THURSDAY 6:00 – 8:30 PM

Senior Snappy is a fabulous project where they engage in different activities like football, baking, bingo, as well as visits from local theatre groups and more!! As well as fun activities at Snappy they also enjoy sessions aimed at improving their practical skills, and more formal trainings. They also enjoy trips bowling, to the theatre and lots more! They are a chatty, funny group and there is rarely a quiet moment. You must be over 18 to volunteer with this group.

Summer Scheme

WEEKDAYS 10:30 – 3:30

During the school holidays Snappy runs during the week so that the children that attend can keep a familiar routine. Lots of our children struggle over the long 6 week break from school and so Summer Scheme at Snappy is filled with as much fun for them as possible. Baking, water play, and lots of trips out!

Volunteering at the different sessions can provide unique experiences so there truly is something for everyone here at Snappy

The more you get to know the children and seniors the more fun you can have while volunteering at Snappy



Fundraising



The Snappy Trust receives no direct funding from the council and so the work we do is only possible through our fundraising efforts.



Fundraising events can be some of the most fun events at Snappy. Keep an eye on the volunteer newsletter for the exciting events coming up

We have fundraisers collecting at the races, concerts, or in the centre of York. We also have events such as Christmas Carols, Fairs and much much more!



TRAINING



ESSENTIAL COURSES

Please find detailed below links to the courses which all staff and volunteers must complete. You will need to create a login for both the Disability Equality and Safeguarding training. You should be able to save copies of the certificates and you can then email them to me rather than printing them off, if you wish. If you have already completed these courses, or similar, and you have your certificates please don't do them again (unless you want to) just let me take a copy of your certificates.

PREVENT TRAINING

Prevent Duty- Course 1 -
Awareness course:

<https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course>

The employment sector will be charity/voluntary.



All of our Essential courses can be done at home, and should take around an hour or two to complete



TRAINING

WHAT IS DISABILITY?

What is disability?

-

<https://www.disabilitymatters.org.uk/Component/Details/461874>

This course will explore the meaning of disability, including the barriers that are commonly faced by disabled people and the ways in which perceptions of disability are changing. The training can be accessed via your elfh account used for the Safeguarding Training.

'What is disability?' is a part of a comprehensive list of courses under 'Disability Matters' . I highly recommend completing all the trainings, if you wish to broaden your understanding of disability. You can access all the courses under the same via this link-

<http://www.disabilitymatters.org.uk/Component/Details/450078>



TRAINING

SAFEGUARDING CHILDREN E-LEARNING

The training is called 'Safeguarding Children Level 1: Introduction to Safeguarding Children and Young People'. The course is accessed through elfh, a Health Education England programme in partnership with the NHS and professional at <https://www.e-elfh.org.uk/programmes/safeguarding-children/>

If you do not already have an account, please follow the instructions on the register/login page. To Register, please supply your email under the 'work email' section. In the next section, please choose 'None of the above apply to me'. Two lists should appear, click 'Continue' on the first one (e-l-h). This will lead you to the registration page. Under Job Role, please select 'Volunteer (Social Care Sector)'. Once you have set up your account, you should be able to access the training. Once you have passed the course, you will be able to access a certificate which indicates you have completed the course.

That is all for the mandatory training but we offer plenty of additional training, which will be emailed out, so keep an eye on your emails if you want first aid courses, Makaton training and more



DBS

As the children and young people at Snappy are vulnerable you need an enhanced DBS to volunteer with us. We will sort your application out while you are with us, all you need to do is bring your documents with you.



What documents do you need?

You will need two forms of ID as well as one document showing your current address.

This could be a passport, drivers license or birth certificate, as well as a utility bill, bank statement or council tax bill.

For a full list of documents please follow the link below ;

<https://onlinedbschecks.co.uk/blog/dbs-check-documents/>

Policy Documents

Sent alongside this Handbook is Snappy's policy documents . They are detailed documents that set out the charities policies on issues such as client confidentiality, safeguarding and much more. All volunteers must read the policy documents (they shouldn't take long to read) and then sign their volunteer file to show they have read them .



Safeguarding

Anne is Snappy's Service Manager, and is also our Safeguarding lead. So if you ever do have any concerns or suspicions, she is your point of contact.

The service manager will try to identify with you as many details as possible and record them on a relevant form. It is important to account as many details as possible, so take note of exactly what has happened/been said and of the date and time.

If you are unable to talk to the service manager as the concerns regarding them then please inform the designated trustee straight away.
(01904 340351)

Forms

Attached to the email is our Policy Documents, as well as two forms for you to sign. The Policy Documents cover just about everything at Snappy, and they may seem like a lot but they are all quick reads.

Volunteer Agreement Form and Volunteer Suitability Document

These forms must be signed and emailed back to volunteers@thesnappytrust.org when you start volunteering with us. This is essential for insurance and safeguarding purposes, and you will not be able to continue volunteering without them.

EXPENSES

At the Snappy Trust we pay out lunch and travel expenses to anyone volunteering for the full day on a Saturday or Summer Scheme day. You will receive £3 for Lunch and Travel expenses within York. This could be a bus ticket or fuel. We pay 43p per mile for Fuel expenses. Expenses are paid out at the end of the session by the volunteer coordinator or one of the senior workers

You will need to provide a bus ticket receipt to claim it back!!

For full expenses information see the volunteer policy document

UNIFORM POLICY

SENIOR SNAPPY

There is no set dress code for Senior Snappy. Our seniors are all 18+ and we have found that creating a more relaxed environment helps them relax and engage more. Just dress comfy, think jeans or cargos and a hoodie or sweater.

SATURDAY SNAPPY

Volunteers on a Saturday, as well as during our Easter or Summer Schemes are given a pale green t shirt to wear as well as a volunteer lanyard. In the winter I would recommend wearing a long sleeved t shirt and wear your Volunteer t-shirt over the top. Wear comfy shoes and trousers you can move around in and don't mind getting a little dirty.

Helpful Tips

The more you throw yourself in and be silly the more you and the children will get out of Snappy.

Avoid wearing nice or dangly jewellery for Saturday Snappy

There will always be staff in the room with you, and so remember to ask questions!!

There is a shop nearby, but bringing your own lunch is very helpful

A lot of the Children at Snappy communicate in different ways, so watching how they communicate with others will help you learn their personal communication style

There is always a lot going on at Snappy, so pick and choose which activities you want to do. The more fun you have the more fun the and Seniors have

Remember to sign in and out each session in our Sign in book

BOOKING IN YOUR AVAILABILITY

Each month a volunteering newsletter will be sent out which will cover the upcoming months sessions, events and training. Attached to the email will be links to our Microsoft forms where you can sign up to volunteer on the days you are available. Confirmation emails will then be sent out once you have filled out the availability forms.

CONTACT US

For any questions or queries please email
volunteers@thesnappytrust.org

For safeguarding issues or questions you can contact Anne, the Service Manager, either in person, or at office@thesnappytrust.org

THANK YOU FOR READING AND SEE YOU SOON