



## Volunteers Information Pack

Thank you for your interest in volunteering with the Hackney Playbus. This pack gives you an introduction to our activities and the volunteering opportunities that we can offer. It is also aimed at informing you of what to expect as a Hackney Playbus volunteer and enabling you to make the best use out of your volunteer time. While you as a volunteer will be giving your time and service for no financial gain we do want the experience to be a two way process. Staff at the Hackney Playbus value the input and the fresh approach that you can bring. We aim to enrich both the content of our work and our ability to reach all sections of the community by the addition and involvement of volunteers, and to give you the confidence and experience to move towards achievement of your personal goals.

Please let us know if you think that this pack should contain additional information.

### 1. Hackney Playbus overview

Hackney Playbus is a mobile community development and play resource for children in priority need in Hackney and adjoining boroughs. We have a wide range of pre-school activities including a soft play area, painting, an arts and crafts area, sand play, dressing up equipment and a home corner, books, puzzles and toys. We are a unique service in that we are flexible as we operate from double decker buses which have been fully converted into under fives play facilities. Hackney Playbus is a registered charity which has been working in the community for over 30 years. We are run by a management committee. The service is free to users and funded from a variety of sources.

### 2. Hackney Playbus aims

Our aim is to work where people are isolated from community services. Priority is given to homeless families, those in temporary or inadequate housing, traveller families or any child who has difficulty in accessing existing child care provision due to the nature of their immigration status, lifestyle or domestic situation. We work all year around providing a play facility for children and offering support to parents and carers signposting them to local services. Our staff are expected to take an active interest in both the children that they are working with and in the family services available for children in the areas that we work in.

### 3. Hackney Playbus activities

Currently we work with traveller families who have been displaced from their site by the development of the East London Olympic Park. A community has been split and rehoused to a variety of locations. The Playbus project is able to visit 2 of these sites on a regular basis to continue work with the children. We do weekly outreach work on estates in Hackney and in Waltham Forest working closely with the newly set up Children's Centres. We also work in a variety of locations in the City of London where children are growing up without easy access to space to play. Some of these sessions happen at the weekends. During the summer months we have a very busy holiday timetable of working at fun days and festivals, weekdays and weekends.

### 4. Volunteering opportunities

Hackney Playbus welcomes volunteers to work on the Playbus with the children and their parents. We are looking for friendly individuals with a real interest in young children and their healthy development and a proper understanding of equal opportunities. The day to day role may vary but is likely to consist of assisting staff in setting up sessions (art and craft activities, setting out toys) and tidying up at the end of the day. Their main contribution will be to play with the children and assist in creating a friendly and relaxed atmosphere where parents and carers regardless of language and other barriers can relax and feel welcome. There will be opportunities to participate in structured activities such as story telling and music sessions. All volunteers working with the Hackney Playbus must have a current CRB check. We can assist with this if necessary. We particularly welcome volunteers who can speak a community language as well as English.

### 5. What can Volunteers expect from the Hackney Playbus?

It is our policy at the Hackney Playbus to give full support and guidance to volunteers and we aim to provide a valuable learning experience with mentoring from staff.

We are able to reimburse travel and lunch expenses up to £6 for a full day (9.15am to 4.15pm). Expenses over this limit (for instance for child care) may be available in special circumstances but must have special agreement in advance from the line manager. All expenses can only be reimbursed against a valid receipt.

### 6. Terms and Conditions of Volunteering

All Volunteers are required to familiarise themselves with, comply with and support the following policies:

Equal Opportunities – (attached)

Health and Safety – (attached)

Child Protection – (attached)

No Smoking (the no smoking policy is “No Smoking”!!!!)





# Hackney Playbus

## Job Description - Volunteer Playworker

Post Title: Volunteer Playworker

Responsible to: the Playwork Manager

### **Purpose:**

The Volunteer Playworker, will assist Hackney Playbus staff in the delivery of Playbus sessions at various sites in and around Hackney. The main tasks will be as follows:

- ◆ Supervising children playing on and (in good weather) beside the play-bus
- ◆ Contributing to the design, development and execution of play and craft activities
- ◆ Maintaining a safe environment (being aware of potential trips and slips)
- ◆ Behaving in a way that is fair and sensitive to families. Being helpful and responsive to requests for support.
- ◆ Promoting a quality service, exhibiting a high standard of activities, information displays etc.
- ◆ Completing session report forms and monitoring sheets
- ◆ Lifting and carrying play equipment
- ◆ Assisting the driver by opening gates etc.
- ◆ Attending meetings from time to time.



# Hackney Playbus Application to Volunteer

Playworker—Volunteers

## 1. Personal Details

Full Name:

Address:

Telephone Numbers:

Home:

Mobile:

Email:

## Reference

Name

Address

Telephone

Email

Relationship

Can references be taken up now with referee?

**YES/NO**

## 2. Qualifications & Training

Starting with the most recent, please give details of your education and any qualifications or training.

Dates From-To


## 3. Employment & Volunteering

Starting with your present or most recent job, please give a summary of all employment, including any relevant voluntary work.

Dates From-To	Name of your employer and nature of business, job title, brief details of your responsibilities.

**4. Personal Statement**

Please describe how your background, your skills and your personal goals make you the volunteer that we should choose for our project!

Please tick this box if you a current police (CRB) check

Where did you find out about Hackney Playbus?

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**5. Declaration**

I confirm that the information supplied by me in this application is correct. I agree that any offer of employment will be subject to satisfactory references.

Signed .....

Date .....

Please return this form with sufficient postage to:

Volunteer Applications  
**Hackney Playbus**  
Eastway Depot  
Eastway  
London  
E9 5JH