



Supporting disabled children, young people and their families
www.time2share.org.uk

What do we do?

Time 2 Share, is a registered charity (Charity No:1068862) working to support families who are caring for a disabled child or young adult.

Since 1972 we have been providing a short break/befriending service to give disabled children and young people, who may be socially isolated, the extra support and stimulation they need. We link volunteer befrienders to offer 1:1 support, company, independence and fuller participation in social and leisure activities. This gives their carers the opportunity to have a break which supports them to continue in their caring role.

Time 2 Share receives funding through social services to work in the Bristol and Bath and North East Somerset Areas. Each area is managed by a paid part-time co-ordinator. Under our current contracts we work with children and young people up to 18 years of age.

We recruit and train volunteers from within the local community. All volunteers are fully checked, including an enhanced CRB check. We take time and care to ensure that they are appropriately matched with young people and their families. Our aim is to establish positive and lasting relationships which offer flexibility and support the young person to make their own choices.

Often even a short break can make all the difference. Our volunteers help to make that difference. We do not ask for previous experience, but a caring approach is important. We offer volunteers an opportunity to gain valuable experience, knowledge and skills with ongoing support and training.

Our aim is to offer disabled young people increased choice, independence and confidence to pursue their own interests within their local community. Our intention is that this leads to increased physical and mental wellbeing for the young person and their family carers and contributes to changing attitudes within society which exclude disabled people.

Volunteer Role Description

What will I do?

You will work within Time 2 Share's short break and befriending service for disabled children/young people (aged 0-18 yrs) and their families. This involves spending time with a disabled child or teenager in their home or on outings. You will support the young person in developing relationships and taking part in social and leisure activities in their local community.

Who am I responsible for?

The disabled child/young person with whom you are matched and any other children if previously agreed. **If you are not available for a prearranged visit please tell the family immediately as they may need to make alternative arrangements.**

You should not involve your own friends and family without firstly discussing and agreeing it with your co-ordinator and the child/young person's family. You **must** tell your co-ordinator before you take a child to your home as you need to have written consent from the parent /carer and the co-ordinator needs to undertake a risk assessment of your home. Also, other adults in your home who may regularly be present during a visit will have to undergo a police check.

Who am I responsible to?

You are responsible firstly to the parent/carers. You must ensure that the parent / carer's reasonable instructions and guidance regarding the welfare of their child are adhered to and feedback is given to the parent/carers following a visit. You are also responsible to your Co-ordinator and Time 2 Share.

What do I do in an emergency?

In an emergency you must contact the family or the person designated by the family. If you are unable to contact the agreed person, phone the local duty social worker. **The telephone number is 01454 615165** - please carry it with you. If it is a medical emergency you will need to call for medical assistance prior to the above.

Do I need experience?

In most cases you do not need any particular experience. You will not be asked to do anything beyond your capabilities. You need to be friendly, caring, reliable and able to take responsibility for a vulnerable young person.

How often would I be needed?

It depends on what you are able to give – we are looking for a few hours on a regular basis, usually once a week. We match our volunteers and families carefully, taking into account how often a family wants someone, and how much time you can offer. Wherever possible we also try to link volunteers with families who live nearby.

What about expenses?

We pay your travel expenses to and from your home to your visit. Families are responsible for all costs for both volunteer and child, including travel, during the visit. Please contact your Co-ordinator if you would like to discuss any issues around expenses.

Remember that if you use your own vehicle to take a young person out you must inform your co-ordinator and your own motor insurance company.

Main responsibilities:

- ◆ To provide regular short breaks for a disabled child/young person.
- ◆ To take out/spend time at home with a child/young person, thus enabling the child and/or family to have a break.
- ◆ To befriend a child/young person.
- ◆ Abide by the Children's Act 1989, as specified in Time 2 Share's Child Protection policy.
- ◆ Abide by Time 2 Share's other Volunteer Guidelines (which volunteers will be asked to read and sign).
- ◆ Complete and return the necessary monitoring and evaluation forms. Even if you do not wish to claim your expenses, we really need you to return your completed claim form - you can tick the 'donated' box if you wish.
- ◆ To inform us of your visits - this information is vital so that we can monitor the service. This information is also required to ensure ongoing funding.
- ◆ To attend Time2Share Volunteer Induction training.

Volunteers are not expected to:

- ◆ Do domestic tasks, such as housework, ironing, cleaning, cooking, etc.
- ◆ Care for any other children (unless previously arranged)
- ◆ Sit before 7.00 am or after 12.00 pm midnight.

Volunteers MUST NOT:

- ◆ **Administer medication UNDER ANY CIRCUMSTANCES.**
- ◆ **Undertake any task involving intimate care.**
- ◆ **Take children away on holiday unless accompanied by the parent / carer.**

Time 2 Share reserves the right to end a link without notice or giving a reason.

Updated July 2008