



**Parishes of St Anne &
St Elizabeth
Working as a Volunteer with
young people**

**Information &
Resource Pack**



Parishes of St Anne's and St Elizabeth's Youth Ministry

Under the auspices of Douai Abbey Parishes' Trust

Our Vision:

*Taking the Good News of God's love to our young people,
helping them experience God's love,
enriching their role in our Communities
and ensuring they are valued.*

Could you give time as a Volunteer?

Some of the things to think about

- Do think about what you want to do with us and why you want to do it.
- Don't become a volunteer until you know what is expected of you.
- Do ask us questions - we won't remember to tell you everything so please remember to ask about things which interest you or of which you are not sure.
- Don't over commit yourself – it's O.K. to say no!
- Do expect to be a valuable and valued team member.
- Don't leave a voluntary post because you are fed up - talk to someone about it first.
- Do be clear about appropriate behaviour and policies, so necessary in a youth work environment.
- Do expect to have a challenging, rewarding and enjoyable time with us.

Contact Details

The Youth Minister, St Anne's Priory, 23 Prescott Road, Ormskirk, Lancashire, L39 4TG

01695572168 or 07748621533

Email: mpyouthminister8@googlemail.com or

Parish Office: paxorm@btconnect.com

Visit our web site <http://www.st-annes-ormskirk.org.uk/groups/amplify.html>

Volunteer Application Form

The information provided on this form will be kept confidential and used to assist us in our selection process. However, details of successful candidates will be stored securely both in a paper based and electronic system, to be used for registration and contact purposes.

We are working towards equality of opportunity.

Douai Abbey Parishes' Trust operates a Child Protection Policy and Child Safe code to safeguard the welfare of all young people by taking all reasonable steps to protect them from physical, sexual and emotional harm. Because of this we ask all those who wish to work with young people to fill in this form and supply details of referees as requested below.

Type of role being applied for:

.....

.....

Name:

Any surname(s) previously known by:.....

Address:

.....

.....

Postcode:

How many years at this address?

If less than 5 years please give details of previous address(es), with From & To dates, to cover the last 5 uninterrupted years:

.....

.....

.....

.....

Telephone No: National Insurance No:

Date of Birth: Place of Birth:.....

Nationality:

Please give details of educational background/qualifications achieved/studies undertaken, especially where this may assist you in your voluntary

work:

...

.....

.....

.....

Please give details of any voluntary work experience and/or paid employment that you have undertaken which may assist you in your voluntary work:

.....

.....

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.....

As part of the selection process, we take up references. Please give the names and addresses of two referees (who are not relatives):

Referee One:

Name:

Address:

.....

..... Post Code:

Telephone number:

In what capacity do they know you? :

Referee Two:

Name:

Address:

.....

..... Post Code:

Telephone number:

In what capacity do they know you? :

The work which our volunteers undertake is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All convictions, however old, must be declared. All information given will be treated in the strictest confidence and will not be used to discriminate against you unfairly.

Have you ever been convicted of a criminal offence/ the subject of a Caution or of a Bound Over Order?

YES NO

If yes, please state below the nature and date(s) of the offence(s):

.....

.....

I certify that the information given is correct:

Signed **Dated:**

Please print name

Please note that our process involves checks with Police Criminal Records - via the Criminal Records Bureau. By signing this form you give permission for us to contact your referees and permission to undertake a Disclosure check through the Criminal Records Bureau.

For office use only:

Recommendation YM	Interview Date
Financial Impact ?	References
Resources Required?	Outcome
Date to Chair	Notified
	CRB

**Parishes of St Anne
&
St Elizabeth
Youth Ministry**

CONFIDENTIAL Volunteer Reference Form

From: Grant Murdoch
Chair of St Anne's & St Elizabeth's Parishes
Youth Ministry Management Committee
St Anne's Priory, 23 Prescott Road
Ormskirk
L39 4TG

To:

Dated:

Dear

..... has applied to be a volunteer with our Youth Ministry Team and has given us your name as a referee, in accordance with our Child Protection Policy. If you are happy to complete this reference, all the information contained on the form will remain confidential. We would appreciate you being extremely candid in your evaluation of this person.

1. How long have you known this person?

2. In what capacity?

3. What qualities does this person have which would make them a suitable volunteer?

.....
.....

