

Volunteer Application Form

We would love to know more about you...

First Name:

Date of Birth :

Last Name:

Address:

Mobile number:

Post code:

Email:

When are you available to volunteer? *To get the most out of volunteering with us we recommend that you volunteer at least once a week*

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------|--------|---------|-----------|----------|--------|----------|--------|
| From (Time) | | | | | | | |
| To (Time) | | | | | | | |

*Note: Drop in opening hours are 7 days a week 12..30pm-4.30pm and our Night Shelter is 24/7

Have you volunteered before? **YES/NO** If yes, where did you volunteer?

What qualities do you have to make you a great volunteer?

Why would you like to volunteer?

What relevant skills/training do you have?

Are you confident in using a computer? YES / NO

Are you confident in using the telephone? YES / NO

Are you employed? **YES/NO**

Can we contact you at work? **YES/NO**

Telephone Number:

Hours of work:

Who will vouch for you? Please give us the names of 2 people (not related to you) who we can be contact to provide a reference for you.

| Name: | How do you know them and how long have known this person? | Email Address / Contact number |
|-------|---|--------------------------------|
| | | |
| | | |

The formal part:

As our work involves working with children and vulnerable adults, we ask all our volunteers to agree to a check with the Disclosure and Barring Service (DBS). Disclosure requests are free of charge for volunteers and we will require your completed DBS to be placed on the update service, which is also free of charge.

Have you ever been convicted of a criminal offence, which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974? **YES/NO** If yes, please give full details:

My signature confirms that all the information given on this application form is true and complete. I understand that any falsification or deliberate omissions may disqualify my application.

Full name..... Date.....

Signed.....

Thank you for applying to volunteer with our team.

To find out more contact Kim on 07821873749

Please return Form to kim.hughes@wearestreetlife.org

Equal Opportunities Monitoring Section

PERSONAL DETAILS

| | |
|----------|-----------------|
| Surname: | Forename(s): |
| Title: | Date of Birth: |
| Sex: | Place of Birth: |

ETHNICITY

Please tick the box that you believe best describes your ethnic origin. Your ethnic origin is not related to your nationality, place of birth, or citizenship. It describes your colour and ethnic group. UK citizens can belong to any of the groups indicated below.

The below groups are in accordance with those recommended by the Commission for Racial Equality.

Please Circle

| | | | | |
|-------------------------|---------------|---------------|------------------------|------------------------|
| WHITE: | British | Irish | Other White background | |
| ASIAN OR ASIAN BRITISH: | Indian | Pakistani | Bangladeshi | Other Asian background |
| BLACK OR BLACK BRITISH: | Caribbean | African | Other Black background | |
| MIXED WHITE AND BLACK: | White & Asian | White & Black | White & Black | Other Mixed background |
| Chinese | | | | |
| Other Ethnic background | | | | |
| ETHNIC GROUP: | | | | |

DISABILITY

Do you consider yourself to have a disability/impairment as defined in the Disability Discrimination Act 1995?

Yes No Details:

If yes please give details and advise as to what assistance you need for the interview e.g. access, sign interpreter etc. The Disability Discrimination Act 1995 defines a disabled person as someone with a physical or mental impairment which has substantial and long term (over 12 months) adverse effect on his/her ability to carry out normal day to day activities.

Volunteer Agreement

This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.

What a Volunteer can/might expect from Streetlife

- ✓ To provide induction and any training necessary for the volunteer role
- ✓ To treat volunteers in line with its equal opportunities policy
- ✓ To reimburse out-of-pocket expenses where there are receipts or similar evidence of cost to the volunteer
- ✓ To provide insurance cover for volunteers, but not for their valuables
- ✓ To provide a named supervisor with regular supervision meetings opportunity to review progress of work
- ✓ To be encouraged and welcome to join team meetings
- ✓ To implement good health and safety practice
- ✓ A working environment free from discrimination
- ✓ To be receptive to comments into the decision making process
- ✓ Information about changes to policy and protocol relating to volunteers
- ✓ A choice of work based on abilities and skills

