

**CONFIDENTIAL****FRIENDS FOR LEISURE****VOLUNTEER APPLICATION FORM****PERSONAL INFORMATION**

<b>FULL NAME:</b>	<b>ADDRESS:</b>
<b>DOB:</b>	
<b>NI No:</b>	<b>POSTCODE:</b>

<b>TELEPHONE (HOME)</b>	<b>TELEPHONE (MOBILE)</b>	<b>E-MAIL ADDRESS</b>

<b>EMERGENCY CONTACT DETAILS</b>
<b>Name:</b> <b>Relationship:</b> <b>Telephone number:</b>

<b>CURRENT SCHOOL/COLLEGE/EMPLOYER DETAILS:</b>
<i>(If unemployed please state how long you have been out of work)</i>

<b>SUPPORT AND HEALTH NEEDS:</b>
<i>(Please tell us about any disability, health or extra support needs that we should be aware of when organising your volunteering, this could include allergy, illness, disability, phobia, dietary requirements etc.)</i>

**VOLUNTEERING**

**Please tell us why you want to volunteer (*D of E, Improving employability, etc*)**

**What do you hope to achieve from the volunteering experience? (*This can help us with a Personal Development Plan to help you achieve your goals*)**

**Please tell us about any relevant skills and qualities**

**How do you want to get involved as a volunteer? (*E.g. Friendship; Group Activities; Fundraising*)**

**How much time can you spend volunteering? (*E.g. Weekends; Evenings; Weekly; Monthly; Holidays*)**

**What do you like to do in your spare time? (*E.g. Scouts, Gym, etc*)**

**ADDITIONAL INFORMATION**

<b>Do you have a full driving licence?</b>  <b>YES/NO</b> <i>(Please Delete)</i>	<b>Do you have access to a car?</b>  <b>YES/NO</b> <i>(Please Delete)</i>	<b>Are you prepared to insure your car for FFL business?</b>  <b>YES/NO</b> <i>(Please Delete)</i>
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**Do you have any criminal convictions or cautions?**

***IMPORTANT: 'Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198'.***

**Please tell us where you heard about FFL**

The right to volunteer can be dependent on your citizenship and UK immigration status so please make sure that you are permitted, under the terms of your visa, to volunteer. If in doubt please contact the Home Office (<https://www.gov.uk/government/organisations/uk-visas-and-immigration>) for advice.

**Are you permitted to volunteer in the UK?    Yes / No**

**Please give us the names and addresses of two people who can provide references for you. These should not be friends or relatives but people who know you in a professional capacity, e.g. teacher, college tutor, careers officer, current employer.**

<p><b><u>Reference 1</u></b></p> <p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Telephone:</b></p> <p><b>Email:</b></p> <p><b>How do you know him/her?</b></p>	<p><b><u>Reference 2</u></b></p> <p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Telephone:</b></p> <p><b>Emails:</b></p> <p><b>How do you know him/her?</b></p>
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**I wish to become a Friends for Leisure volunteer****YES**                      **NO****I understand that:**

- My personal details will be stored on the FFL database and computer which is password protected
- Any paper copies of my details will be locked in a secure unit
- Data that FFL keep about volunteers includes, application form, references, notes from interviews, DBS checks, and a log which states each activity I attend and any feedback from staff
- FFL will discuss with me if I would like them to store my data after I have volunteered for reference purposes
- FFL will never sell or rent my information to third parties
- FFL will provide a summary of any personal data held about me, upon my request

**YES**                      **NO****I confirm that the information give on this form, is to the best of my knowledge true and complete****YES**                      **NO**

**Forms for Online Application****IMPORTANT – PLEASE READ CAREFULLY**

**I wish to become a volunteer for Friends for Leisure. I understand that:**

- My personal details will be stored on the FFL database and computer which is password protected
- Any paper copies of my details will be locked in a secure unit
- Data that FFL keep about volunteers includes, application form, references, notes from interviews, DBS checks, and a log which states each activity I attend and any feedback from staff
- FFL will discuss with me if I would like them to store my data after I have volunteered for reference purposes
- FFL will never sell or rent my information to third parties
- FFL will provide a summary of any personal data held about me, upon my request
- I will be expected to attend meetings and workshops in relation to my volunteering with Friends for Leisure.

