

# Dance Hastings Volunteer Handbook



## Volunteer tasks and opportunities

Thank you for wanting to volunteer for us!

We have two different roles available for volunteers:

1. A small number of trustees
2. A large team of volunteer dance buddies

### Trustees

Trustees meet at least four times a year to discuss and agree our charitable activities and to agree finances. Small working parties also work on strategic development, policy development and fundraising. Trustees are recruited according to specific skills and knowledge that are required for the safe and efficient running of the charity.

## Dance Buddies

Dance Hastings volunteer dance buddies help people with learning or physical disabilities or mental health issues to enjoy taking part in dance activities.



Our volunteer dance buddies are the most important members of our team.

Without our volunteers we would not be able to make our dance sessions fun and welcoming for everyone.

Our volunteers help us to make our sessions safe and inclusive.

## What Dance Buddies Do

Anyone who enjoys working with people can be a dance buddy. You do not need to be a dancer, but it is important that you feel comfortable moving and joining in, without being self-conscious. It is also important to be comfortable about safe and sensitive touch, such as holding hands to help participants to take part in the dance session, or to support communication.

Dance buddies support the dance facilitator to make sure that all participants can fully take part in the dance session.

Tasks may include:

- Welcoming participants and their support workers
- Registering their names, taking payment and writing name labels
- Chatting to participants to make sure they feel welcome and part of the group
- Listening and responding to the instructions of the dance facilitator, and interpreting them for participants if necessary
- Joining in the dance activities, to help others to take part and to act as a positive role model
- Partnering participants to support them to take part in the activities
- Being aware of how the participants are responding
- Taking part in a review of the session with the dance facilitator and other dance buddies

## Dance Hastings relationship with volunteers

- We will offer you an induction so that you understand about health and safety and safeguarding
- We make sure that you understand what the tasks are
- We ask you to help us think about how well the session went
- We have insurance to cover you in case of accidents
- If you need help with travel costs you can claim for expenses
- We give you a Dance Hastings T-shirt to wear
- We ask you to complete a registration form which we will keep safely
- We ask that you undergo a DBS check with Hastings Voluntary Action, if you are not registered with the update service. We will pay for the check.
- We will signpost you to training in First Aid and Safeguarding. Please ask if there is other training you would like



## Safeguarding



Dance Hastings is committed to creating and maintaining a safe and positive environment and

accepts our responsibility to safeguard the welfare of all adults and children involved in dance activities and events

### **We ask everyone to:**

- Have fun
- Be friendly
- Make eye contact
- Show respect
- Listen
- Be fair
- Check with others before touching them
- Be gentle
- Report anything that goes wrong

**Please be aware that many of our participants will have some form of speech, language or communication difficulties. Please be sensitive in your communications with the participants, both in the way you express yourself and in the way you listen to them and interpret what they are communicating.**

**The dignity of the participant is most important, along with ensuring that their voice is heard and respected.**



## Policies

You can find all our policies and procedures on [www.dancehastings.co.uk](http://www.dancehastings.co.uk)

Please ask us if you would like a printed copy.  
Email [dancehastings@gmail.com](mailto:dancehastings@gmail.com)

There is a volunteer page on the website where you will find this handbook and the volunteer registration form.

For local training opportunities contact  
Hastings Voluntary Action

[www.hastingsvoluntaryaction.org.uk](http://www.hastingsvoluntaryaction.org.uk)

01424 444010

For DBS checks Please contact Zoë Harris on  
07840 794777 or Pauline Lorence on 07840  
794595 or email [info@selcs.co.uk](mailto:info@selcs.co.uk)