What Streetlife can/might expect from a Volunteer

- ✓ To follow the organisation's policies and procedures
- ✓ To be reliable and meet mutually agreed time commitments, or give notice if this is not possible
- ✓ To maintain professional boundaries at all times
- ✓ The keep within Streetlife aims, objectives and values
- ✓ To respect and maintain confidentiality (See confidentiality agreement)
- ✓ A willingness to learn and undergo mandatory and voluntary training
- ✓ To take an active part in, and accept Supervision and Guidance

Volunteer

Name _____ Signed: _____

Date: ____/____/____

Representative of Streetlife

Name _____ Signed: _____

Date: ____/____/____

Streetlife's Workers Code of Conduct

Introduction

Streetlife has adopted a range of policy statements about the standards of conduct it expects from its workers. These include:

- Health & Safety Policy
- Disciplinary Procedure
- Confidentiality Policy

Copies of these are available at the base 48 Buchanan Street FY1 3LQ

This code has the purpose to draw out the main implications of these policies as they affect the professional activities of Workers. It is not exhaustive and additional guidance is available in the induction process, in the policy statements, through line managers and through the process of professional development.

General Responsibilities of Streetlife Workers

Each Worker shall act, all the times, in such a manner as to justify public trust and confidence to uphold and enhance the good standing and reputation of the Streetlife, to uphold and enhance the good standing and reputation of Streetlife, to serve the interests of society, and above all to safeguard the interests of individual young people.

It is not possible to provide rules which cover every possible situation but the guidance included in this code is intended to give workers a clear indication of the standards of conduct expected.

Specific Responsibilities of Streetlife Workers

Each worker is accountable for his or her practice and, in the exercise of responsibility shall:

1. a) Act in such a way which promotes safeguarding the well-being and interests of young people and colleagues.
- b) Take all reasonable steps to ensure that relationships with young people and colleagues are such that there can be no suggestion of impropriety whether by word or action.
2. Take all reasonable steps to ensure that no action or omission on their part or within the sphere of influence is detrimental to the condition or safety of young people.
3. Take opportunities to maintain and improve professional knowledge and competence.
4. Acknowledge any limitations of competence and refuse in such cases to accept delegates functions without first having received instruction in regard to those functions and having been assessed as competent.
5. Work in a collaborative and co-operative manner with other professionals and recognise and respect their particular contributions within the team.
6. Take into consideration the customs, values and spiritual beliefs of young people.
7. Do not discriminate, harass or be guilty of discriminatory or offensive remarks by

reference to the race, nationality, colour ethnic origin, disability, gender or sexual orientation of others including in particular young people of colleagues. Challenge racism/sexism when it is observed.

8. Ensure that all money or property with which they are entrusted is accounted for within the conditions and guidelines laid down by the funders and/or the Management Committee.
9. Respect confidential information obtained in the course of professional practice and refrain from disclosing such information without the consent of the young person, or a person entitled to act on their behalf, except where disclosure is required by law or the order of a court or is necessary in the public interest.
10. Have regard to the environment of care and its physical, psychological and social effects on young people and also to the adequacy of resources, and make known to appropriate individuals or authorities any circumstances which could place young people in jeopardy or which militate against safe standards of practice.
11. Have regard to the workload of and the pressures on professional colleagues and subordinates and take appropriate action if these are seen to be such as to constitute abuse of the individual worker and/or to jeopardise safe standards practice.
12. In the context of an individual's own knowledge, experience and sphere of authority, assist peers and subordinates to develop and increase their professional competence in accordance with their needs.
13. Develop a friendly relationship between youth worker and young person (albeit with clear boundaries) which is based on mutual interest and recognition of the role that each worker plays in the learning process is desirable.
14. It is, however, an abuse of that professional relationship for a youth worker:
 - a) To enter into an improper relationship with a young (including socialising with young people).
 - b) To show favour towards a young person.
 - c) To act in a threatening or aggressive manner or to use foul, abusive or profane language.
 - d) To endeavour to exert an undue influence with regard to personal attitudes, opinions or behaviour which is in no way connected to the work of the organisation.
15. Workers who engage in illegal activity (either on or off duty) are compromising their professionalism and will be subject to disciplinary procedures.

Whilst this code is for the guidance of all works (paid and unpaid), wilful disregard of any part of it could lead to action under the approved disciplinary procedures.

Name _____ Signed: _____

Date: ____/____/____