**Signature of volunteer** \_\_\_\_\_ **Date** \_\_\_\_\_

Volunteers under 18 need to have the consent of a parent/guardian to volunteer and to complete a DBS check.

It is also important that parents/guardians read and sign the enclosed consent form allowing FFL to use photographs.

I understand that Friends for Leisure has a duty under section 11 of the Children Act 2004 to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions. I further understand that Friends for Leisure may consider sharing information with other relevant agencies in order to reduce the risk of harm to children and young people.

**I have read the Friends for Leisure information and consent to my son/daughter being a volunteer.**

**Signature** \_\_\_\_\_ **(Parent/Guardian)**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

### Image Consent

At Friends for Leisure we take the issue of volunteer safety very seriously, and this includes the use of images. We include images in publications and on our website, but we have a duty of care which means that volunteers must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

Organisations that provide funding for Friends for Leisure like to see photos of our young people taking part in activities, in our reports. Sometimes, organisations that help us with activities like to have copies of images to include in their own publications and on notice boards.

We ask that each volunteer, or their parent or carer if they are under 18 years old, consents to the charity taking and using photographs and images of them while volunteering. Any use of images by Friends for Leisure is underpinned by our Safeguarding policy. We will never include the full name of a volunteer alongside an image.

Name of Volunteer; \_\_\_\_\_

I consent to photographs and digital images of the Volunteer named above:

*(Please delete as*

*appropriate)*

- |   |        |
|---|--------|
| 1. Appearing in Friends for Leisure digital/printed publications, social media sites or websites                                    | YES/NO |
| 2. Being made available to funders for their publications, social media sites or websites   | YES/NO |
| 3. Being made available to other organisations that have a working relationship with Friends for Leisure, such as leisure providers | YES/NO |

Signature of Volunteer if 18 years old or above: \_\_\_\_\_

Name of parent or guardian if under 18 years old: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Any queries regarding this form or any other matter relating to the safeguarding of children & young people should be directed to the Manager at Friends for Leisure.**

## Volunteer agreement

This Volunteer Agreement describes the arrangement between Friends for Leisure and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

### Part 1: the organisation

Your role as a volunteer is to support and befriend children and young people who are registered with Friends for Leisure. Volunteering with friends for leisure is designed to for you to experience friendship links with a different peer group and help Friends for Leisure fulfil their objective of providing leisure opportunities for children and young people with disabilities. Friends for Leisure commits to the following:

#### 1. Induction and training

- To provide a thorough introduction on the work undertaken by Friends for Leisure, and to explain thoroughly your volunteering role and the induction and/or training you need to meet the responsibilities of this role. The Volunteer Handbook provides full details of the organisation.

#### 2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
- To do our best to help you develop your volunteering role with us.

#### 3. Expenses

To reimburse reasonable out of pocket expenses incurred in connection with you volunteering for us. Details of these expenses and how to claim them is set out below.

- Travel and items: email Friends for Leisure and request a volunteer expenses form.
- Fill out the form and attach any receipts you have got from your activities
- Reasonable out of pocket expenses incurred on behalf of Friends for Leisure

#### 4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is available on request from Friends for Leisure.
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## 5. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us

## 6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy (a copy is available on your disk; a hardcopy is available on request.)

## 7. Problems

- To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Grievance policy (a copy is available on request.)

## Part 2: the volunteer

I agree:

- To help Friends for Leisure fulfil its obligations to provide friendship and leisure activities to children and young people with disabilities residing in Cheshire East
- To perform my volunteering role to the best of my ability;
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and young people;
- To maintain the confidential information of the organisation and of its young people;
- To meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- We ask ideally a minimum of six months commitment from a volunteer;
- To provide referees as agreed who may be contacted, and to agree to a police check being carried out where necessary.

This agreement is binding in honour only, is not intended to be a legally binding contract between us simply an express copy of our agreement. There is no intention to create any mutual obligation and this agreement may be cancelled at any time without notice at the discretion of either party.