4. How would you describe her/his personality?

.....

5. Please comment on this person's experience which may assist in supporting children and young people.

.....

.....
.....

Please comment on this person's suitability to work as a volunteer with youth groups.

.....
.....

Please continue on a separate sheet if necessary.

Do you have any reason at all to be concerned about this person being in contact with children or young people? (please tick):

YES

NO

If you have answered "Yes", or if for any reason we feel we need to, we will contact you in confidence.

Signed Dated:

Please print name:

Telephone No:

Thank you for your time.

VOLUNTEER ROLE (example)

Job Title: Assistant Young People's Worker

Parish/ Establishment/Team: St Anne's and Elizabeth's Amplify Youth Ministry

Designated Line Manager:

Tel. No:

CORE VALUES AND JOB PURPOSE:

The St Anne's and St Elisabeth's Amplify Youth Ministry Team believe in:

*Taking the Good News of God's love to our young people,
helping them experience God's love,
enriching their role in our Communities
and ensuring they are valued.*

We value

The Youth Ministry team value the following :	So that:
Respect	In working with young people they feel valued
Learning	Both young people and adults can grow and develop their potential
Involvement	Through actively taking part in planning and evaluating plans, young people will build friendships, develop self awareness and appreciate the needs of others
Partnership	Adults and young people can learn about and from each other through working together towards common goals
Positive Contribution	Young people have the opportunity to make a positive contribution to the local community
Empowerment	Increasing levels of responsibility can be developed, leading to a genuine sense of ownership of decisions and consequences
Listening	Young people's ideas and their needs are identified and supported and appropriate assistance offered

Job Purpose:

To assist the Youth Minister to deliver a programme of work with young people which supports young people's involvement in and contribution to the parish communities.

CORE TASKS OF VOLUNTEER ROLE:

- To befriend, support, listen to, and empower young people.
- To work under the policies of Douai Abbey Parishes' Trust and develop understanding about the work.
- To assist in the programme of the Parishes' Youth Ministry.
- To work with individuals and groups.

- To accept young people where they are at and to challenge inappropriate behaviour where necessary.

Other (include special requirements)

1. Commitment to Equality & Diversity. 2. Commitment to Health & Safety.
3. Commitment to Safeguarding Children.

YOUR UNIQUE ROLE

Assist the Youth Minister by:

Working with young people on a number of projects

Building positive relationships with young people

Acting as a positive role model to young people

Encouraging young people to display appropriate behaviour within different situations

Helping to involve young people in planning programmes and being involved in Parish life

Contributing to the development of a comprehensive youth programme

Working as a positive member of the team

Publicising and promoting the youth programme within the parishes

Undertaking training relevant to the volunteering role

Attending supervision sessions with the Youth Minister

Ensuring all youth ministry work is based on equal opportunity, child protection and health and safety procedures

Adhering to the requirements as outlined in the Volunteer Pack

YOUR REGULAR HOURS WILL BE:

Prepared by:

Date:

Volunteer Agreement

This agreement is intended to indicate the seriousness with which The Douai Abbey Parishes' Trust treats its volunteers. We wish to show that we appreciate the time and skills you bring, and to show our commitment to do the best we can to make your volunteering experience a productive and rewarding one. This agreement is not intended to and does not imply a contractual arrangement.

Douai Abbey Parishes' Trust, agree to provide a volunteer:

Placement for

Beginning on

We will:

- Give you the information, training and assistance for you to be able to undertake your role.
- Provide adequate training, support, and supervision.
- Respect your skills and commitment to the role, and try to meet your needs.
- Listen to your views and to the ideas that you bring to the role.
- Ensure that you are working in a safe environment.
- Reimburse you for agreed expenses.
- Respect your contribution to achieving the goals and mission of Douai Abbey Parishes' Trust.

We expect that you will:

- Agree to perform the role to the best of your ability, and ask for help and support if there are any problems.
- Be reliable, and inform your Supervisor if you cannot turn up to/carry out your commitment.
- Adhere to the policies and procedures of Douai Abbey Parishes' Trust, including Health and Safety, Confidentiality, and Child Protection.
- Respect the rights of others.
- Discuss anything with which you are not happy with your Supervisor, or with a member of the Youth Ministry Management Committee.

