**ST. JOHN THE EVANGELIST, HAYDON WICK**

**ROCK CAFÉ POLICY FOR YOUNG VOLUNTEERS**

This Policy was adopted by the Rock Café Committee on **Monday 28th February 2011**

**Purpose:**

This policy is to ensure that young people (by young people we mean aged 11 to 16 years of age) volunteering at the café are safe, trained in their role, not taking on more responsibility than is considered suitable for their age and will not pose a danger to themselves or the public. The committee is committed to developing the young people and helping them to gain workplace skills in a supportive and safe environment. This will be achieved by:

No person under the age of 11 years will be able to volunteer at the café.

Persons age 11 to 16 may volunteer at the café providing that a parent or guardian is also working on the same shift although they do not have to be working in the same area for example a young person could be working in the kitchen and their parent /guardian could be on the cash desk.

From the age of 11 a young person may volunteer to wash up. They will be supported by adults working in the kitchen who will be able to supervise their work and be close at hand should an accident occur.

From the age of 13 a young person may volunteer to wash up and/or serve the public. It is likely that the young person will be serving on their own but will have the maturity to be able to cope in this role.

From the age of 15 a young person may volunteer to wash up/serve the public and/or be a cashier

From the age of 16 the committee will no longer consider the volunteer a young person so they may volunteer to wash up/serve the public/be a cashier and/or prepare food. It will no longer be necessary for 16 year old to have their parent present when they volunteer. The committee would decide on a case by case basis whether a 16 year old would be able to supervise.

Appropriate training for each role will be given to the young person and the parent/guardian will need to acknowledge that they are happy with the level of training received.

**Who was consulted in the making of the policy:**

The committee of whom a number have experience of working with young people made the final decision based on own experience, risk assessment of the kitchen and by reference to The Management of Health and Safety and Work Regulations 1999 relating to young people.

**Roles and Responsibilities:**

It will be the responsibility of the person doing the rota to ensure that the young person is scheduled to work at the same time as their parent/guardian.

It will be the responsibility of the committee to ensure that the young person is adequately trained in the role they are volunteering for.

To be reviewed by the Rock Café Committee In February 2012.