

Stepney Bank Stable's 12 - 18's Project



Information Guide for Young People and Parents

About Us

Stepney Bank is a 'Not for Profit' organisation. The lessons that we run fund all the activities, workshops, qualifications and trips that we provide to our volunteers.

We also raise funds through funders and sponsors. All our activities that we run have goals that include building self esteem, increasing physical fitness and well being, and education.

To help us achieve these we are required to work to certain objectives. This means our volunteers are required to help us by occasionally taking part in very simple questionnaires and monitoring forms. Without this we cannot receive funding.

We regularly run fund raising events, such as pet shows, craft fairs and open days. All our volunteers are encouraged to be part of these events and to come along and support in any way they can.

We value our volunteers hugely and hope to make their time with us rewarding and enjoyable.

How it Works

Our mission is to use horses to enrich people's lives; helping to develop employability skills, emotional and social wellbeing and health.

Volunteering is a great way to gain work experience, make new friends, gain accredited qualifications, keep active and have fun!

Volunteering and being part of the project is a commitment which will open up many new learning experiences, including, for some, professional qualifications.

Our volunteers have the opportunity to join in with loads of activities from teambuilding and camping, to issue-based age appropriate drop in sessions including workshops around stress, drugs and alcohol, health and wellbeing, sexual health and relationships.

Volunteering can help you to access other opportunities as employers and further education settings look highly upon it. Lots of our staff volunteered when they were young. We have lots to offer for young people. If you have any questions please do not hesitate to get in touch.



"The volunteers socialise and look forward to seeing each other. I come 4 times a week, it's like one big family."

"I love Stepney so much. They have helped me become so confident and I have made many friends that have been with me throughout the good and the bad."

Contact Us: aidan.marsden@stepneybank.co.uk

Phone: 0191 2615544 Web: www.stepneybank.co.uk



Our Young People's Account is called 'Tim Stepney'

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What next?

After filling in your **Expression of Interest Form**, you will be able to book onto training sessions through the computer system, just like booking a lesson!

Training is important as you will learn how to complete tasks safely as well as learning who everyone is and where everything is. Training sessions are held on Tuesday, Wednesday and Thursday evenings as well as Saturday mornings and Sunday afternoons. Each session lasts 2 hours.

We require you to ask a teacher at your school to fill out and complete the reference form attached to this pack. This can be returned to us on your first day of training, where you will also have a quick induction session.

On your first training session you will be given a **Volunteer Training Checklist**. During training sessions you will work your way through the checklist until we feel you are capable and confident to carry out all of the tasks to the required standard.

The training is designed to offer the opportunity for you to learn in your own time, at a pace that is suitable and safe for each individual.

Once you have graduated from the training programme, you will be able to attend more often (out of school hours). All volunteers are required to attend **one week night** after school to help lead on lessons between **4:30 - 6:30 pm**. Your trainer will discuss with you which night you can attend.

Some of the things we did in 2016

- 4 of our volunteers made it the National Riding school championships, getting placed 2nd, and 3rd in their class.
- A 6 week cookery course ending in a dinner prepared by the volunteers for their parents,
 - A trip to Emile Faurie's Dressage Yard in Warwickshire
 - A trip to Olympia Horse Show in London - we met Clare Balding!
 - A visit to 'Animals inside Out' exhibition at centre for Life
 - Lots of reward rides
- A group of volunteers presented a funding bid and were awarded enough money to pay for their Christmas bonanza

12 – 18's Expression of Interest form



Name _____

Address _____

Post code _____ DOB _____ Age _____

Contact number _____ Email _____

Parent/ Gaurdian _____ Relationship _____

Contact number _____ Email _____

2nd Emergency contact _____ Number _____

Any illness' or medical conditions _____

School or College Name _____

Do you have a religion? If so what is it? _____

What is your Ethnic Background? _____

What is your sexual orientation? Heterosexual, lesbian/gay/bisexual/rather not say

Who do you live with? Parent/Grandparent/Other Relative/Foster Carer/Social Care/Other

Do you have any other additional needs? _____

Which weekday night can you commit to between 4:30 – 6:30pm?

How did you hear about SBS?

Why would you like to volunteer?

What skills are you hoping to develop through volunteering?

Do you have any other hobbies or take part in any other sports?

Declaration

I agree that all the information on this form is correct, and consent abide by the SBS volunteer policy.

We sometimes take photos during sessions to use as evidence for our funders, and to use on our social media sites, notice boards etc. Please tick the appropriate box to let us know if you are happy for this to happen.

We may on occasion ask for parental feed back we appreciate any help you can offer with this.

