

# Vulcan Ambassador – Education & Access Volunteer Policy

VULCAN TO THE SKY TRUST  
www.vulcantothesky.org



## 1. General Information

Because of the special responsibilities of Vulcan Ambassadors and the trust placed in them, their activities are co-ordinated and supervised by Vulcan to the Sky Trust (VTST) staff following procedures and policies established by the Education Manager.

## 2. Recruitment of Vulcan Ambassadors

- ▲ Vulcan Ambassadors are actively welcomed from a variety of backgrounds.
- ▲ No formal qualifications are required for Vulcan Ambassadors. However, an interest in learning, children and the project would very much be an advantage.
- ▲ The Education Manager will carry out an informal interview with all potential Vulcan Ambassadors to assess for suitability, in addition references will be required.
- ▲ Vulcan Ambassadors are required to complete a registration form for VTST records.
- ▲ There is no formal contract, but an agreement is made and signed between both parties.

## 3. Responsibilities of Vulcan Ambassadors

- ▲ Vulcan Ambassadors, after appropriate training, will be responsible for supporting and helping to supervise learning activities at VTST.
- ▲ There will be the opportunity to work with small groups to develop skills.
- ▲ Vulcan Ambassadors will not be asked to take responsibility for running /delivering sessions beyond their comfort level. Teachers from any schools or colleges participating in Vulcan to the Sky Educational Programme activities will always remain responsible for the safe and appropriate conduct of their pupils.
- ▲ Vulcan Ambassadors will be given the opportunity to help develop sessions and resources if they are interested in so doing .
- ▲ All Vulcan Ambassadors will be asked to undergo a CRB check and have a certificate of Enhanced Disclosure. VTST will meet the costs involved.

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### 4. Time Commitment

- ▲ Vulcan Ambassadors are free to work whichever hours suit them by prior agreement. Punctuality and reliability are essential in maintaining the standards of excellence to which we aspire.
- ▲ As part of their induction, Vulcan Ambassadors will be asked to indicate which days and times are most convenient for them. This information will be used to help match Vulcan Ambassadors to potential bookings.

### 5. Training for Learning Volunteers

- ▲ The Education Manager will provide induction training for all Vulcan Ambassadors, detailing responsibilities, policies and procedures.
- ▲ Additional training in areas such as presentation skills, the use of role-play, simple science experiments, design techniques etc. can be arranged as appropriate and where there is a need or interest.
- ▲ Skills training in emergency first-aid etc can also be arranged where necessary.

### 6. Vulcan Ambassador Pack

Every Learning & Access Volunteer will be taken through the Vulcan Ambassador Learning & Access Volunteer Pack as part of their induction programme. The pack includes:

- ▲ Induction checklist
- ▲ Child Protection Policy, notes and guidance advice on dealing with difficult situations.
- ▲ Health & Safety information
- ▲ Educational Visit Risk Assessments
- ▲ Equal Opportunities Policy

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## 7. Equal Opportunities & Access

VTST is an equal opportunities employer and this approach is carried through to encompass volunteers. An Equal Opportunities Policy has been produced and is available for inspection. Vulcan Ambassadors will be expected to promote equality of opportunity to all of our visitors and work with staff to promote accessibility to all visitors. Access is seen in terms of identifying barriers which prevent participation and developing ways to dismantle them.

## 8. Insurance

The approved activities of all Vulcan Ambassadors are covered under the liability insurance policy for the VTST .

## 9. Termination

The Education Manager operates an open-door policy and so it is hoped that any difficulties or issues could be talked through and resolved. However, if it becomes necessary for VTST to terminate the placement of a Vulcan Ambassador, or if a Vulcan Ambassador wishes to cease their placement, discussion will take place with the relevant parties and the Education Manager.

## 10. Expenses

- ▲ Mileage is not paid for volunteers, except in exceptional circumstances.
- ▲ Any necessary expenditure on resources or materials for Education & Access use must be authorised in advance by the Education Manager and appropriate receipts obtained.

## 11. Benefits

- ▲ We hope that anyone who decides to offer their time and services as a Vulcan Ambassador will find the experience interesting, fulfilling and rewarding.
- ▲ Vulcan Ambassadors may develop new skills or interests.