

## Volunteering Opportunity

### Tea Bar and Family Visits Volunteer



#### **General overview of role:**

The tea bars play an important role in the prison visits room. In providing refreshments during a domestic visit, they support both families and prisoners, help to create a social atmosphere, enable the visitors to do something for the prisoners, ease tensions and generally contribute to the quality of the visits. Prisoners may also be entitled to regular 'special visits' with their family, where they can do an activity such as sport in the sports hall.

Volunteers in this role will be based in the Tea Bar in the prison visits room inside the prison, and can also assist with special visits in a variety of settings within the prison. If this is something they would be interested in doing.

#### **Tea Bar and Family Visits role description:**

Main tasks will include:

- Provide a warm welcome to all visitors to the tea bar
- Treat all visitors with respect and show courtesy at all times
- Treat all information in strictest confidence
- Serve refreshments to visitors
- Assist with special visits ie, support to set up equipment, help to run the arranged activity, support the family through the visit, help to tidy at the end of the visit

#### **Skills required:**

- Friendly
- Approachable
- Courteous
- Well organised
- Punctual and Reliable

#### **Location:**

HMP Kirklevington Grange in Yarm.

#### **Expenses:**

Public transport costs or mileage up to 22 mile radius at 40p per mile.

#### **Training**

- Initial project induction and training
- Level 1 Safeguarding training available
- Invite to Nepacs Generic induction
- Volunteer meetings are held at regular intervals throughout the year
- NEPACS offer a training day for all volunteers annually
- Volunteers are eligible to attend some prison organised training

#### **Commitment**

NEPACS asks volunteers

- To commit to the project and its purpose and give notice of absence as soon as possible
- To undertake an induction programme

- To agree to a DBS check and prison clearance (this will require a form of photo ID)

Volunteers can expect

- Support from staff
- Training opportunities
- Invitation to volunteer meetings
- Recognition of their work

**To apply:**

Please download an application form from our Volunteer Opportunities page of our website or contact: [volunteering@nepacs.co.uk](mailto:volunteering@nepacs.co.uk) , or ring us on 0191 375 7278.