

Volunteer Application & Handbook

Trinity Youth and Children’s Project

Thank you for expressing an interest in volunteering Trinity Youth and Children’s Project (TYCP).

This booklet aims to provide you with the opportunity to tell us a bit about yourself and what volunteer roles you would be interested in undertaking.

All the information you provide is strictly confidential in line with GDPR (2018)

**Full Name:**

**Position Applied for:**

**Date of Application:**

**Start Date:**

**End Date:**

Personal Details

Full Name: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Male  Female  Specify below Prefer not to say 

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Please specify your pronouns below:

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

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Date of Birth: \_\_\_ /\_\_\_\_ /\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please note this email will be added to our mailing list)*

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have an Enhanced DBS? Yes  No 

In order to work directly with children, young people and vulnerable adults you will need an Enhanced DBS (see page final for more details)

Tell us about yourself

We want to find out more about you. For example, what you’re studying, any special skills? Your interests and aspirations?

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Our Volunteer Roles

Youth Sessions

TYCP opens several times a week, offering 6 sessions for various ages in the format of open access Community Provision. We offer a wide range of play and leisure opportunities with trained and qualified Play, Youth and Community Workers. We also have specialised Project Workers who offer the opportunity to have a go and develop skills such as DJ’ing, Dancing, Theatre and Arts and Football. As a volunteer your roles would include the general setting up, running of and closing of sessions. You will be expected to interact with and support staff and other volunteers.

Our sessions aim to provide support to young people and their families to offer them the opportunity to take part in activities and trips they may otherwise not have access to. Whilst promoting social development and inclusion for attendees.

**Sessions are as follows:**

Messy Mondays - 15:30 to 16:30 – for ages 5 to 9

Let’s Cook Wednesday – 15:30 to 16:30 – for ages 5 to 9 and parents

Kool Kids Thursday - 15:30 to 16:30 – for ages 5 to 9

Wednesday Youth – 17:00 to 18:30 – for ages 10+

Thursday Youth – 17:00 to 18:30 – for ages 10+

Community Café Tuesday – 10:00 to 11:30 – for ages 18+

**Volunteers are expected to arrive 30 minutes before to help set up and spend 30 minutes after session closing down.**

Trips and Residentials

We aim to offer all young people to opportunity to attend trips and residentials irrelevant of socioeconomic background. Each year we aim to multiple day trips such as to the local theme park, the coast and other exciting venues. We run these trips at a subsidised fee to make these accessible to all young people. This would not be possible without the help of our fantastic volunteers; by their giving of time.

Community Café

Our Community Café operates once a week and offers the local Community a safe place to meet. Services include “pay as you feel” café and food and supplies stall, and a variety of information, advice and guidance services. The café regularly has attendance by other groups and professionals to support the aims of the project and the needs of its attendees. Volunteers on this project would be mostly helping with the practical running of the kitchen and stall. However, once experienced they could become more involved in the Community engagement aspect. We would especially welcome anyone with specific skills and experience that could be beneficial to the project. Please feel free to discuss things further.

Office Work

The work carried out within the office is vital. It ensures that sessions and projects can run smoothly. Volunteering within the office would provide you with the opportunity to get involved in and gain skills in a range of different tasks such as: marketing, managing our social media sites, filing, creating documents, collating evidence and data which helps us to create reports for the funders who have provides us with grants to run TYCP.

Events

TYCP runs several open day events throughout the year such as end of summer and Christmas. This ensures that we can stay connected and continue to provide valuable services for young people and the community. As a volunteer your role would include working as a team to plan, organise and deliver events as well as researching ideas and event opportunities within the area.

Emergency Information.

Do you have any allergies, medical condition or disability? Please note, we request this information in order to support your needs.

Are you currently taking any medication?

(If you disclose any medication, allergies or medial conditions you may need to be considered for a Care Plan)

Do you give consent for our team to contact you to produce a care or support plan?

Yes No 

Emergency Contact Details.

**Contact 1.**

Name:

Relationship:

Address:

Phone Number:

**Contact 2.**

Name:

Relationship:

Address:

Phone Number:

Why do you want to volunteer with us?

In a few sentences tell us why you want to volunteer at TYCP.

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Volunteering Aims.

At TYCP we value our volunteers and want to make sure that you make the most out of your time volunteering with us. We ask you to think of three aims you would like to achieve while volunteering at TYCP so we can work together to make sure your time with us is beneficial and rewarding experience.

