

Leisure Direct

North Herts District Council,
Council Offices, Gernon Road, Letchworth, Herts SG6 3JF
Telephone: (01462) 474592 Fax: (01462) 474500



Registered Charity No. 1050948

VOLUNTEER APPLICATION

Thank you for your interest in becoming a volunteer for Leisure Direct. Leisure Direct is a charity that arranges activities for adults with a learning disability and or mental health issues. We value the help our volunteers give – help such as being responsible for a small group during an activity, offering an activity, admin work and fund raising including grant applications.

Attached is an application and monitoring form and a copy of the volunteer code of conduct.

Please return your completed forms to the address at the top. We will contact you on receipt to arrange an appointment for us to meet.

CRIMINAL RECORDS INFORMATION

The following information is given to you in accordance with the Police Act 1997 and the requirements of the Criminal Records Bureau.

As Leisure Direct meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, if you are offered a volunteering role, you will be subject to a criminal record check 'Disclosure' from the Criminal Records Bureau before the role is agreed. This will be an Enhanced Disclosure.

The **Enhanced Disclosure** contains details and dates of both spent and unspent convictions, as well as cautions, reprimands and final warnings held on the Police National Computer. The Enhanced Disclosure also contains non-conviction information from local police records if it is thought to be relevant to the position being applied for.

Further information on disclosure is available from www.disclosure.gov.uk. In addition, there is a Government Code of Practice available on the disclosure of Criminal Records. If you wish to see a copy, please call me on the above contact number.

At your interview you will be required to disclose any criminal record you have. Please note that Leisure Direct welcomes employees and volunteers with a variety of backgrounds. Criminal records will be reviewed and only taken into account for recruitment purposes where the conviction is considered relevant. A criminal record will not necessarily be a bar to obtaining a volunteer role with us.

If you have a disability and would like the opportunity to discuss the role, or if you require an application pack with bigger typeface, or have any other suggestions as to how we may assist you in your application, please do not hesitate to contact us.

We look forward to hearing from you – Shirley Faichen & Claire Smith

LEISURE DIRECT
Charity Number 1050948

VOLUNTEER CODE OF CONDUCT

1. To be aware of the Safety of Members

- Ensure that members are advised to wear appropriate dress and have appropriate protection against the elements (e.g a coat if it is cold and suncream if it is hot).
- Ensure that members have brought and take any medication that they may need.
- Enforce any legal necessities (for example seat belts on coaches)

2. To oversee a small group of members on activity

- Making sure that you know where each member is at any one time.
- Ensure that each member understands what s/he should be doing and clarifying any instructions.
- Make the enjoyment of the activity by members a priority, rather than personal enjoyment.
- Make sure that members know who other members in the group are

3. To assist group leader ensuring the safety of clients at all times

- Pass on all instructions given by the group leader, and enforce them or clarify them to members if necessary.
- Comply with all personal instructions given to you as a volunteer.

4. To bring safety hazards to the attention of the group leader

- Inform the group leader if any members are refusing to heed advice
- Highlight any potential risks that the leader may not be aware of, or may not have considered.
- Ensure that the relationships between clients do not create hazards.

5. To ensure everyone is treated equally

- To ensure that all members and volunteers comply with their code of conduct.
- Do not make assumptions about the individual abilities of any member
- Do not make any assumptions based on a members race, colour, age, gender or disability.

6. To enjoy their role

- Ask Leisure Direct if it can help with training (this may not always be possible)
- Do not be out of pocket whilst volunteering, please claim reasonable travel expenses.
- Use the opportunities that we provide to develop their own skill base.

7. Criminal Act

- If at any period of time during which a person is a registered volunteer with Leisure Direct they are found guilty of a criminal act, they are to disclose this to the recruitment manager.

PRIVATE AND CONFIDENTIAL

LEISURE DIRECT
VOLUNTEER APPLICATION FORM

NAME-----

ADDRESS-----

-----Email: -----

Telephone/mobile number-----

What appeals to you about becoming a volunteer with Leisure Direct?

Would you like to: Help on Activities Offer an Activity*
Please tick all boxes that apply
 Help with Admin Help Fund Raise

*If you would like to offer an activity, please state your area of expertise

What experience or skills might you have to offer ?

How much time could you commit on a regular basis?-----

Any particular days/times?-----

Do you hold a current driving licence?-----

Do you have use of a car?-----

Do you currently have any disabilities or health problems?-----

REFERENCES

Please give the names, addresses and telephone numbers of two people (not relatives) whom we may contact for a reference.

1. From: An employer, employee, voluntary organisation, social worker

2. This may be a friend

Relationship: -----

Relationship: -----

How long have you known this person? -----

How long have you known this person? ----

CRIMINAL RECORD CHECK

The Rehabilitation of Offenders Act allows Leisure Direct to ask about the criminal background of people applying for a volunteer role, because the work is with people with a learning disability. It is a condition of your volunteering with us that you agree to us seeking a criminal record check from the CRB.

Please list below details of spent and unspent convictions, cautions, reprimands and final warnings and any other police enquiries and pending prosecutions. If you have nothing to declare, please write "Nothing to Disclose".

| DATE | PLACE | OFFENCE | SENTENCE |
|------|-------|---------|----------|
| | | | |

I CONFIRM THAT THE INFORMATION IS CORRECT AND THAT I AM OVER 18 YEARS OF AGE.

Signed----- Date-----

Please return this form in an envelope marked Private and Confidential to:
Shirley Faichen,
NHDC Offices,
Gernon Road,
Letchworth, Herts, SG6 3JF
01462 474592

NAME:

Leisure Direct

MONITORING - VOLUNTEERS

Leisure Direct is required to gather the following information from volunteers for our funders. All the information that we give is in the form of statistics, we do not use names; your information will be kept confidential within Leisure Direct.

This form requests some information from you that it is essential for you to complete. Other questions, marked with an asterisk *, are optional. We appreciate your co-operation in completing this form.

GENDER Are you:- Male Female

ETHNICITY

Please tick just one box that you think most applies to you:

- White*
- British**
- Irish**
- Italian**
- Polish**
- Any other white background**
- Mixed
- White & Black Caribbean**
- White & Black African**
- White & Asian**
- Any other mixed Background**
- Asian or Asian British
- Indian**
- Pakistani**
- Bangladeshi**
- Any other Asian background**
- Black or Black British
- Caribbean**
- African**
- Any other Black background**
- Chinese or other Ethnic Group
- Chinese**
- Other Ethnic Group**
- Gypsy or Traveller

DISABILITY

Do you consider yourself to be a disabled person?

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.

YES

NO

AGE

Date of birth:-

Or alternatively, the following age band

18 – 64
65 +

**RELIGION/BELIEF*

What is your religious belief?

Buddhist Muslim Sikh
Christian Hindu Jewish
No religion

Other religious beliefs please specify:-