Registered Charity No:1169176
Contact 0300 3035252
www.littlelifesavers.org
info@littlelifesavers.org

Volunteer Agreement

Thank You for volunteering and helping to create a Nation of LifeSavers.

Our Mission: ***We strive to give children the skills and confidence to offer help to a choking or collapsed casualty with simple, safe, and memorable bystander-CPR techniques and to reach families, and communities through the children we teach.***

Our Vision: ***To create a nation of lifesavers.***

Our Values: ***Kindness, inclusivity and patience; helping and encouraging others to be helpful.***

Why we teach the Little LifeSavers CPR Method

The Little LifeSavers model is a simplified version of CPR that enables children to act quickly with minimal uncertainty when assessing the casualty. CPR is bystander hands-only with no mouth-to-mouth (rescue breaths) and is designed to give both children and adults the confidence to take the first action to help the casualty, whilst emergency assistance is on the way.

• Simplified for children
• Safe and memorable
• Reduces uncertainty when assessing the casualty
• Designed to seek emergency support as soon as possible

The Little LifeSavers model is scripted and easy for adult volunteers to learn for themselves and then teach in their local school. ***Volunteers must be 18 years of age or above.***

As a Volunteer you agree:

- To adhere to teaching the Little LifeSavers CPR method as demonstrated and taught by the charity (even if you have been trained in the past in a different method) as simplicity is essential, and it has been designed specifically to remove any assessment dilemmas, and mouth to mouth resuscitation.
- That when you represent the charity, you are representing its values as a person in a position of trust.
- To the charity DBS Policy and you will:
    - Share your existing Enhanced DBS Certificate (***which must be CRB Update Service registered***) details with us or
    - Have an Enhanced DBS Check and register your new Certificate with CRB Update Service (See the DBS Code of Practice Here)
- That if there is anything that might affect your DBS status, you must inform the charity immediately.
- To comply with the following:
    - Safeguarding Policy
    - Safe Adults: A Code of Conduct
    - Safeguarding procedures of schools you visit

- Any contact with the children you are teaching will relate directly to the teaching and will occur in the organised setting only. You are not permitted to take photos or post pictures of children on social media without parental consent. You will act in accordance with the safeguarding policies of the schools that you are working with. If there are any safeguarding concerns, then these should be raised as soon as possible.
- That you will not ask for payment in return for your teaching, unless it is a donation or in an official fundraising capacity agreed by the Trustees.
- That you will not smoke, drink alcohol or take illicit drugs whilst wearing any Little LifeSavers branding or on duty for the charity.
- That you will attend all agreed teaching sessions and inform the session leader if you can no longer attend as soon as possible.
- That you will treat the children, fellow volunteers, charity and school staff with kindness and respect in line with the equality and diversity policy
- That you will follow the Session Procedure and implement good health and safety practices in accordance with the charity Health & Safety Procedure and the Health and Safety Policies of both Little LifeSavers and the premises in which you are working.
- That you will maintain the confidentiality of the Charity's Volunteers and stakeholders.
- That completion of the volunteer training leads to no official recognition or accreditation other than the ability to deliver our training session. That you will review the charity Volunteer Training Videos and Welcome Pack information to keep up to date with the Little LifeSavers training model and volunteer activities.
- That you will take care of the charity manikins; remove any batteries and ensure they are stored carefully. **Manikins must be passed on to another volunteer if you cannot store them yourself.** Manikins are purchased entirely from donations.

As a Charity we commit to the following:

- To provide opportunities to volunteer as soon as we have 3 registered volunteers in your area.
- To provide information and support regarding the work of Little LifeSavers, its staff and processes, and your volunteering role.
- To provide training and support in relation to the Little LifeSavers CPR model and information regarding health and safety and safeguarding practices.
- To provide adequate public liability insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.
- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us in line with our complaints policy
- Safeguard you and your information by:
    - conducting an enhanced DBS check on each volunteer on an annual basis
    - storing and sharing your information in accordance with our GDPR Policy

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Safe Adults; A Code of Conduct:

Safe Adults are people who genuinely care about others and demonstrate good safeguarding behaviours.

In the setting of abuse prevention and safeguarding a Safe Adult will:

- Be kind and supportive of a child without the need or expectation of reward or privileged access or affection from that child.
- Not seek to interact with a child alone or outside the setting, or without the knowledge of parents or school.
- Not make personal physical contact with a child. If contact is necessary to correct a skill it will be impersonal, brief and occur during skill practice in the group setting.
- Use appropriate language and take care to not make comments that could be interpreted as aggressive, suggestive or contain innuendo.