## Volunteer agreement

Volunteers are an important and valued part of Friends for Leisure. We hope that you enjoy volunteering with us and feel a full part of our team.



This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best.

We Friends for Leisure will do our best:

- to introduce you to how the organisation works and your role in it and to provide any training you need.
- to provide regular meetings with the volunteer coordinator so that you can tell us if you are happy with how your work is organised and get feedback from us.
- to respect your skills, dignity and individual wishes and to do our best to meet them.
- to pay your reasonable travel and out of pocket expenses.
- to consult with you and keep you informed of possible changes.
- to insure you against injury you suffer or cause due to negligence.
- to provide a safe workplace.
- to apply our equal opportunities policy
- to apply our complaints procedure if there is any problem

As a Volunteer I agree:

- to work reliably to the best of my ability, and to give as much warning as I can whenever I am unavailable to volunteer.
- to follow Friend for Leisure’s rules and procedures, including health and safety, equal opportunities and confidentiality.

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Note: this agreement is simply intended to clarify your status as a volunteer and as such is not a contract but rather a voluntary agreement. Neither of us intends any employment relationship to be created either now or at any time in the future.

I hereby certify that I have read and understand the contents of this agreement

Signed on Behalf of Friends for Leisure.....

Volunteer Name.....

Volunteer Sign.....

### **Confidentiality Policy**

At Friends for Leisure we recognise that through our work we are likely to gain personal information about the people we work with. Whilst acknowledging that collaboration with other professionals is often essential, we are committed to ensuring that people's rights to confidentiality are respected, and recognise the responsibility of ensuring this policy is received and enforced, by all staff and volunteers, in order to retain the integrity of the organisation.

- Friends for Leisure aim to treat all information received carefully, sensitively and appropriately.
- Personal information regarding Friends for Leisure staff, personnel files including supervision notes, home telephone numbers and any other personal details will be treated as confidential.
- Young person and volunteer files will be treated as confidential within the staff team. Any information divulged to others will be on a "need to know" basis only with prior consent of the person involved.
- A file will be kept for all volunteers, and Young People involved in Friends for Leisure. Young people and volunteers may have access to their files through prior arrangement with the Friends for Leisure Manager. All files will be stored in a filing cabinet in a locked office. (a copy of the Data Protection policy available on request)
- Friends for Leisure Volunteers and Staff, working within the community must not share information regarding Young people to inappropriate persons. All concerns must be directed to Friends for Leisure Manager.
- Information shared regarding Young People between staff and other professionals must be relevant and appropriate to the individual need and circumstance.
- It is accepted that volunteers may share appropriate confidential information with the Friends for Leisure Manager or Project Worker as part of their ongoing support.
- Friends for Leisure comply with Cheshire's Child Protection Policy and procedures. In the event of information being disclosed which indicates that a child is at risk of significant harm, the information will be disclosed under the above procedures.
- The importance of confidentiality and the constraints it implies are included in Friends for Leisure volunteer and staff training programmes.
- All involved in Friends for Leisure will be made aware of the confidentiality policy.

- Volunteers and staff will be expected to comply with this policy and staff, office volunteers and management committee members will be asked to sign a confidentiality bond.

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**Friends for Leisure  
Confidentiality Agreement for Volunteers**

I understand that the work of Friends for Leisure is confidential.

I understand that I may learn personal information about a young person, their family, other volunteers and other people who are involved with Friends for Leisure. I acknowledge that I have a responsibility to treat any such information sensitively and confidentially.

I have read and understand Friends for Leisure’s Data Protection & Confidentiality policy.

I have been made aware of the Friends for Leisure Safeguarding policy and procedures and understand that I must inform a member of staff if I am concerned about someone’s safety.

I understand that any breach of confidentiality will be treated seriously and could result in my not being able to continue with my volunteering.

Furthermore, I acknowledge that the confidentiality bond extends beyond my involvement with Friends for Leisure and will always apply even when my involvement with the charity has ended.

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

Date: \_\_\_\_\_