I **am happy** for my childs photograph to be taken and used by the stables

I **do not wish** my child to be photographed

Signed: _____

Print Name: _____

Signature of Parent/Guardian(ifunder16) _____

Print Name: _____ Date: _____

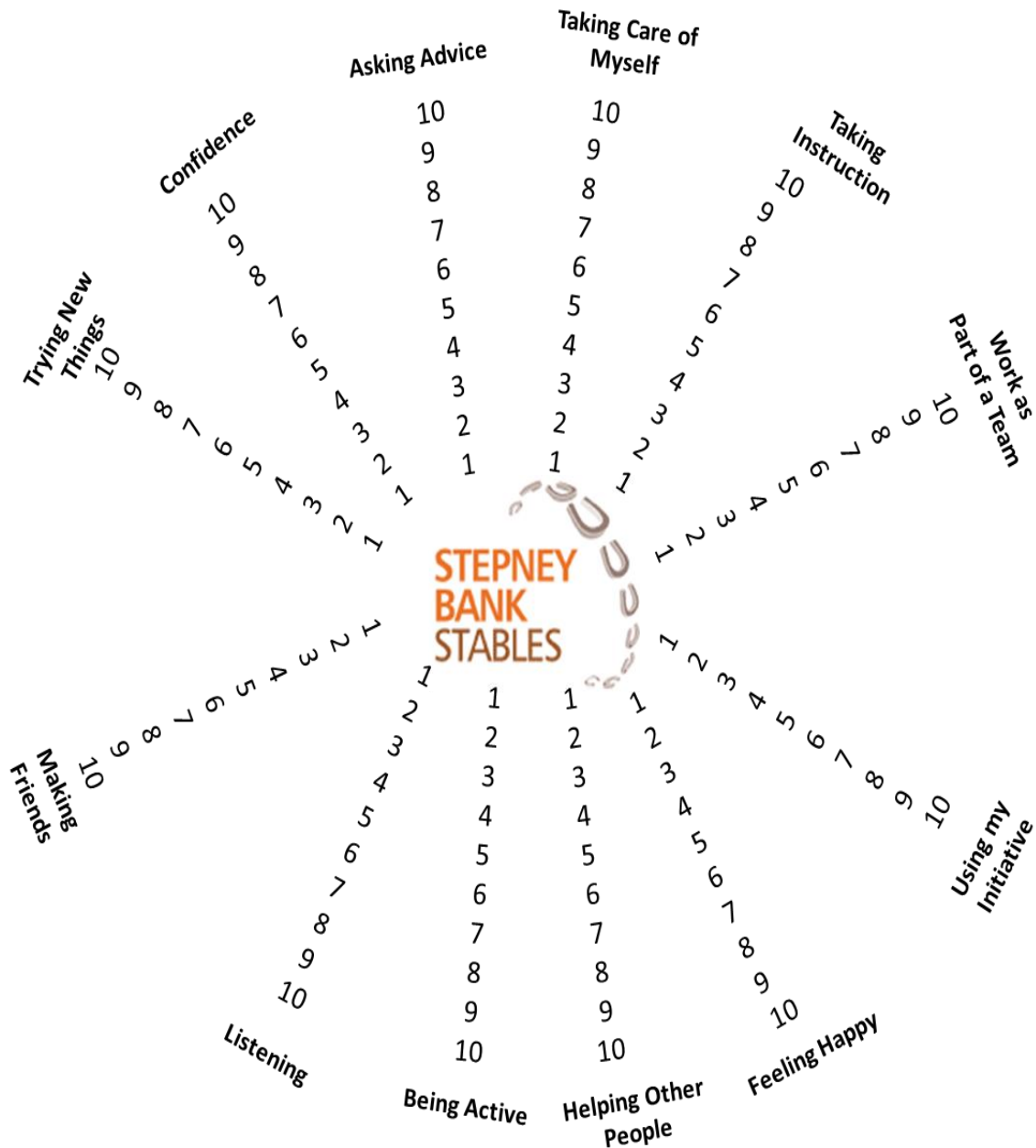
Office use only:

<u>Date of first session</u>	<u>Date training completed</u>
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Name _____ Date: _____

So that we can get to know you, and so we can monitor your progress with us, please fill in the 'Skills Wheel' below. This information is confidential and helps us to make sure you get the most of the project.

1=Bad, 10=Good



Reference form 12-18's Project



Please ask a teacher at your school to fill out this form, bring it back to us on your first training day.

School _____

Teachers Name _____

I believe that _____ will be an excellent member of the Stepney Bank Stables 12-18's project.

Signed _____

Date _____

Volunteering Policy



Our volunteers can expect:

- Respect and Recognition – SBS recognise and celebrate the contribution of all our volunteers. Everyone will be treated respectfully and professionally in all their dealings with SBS.
- Role Description – All of our volunteer activities are based on the current needs of SBS. Each volunteer role has a specific role description; this may change and adapt as the requirements of the role or SBS change.
- Induction and Training – Induction and training is provided for each volunteer in each role they undertake, tailored to their role and their current skills and experience.
- Support – Each volunteer will have ongoing support and guidance from staff and fellow volunteers with the opportunity to have a volunteer mentor. We work with volunteers to try to fairly resolve any problems, complaints and difficulties they may have when volunteering with us.
- Safe working environment – SBS ensure the health, safety and welfare of all our volunteers, providing them with appropriate guidance, training and resources.
- Resources – SBS provide volunteers with appropriate resources, equipment and expenses as required for their role.
- Insurance – The BHS provide adequate insurance cover for volunteers whilst carrying out approved volunteering roles.
- Equality – In accordance with the Equality Act 2010 and our Equality Policy SBS are committed to ensuring that everyone has equal opportunities to volunteer.

In return volunteers are expected to:

- Respect and recognition – Our values, policies and procedures are in place for the benefit and protection of everyone and every horse. All volunteers must recognise and comply with these and the decisions of SBS at all times.
- Commit to their Role – Undertaking agreed roles and activities that help SBS achieve its aims and objectives. We trust volunteers will fulfil these to the best of their ability and meet the time commitments and standards required.
- Maintain and develop their knowledge – Undertaking induction, training and development opportunities as required for their role.
- Keep SBS informed – Report on their activities as per the requirements of their role. If they are not able to complete an agreed activity or wish to resign from their role to give reasonable notice to appropriate staff and fellow volunteers, so other arrangements can be made.
- Be safe – Take reasonable care to ensure the health, safety and welfare of themselves and others involved in their volunteering activities.
- Build good relationships – With fellow volunteers, staff, partners, members and beneficiaries.