Little lifeSavers sessions are busy with little opportunity for extensive contact with individual children. However, our charity offers a Young Ambassador opportunity and so these expectations are relevant to all interactions where our staff and volunteers interact with children and young people.

The Safe Adults: A Code of Conduct has examples of safe adult behaviour vs unsafe. We expect all staff and volunteers to demonstrate safe adult behaviour in their interactions on behalf of our charity.
Concerns regarding the behaviour of a member of Little LifeSavers can be reported to the Safeguarding Lead Trustee: Barbara Stanley barbara@littlelifesavers.org as per our safeguarding policy

For further information please see
https://learning.nspcc.org.uk/safeguarding-child-protection/managing-allegations-of-abuse

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Little LifeSavers Photograph Permission for Volunteers

I consent to Little LifeSavers Charity (reg.no 1169176) (the "Charity") using photographs and/or video recordings of me taken by the Charity or by persons or organisations authorised on behalf of the Charity for the purposes of internally and externally promoting Little LifeSavers.

These images could be used in any media (existing or later created or made available) including print and digital media formats such as print publications, prospectuses, brochures, websites, e-marketing, posters, banners, advertising, film, social media, teaching and research purposes.

I understand that images on websites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of individuals as UK legislation provides.

I understand that some images or recordings may be kept permanently once they are published and be kept as an archive of Charity life.

I agree that:

- I will not be paid a fee in respect of any use made of the photograph(s) and/or video recording(s) but have the opportunity of being involved in promoting the Charity in the manner set out above;
- Copyright in the image(s) and/or video recordings will be retained by the Charity;
- The Charity shall have the right to edit, modify, crop, add to or subtract from the photographs and/or video recordings at its entire discretion and without my approval. I have read and understand the conditions and consent to my images and or video recordings being used as described.

Little LifeSavers is committed to processing information in accordance with GDPR regulations. The personal data collected on this form will be held securely and will only be used for administrative purposes.

Your rights You have the right to request to see a copy of the information the Charity holds about you and to request corrections or deletions of the information that is no longer required. You can ask the Charity to stop using your images at any time, in which case it will not be used in future publications, but may continue to appear in publications already in circulation.

If you have any questions relating to data protection, please contact Mrs Maureen Chaffe of Process Matters2 as the Company's Data Protection Officer. processmatters2@gmail.com

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This is a fair processing notice for volunteers of Little LifeSavers.

The purpose of this notice is to inform you about how and why your personal data is used so that we at Little LifeSavers are as transparent as possible. It provides the basic information in relation to the collection of your data. A full privacy notice is available on the website and on request.

Little LifeSavers is a charity registered with the Charities Commission under registration 1169176 and as a not-for-profit charity, we are exempt from the data protection fee. We can be contacted at info@littlifesavers.org

Data Protection Officer

Our Data Protection Officer is Maureen Chaffe of Process Matters2 processmatters2@gmail.com

Type of Information we collect and why:

We process your personal data so we can provide schoolchildren with lifesaving training and if you volunteer with us, we will collect the following information from you:

- Full name.
- Date of birth.
- Identification verification in the form of a utility bill, passport and driving licence.
- Disclosure and Barring Service conviction checks.
- Email address.
- Postal address.
- Telephone number(s).
- Signature.

We process this information to establish a volunteer contract with you, our legal basis for doing this is Article. 6.1.b – performance of a contract. We ask you to sign an agreement to abide by our principles and aims.

We process criminal conviction data under Article 6.1.c – (legal obligation) plus Article 10 UK GDPR and Schedule 1 Part 2 Section 18 of the Data Protection Act 2018. It is our legal responsibility to ensure that persons under the age of 18 are not exposed to potential harm. If you fail to provide that data, we will not be able to engage your services.

Who we share your information with and why

We share your information with:

- DBS/CRB Service - to perform safeguarding.
- Schools - to perform safeguarding.
- 3rd party printing service provider - to provide volunteer identity badges, volunteer tee shirts and send out any supporter rewards.
- 3rd party software designer for the building and maintenance of our Booking System

Our 3rd party printing provider is Clubcards121 https://clubcards121.co.uk/our-cards/

Our 3rd party software designer is NuFocus Ltd https://www.nufocus.co.uk/

Data Retention

Your data will be retained for the duration of your support/use of our service and for 7 years after confirmation of termination of that agreement.

