

# **Autism Family Support Group, Letterkenny**

## **Event & Volunteer Guidelines**

### **Registration**

To ensure that we have the most up to date information about a child's specific needs and relevant contact/emergency information we ask that all volunteers and parents/guardians of children that wish to participate in any AFSG events complete the AFSG Membership Registration Form 2017.

The law requires that all volunteers working with children or vulnerable adults must have successfully completed Garda/PSNI vetting within the last 3 years before they can attend any AFSG events as an event volunteer.

### **Attendance**

'Working' dates/times are agreed between the volunteer and a member of the relevant AFSG Committee (Volunteer Manager).

On arrival at the AFSG event each volunteer should immediately make their presence known to the Volunteer Manager.

All absences should be notified as soon as possible to the Volunteer Manager so that alternative arrangements can be made.

The AFSG Volunteer Manager will endeavor to accommodate every volunteer in terms of their availability to assist in events and in ensuring that the Volunteer Rota is as fair as possible. However, from time to time unforeseen events (eg. unexpected absenteeism) may require the Volunteer Manager to request assistance at short notice.

If an event cannot be staffed adequately (eg. where low numbers of volunteers could pose a health and safety risk) the AFSG may cancel the event at short notice. The AFSG will never intentionally put a volunteer in a position where they may become overwhelmed.

**Attitude**

We expect all our volunteers and parents/guardians to act respectful manner at all times.

Aggressive, domineering and oppressive behaviour will not be tolerated as it can diminish the enjoyment of the children participating in the event and create difficulties for the people organising or hosting events.

People under the influence of drugs (including alcohol) at an event will not be permitted to participate and will be immediately asked to remove themselves as a volunteer from said event.

**Teamwork**

Co-operation and teamwork amongst volunteers, AFSG members, and event staff is required and encouraged to ensure that all involved experience an enjoyable event and the workload for volunteers is distributed evenly.

Volunteers will be expected to be able to supervise more than one child at an event. Where participating children have specific needs that require 1-2-1 or specialist care the parent/guardian will be asked to accompany their child on the event to attend to these needs.