

## Lincolnshire Action Trust

### Family Visit Volunteer

#### **Lincolnshire Action Trust:**

Lincolnshire Action Trust was established in 2000 and works with a variety of agencies within the criminal justice system to reduce re-offending, by working with offenders to address some of the issues and challenges which have resulted in their sentence.

The charity offers a range of training opportunities and employment support to prepare people for their release. Additional key services are also offered to their families and dependants, both during their time in prison and following their release.

#### **General overview:**

Lincolnshire Action Trust provides children and family services within a number of prisons throughout Lincolnshire; this includes operating play area facilities within visits halls during domestic visits and organising family visit days. The aim of the project is to ensure the welfare of children and their need for good quality contact with his or her imprisoned parent or relative.

Family visit days are held regularly throughout the year, and last longer than standard domestic visits. Men are allowed greater freedoms during family days, being able to move around the visits hall to interact with their children. Food and activities are provided throughout the visit.

Volunteers in this role will therefore develop activities prior to family visits, as well as offering support to children and families who are visiting their parent or family member during a family day.

The main tasks will include:

- Designing and creating a variety of themed activities suitable for children of all age groups and whole families
- Setting out toys, resources and equipment for the children before the visit starts
- Working as a member of a team to welcome children and visitors
- Supporting and encouraging children to access and participate in play and activities with their families
- Working to the LAT safeguarding policy, keeping the safeguarding of children in mind at all times and ensuring their emotional and physical wellbeing
- Monitoring the number of children using the resources and interacting with LAT
- Tidying and collecting resources at the end of visits, returning them to the correct place and storing them securely
- Ensuring all toys are clean and undamaged, and updating records and diaries as needed
- Gathering feedback and suggestions for future family days

#### **Skills required:**

- A passion for supporting children
- Patience and understanding
- Reliability and commitment
- Friendly and welcoming attitude
- Confident and enthusiastic when interacting with children

### **Requirements:**

Due to the nature of the project, volunteers must be over 18.

### **Locations:**

This volunteer role is available at:

- HMP Lincoln
- HMP Stocken
- HMP North Sea Camp
- Morton Hall Immigration Removal Centre
- HMP Hull
- HMP Humber

### **Expenses:**

- Public transport costs with receipts or mileage up to a 20 mile radius at 45p per mile

### **Training and support:**

- Initial project induction and training, including safeguarding and an overview of the criminal justice system
- LAT offers a training and recognition day for all volunteers annually
- Volunteers may be eligible to attend some prison organised training

### **Commitment:**

LAT asks volunteers to:

- Commit to the project and its purpose
- Give notice of absence as soon as possible
- Be available for 3 hours a week to develop activities and resources, as well as one day per month for the family visit
- Undertake an induction and training programme
- Agree to an Enhanced DBS check, reference checks, and potentially prison clearance (this will require a form of photo ID)

Volunteers can expect:

- Regular support and supervision from the volunteer coordinator and senior practitioners
- Training and progression opportunities
- A clear and understandable volunteer policy
- Invitation to volunteer meetings
- Recognition of their work

### **Recruitment process:**

- Email or call for more information or to request an application form. Alternatively download an application form from the website
- Complete and return the application form via post or email
- Applicants will be invited to attend an informal interview with the volunteer coordinator and/or a senior practitioner
- If both parties wish to continue the application process a DBS (Disclosure Barring Scheme) will be required and references will be sought

- The applicant will then be invited to a volunteer training session relevant to the role they have applied for
- After training, the applicant will meet with the volunteer coordinator and/or senior practitioner after training to discuss next steps
- Volunteers will be given regular support and supervisions, as well as the opportunity to access development opportunities and training. Volunteers are also reimbursed for 'out of pocket' travel and expenses incurred in the role

**To apply:**

- Download an application form from the 'Getting Involved' page of our website
- Email [volunteering@LATcharity.org.uk](mailto:volunteering@LATcharity.org.uk)
- Ring 01522 806611
- Next steps and further information will be given on receipt of an application form