The UK GDPR provides you with rights in relation to the data of yours that we process. The rights relevant to our activities are:

- You have the right to get access to and copies of your personal data.
- You can in certain circumstances, restrict our processing of your data and request us to erase it (although we may have to retain some for legal reasons).
- You can ask us to rectify any inaccurate information we may be holding.

For data collected under the basis of contract, you may exercise the right of data portability.

If you want to exercise any of these rights, contact us at the above email address.

You also have the right to complain about our processing with a supervisory authority — the UK's Information Commissioner's Office.

Information Commissioner's Office Wycliffe House,
Water Lane Wilmslow,
Cheshire SK9 5AF
Telephone: 0303 123 1113
Website: www.ico.org.uk

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Little LifeSavers Employee / Volunteer Guidance Note on Manual Handling

Hazardous manual handling can occur when lifting and supporting harmful loads, reparative tasks or use of poor lifting and supporting techniques. Under the Manual Handling Operations Regulations 1992 the risks to the health of employees / volunteers from manual handling has been assessed [Reference: Little LifeSavers Risk Assessment – August 2024].

We promote the avoidance of:

- The need for hazardous manual handling as far as is reasonably practicable.
- Where this is unavoidable assess the risk of injury from any manual handling activities which cannot be avoided.
- Reduce the risk of injury from hazardous manual handling, as far as is reasonably practicable.
- Provide information, instruction and training on manual handling activities.

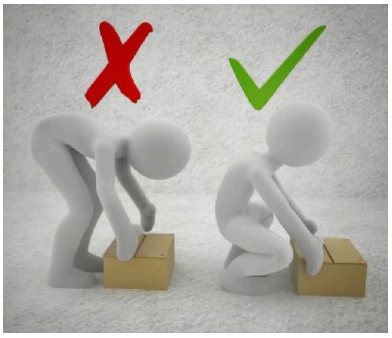
Practical Considerations:

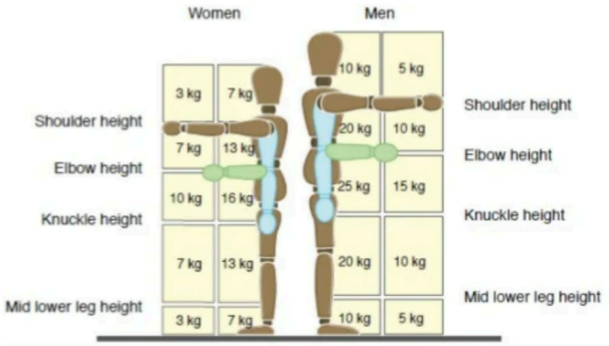
Step One
Test the weight of the load* and make sure you can lift it safely. If the weight of the load is uneven, make sure the heavier side is closer to you.

Step Two
Find a stable position and a neutral posture, with your shoulders back, feet shoulder-width apart, and your hips and shoulders facing the load. Putting one foot in front of the other gives you more balance.

Step Three
Use your legs - these are your strongest muscles. They help by taking the weight of the load to minimise the pressure that's put on your arms and back.

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Lifting and lowering risk filter for men and women

Note:

***The heaviest Little LifeSavers manikin is the adult Brayden at 3.1kg.**
Laerdal Little Junior manikins are 2 kg each.
Total weight for all 3 manikins together is 7.1kg

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Volunteer Declaration:

I confirm that I have read and fully understood the contents of the Little LifeSavers Policies and Procedures in and linked to this document (see below).

I understand that policies will be reviewed and updated regularly and agree to keep up to date with the requirements.

I agree to all the points laid out in the Volunteer Agreement and to follow the policies and procedures. I understand that this information and instructions are provided for my safety and the safety of others and it is my responsibility to keep up to date.

In signing this agreement, I confirm there is no reason why I cannot work with children.

Full Policy List with Links (Please access them by clicking on the relevant policy)

Training Session Procedure/SMOW
Safer Recruiting
Safeguarding Policy
Safeguarding Procedure
Safe Adults: A Code of Conduct
Manual Handling Guide
H&S Procedure
H&S Policy
GDPR Policy
Privacy Statement
Fundraising Policy
Fundraising Promise
Donation Acceptance Policy
Complaints Policy
DBS Policy
Equality and Diversity Policy
Photograph Policy

Name	Date	Signature