**My Aims.**

1.

2.

3.

References

Please provide us with at least two references contactable by email. (These need to be reefers you have had professional / academic relations with within the past 5 years)

(Examples of referees – College / University Tutors, Employers (past or present), Previous Volunteering Manger).

Reference one:

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Two:

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Three:

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please note, references will be contacted via email and a copy of the reference will be kept in your volunteer file)*

DBS Consent

Do you give consent for your DBS details to be held on file?

(We keep a log of the details below, we do not keep a copy of your certificate, if your DBS is done through us then the details will be kept on our online DBS system)

Yes  No  (if yes, please copy certificate details below)

Name on certificate:

Certificate Number:

Issue date:

Position applied for:

Type of certificate:

Photo Consent

Do you give consent for the use of your photograph & media being used by TYCP and in the public domain such as Newspapers, social media & Website for fundraising and awareness? We may also share our photographs and media with other partners and funders.

Yes  No 

Volunteering Interests / Availability (tick all that apply)

**Children Sessions.**

Monday  Wednesday  Thursday 

**Youth Sessions**

Wednesday  Thursday 

**Other;** (if you select any from other, please express availability below)

Office Admin  Events  Office Website  Café 

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Volunteer Traffic Light Progression

In order to help our volunteer’s progress and take on new responsibilities at a comfortable level, TYCP uses a traffic light progression system.

Your ID badge will correspond to your current progress stage.

All volunteers will begin their role as a Red Badge once they have completed their taster session.

Red Badge

Red badge volunteers are to be supervised by youth workers when in the presence of young people and community sparks participants and will shadow Youth Leaders and Community Workers in order to gain more understanding about the sessions and their role within them.

In order to progress, red badge volunteers need to have completed the induction process and ensured all their paperwork has been completed. This includes references, policies and procedures read and signed off and have completed a DBS check. Once the paperwork has been completed and the Volunteer Coordinator/Youth Manager feel the volunteer has gained enough experience within their role, they will move up to an Amber Badge.

Amber Badge

Amber badge volunteers have completed their paperwork and induction process and have the confidence to lead activities whilst under supervision of Youth Workers and Community Workers. Amber badge volunteers will not be left alone in an area with young people or community sparks participants without a green badge volunteer or a youth/community worker present. Amber badge volunteers will be expected to have a high level of knowledge when it comes to the session set up/close down and should be able to proceed without instruction during these periods. In order to begin their progression to a green badge, volunteers will need to have read and signed the care plans relevant to their sessions, shown a confidence in leading sessions and engaging with challenging behaviour amongst the participants and had a progression meeting with the volunteer coordinator.

Green Badge

At the Green Badge stage, volunteers will be able to work with young people and participants without supervision and may be expected to temporarily supervise an area in the place of a youth/community worker. Green Badge volunteers will be expected to have a high level of confidence and be able to take a lead in dealing with challenging behaviour. As well as being able to lead other volunteers/young volunteers in the same area. This will be assed by senior youth/community workers during session and volunteers will be expected to meet with the volunteer coordinator in order to ensure the volunteer is prepared to take on the new responsibilities. At the green badge level, further training and opportunities within TYCP can be discussed.

Volunteer Agreement

As our work at TYCP revolves around building positive relationships with young people, we ask that volunteers can commit to a minimum of **60 hours volunteering.** This is to ensure that both young people and volunteers feel that TYCP is a stable and secure place for relationship building.

Due to the nature of the role, it is vital to let us know if you cannot attend any sessions. This can be done via telephone, email, or Facebook. Failure to contact TYCP in an absence can result in your volunteer contract been withdrawn.

We have volunteer holiday calendars for you to notify us in advance of scheduled volunteering holidays.

You are reliable for signing in when you volunteer, only the hours on the volunteer timesheets will be logged as hours attended.

As part of the volunteering process, we require a list of specific paperwork to be complete.

* An Enhanced DBS check dated within the past 3 years\* - TYCP will help provide a DBS at no cost
* Two email references
* Completion of online E-learning Safeguarding Course, you need to create an account and then complete the course. A copy of certificate to be emailed or brought into TYCP using the website - **https://safeguardingtraining.cofeportal.org/**
* A picture for your ID

If you agree to fulfil the contact stated above by completing at least 60 hours and completing the agreed paperwork, then please sign and date below.

Signed.

Date.

Agreed start date (taster session).

Agreed Volunteering Day(s).

Signed (Staff).