Signed: Volunteer

Signed: On behalf of Douai Abbey Parishes' Trust

Dated:

An Introduction to Policies and Procedures

Douai Abbey Parishes' Trust respects and values volunteers, the skills they bring with them and time they give. Whether people volunteer because they wish to put something back into the community, or because they wish to gain experience of youth work, they make a valuable contribution to the overall work of the parishes.

The details below outline our approach and commitment to volunteers, by defining the relationship between Douai Abbey Parishes' Trust and volunteers, clarifying expectations and responsibilities it is anticipated that the most will be made of the opportunities on both sides.

Engagement as a volunteer does not establish a legal contract or employment relationship.

Recruitment and Selection

When seeking to be a Volunteer within the Youth Ministry Team, the potential volunteer will meet with the Youth Minister to discuss interests and to match skills to an appropriate role (this may involve spending a session within the on-going group of young people).

An Application Form is completed and the potential volunteer invited to an interview with two members of the Youth Ministry Management Committee, to further explore interests, skills and the youth group's needs. References will be taken up and candidates going forward will complete the process for Criminal Records Bureau enhanced clearance.

The Youth Minister will introduce new volunteers to their roles and oversee, supervise and assist as required. After three months, a new volunteer meets with the Youth Minister to discuss their role and a decision is made whether to make it an on-going position.

Volunteer tasks

We anticipate there will be many and varied volunteering opportunities available in the Youth Ministry programme, such as supporting young people with disabilities, teaching technical skills on drama productions, ensuring safety within the premises used by the youth groups, seeing to refreshments etc. If, after a settling in period, you feel you are initially in a role that doesn't meet your needs or match your skills, you may discuss a move with the Youth Minister.

You will not be expected to undertake exactly the same role as the paid Youth Minister, rather you will complement the team in your specific role and with your particular skills.

Supervision and Support

You will be supported by and within the team you are working with and will also receive formal support and supervision by a named supervisor. You will also be informed of someone who can talk to you informally, if you don't feel you can raise an issue with your supervisor. This will normally be a member of the Youth Ministry Management Committee. A series of required Development sessions will be arranged each year and you would be expected to attend these and termly staff team planning meetings.

Insurance

Once working with young people, you are covered by Douai Abbey Parishes' Trust Employer Liability and Public Liability Insurance. Your belongings are not covered and we advise that you take out adequate insurance against theft /damage.

Health and Safety

Volunteers are included under our Health and Safety Policy (Policy available from your supervisor). Health and Safety is crucial to our work, as we are responsible for young people and those who work with them. Everyone has a duty towards Health and Safety, including

volunteers. Ask your Supervisor how to risk assess and always ensure you follow agreed policies. If you are not sure - ask.

Grievance and Disciplinary procedures

You can request a copy of the Douai Abbeys Parishes' Trust Grievance and Disciplinary Procedures from the Youth Minister.

Confidentiality

This is very important in your role. Ask your Youth Minister/supervisor for the Parishes procedures.

However here are some basic rules:

- Do not relay anything of a confidential nature said by one young person to another young person but always consult your Supervisor, who will support you in deciding what you should do in that situation.
- Do not repeat anything personal, sensitive or confidential or name individuals outside of the context of your volunteering placement.
- Do not hesitate if you ever feel the need to discuss an issue of a confidential nature as a matter of urgency. The Youth Minister and/or Committee Member(s) will understand if you need to contact them quickly. If in doubt - don't wait.

Child Protection and Safeguarding

This is a very important part of our work, and you will be talked through our child protection and safeguarding procedures in your induction.

Information and advice and work with individuals

In the course of working with young people we will make our best efforts to ensure young people receive information and or advice which is of high quality and given by people who are trained to do so and in the event that we cannot provide this we will sign post young people to recognised sources of help and assistance. This will be covered during induction.

Decision making

You will be invited to contribute to the Youth Ministry decision making systems, whether that is in team meetings or during evaluating sessions.

Expenses

You will be reimbursed for necessary/essential expenses, as agreed within and appropriate to your volunteering role. Agreement must be gained prior to any expenses being incurred.

Induction and training

You will be Inducted into the Douai Abbey Parishes' Trust Policies and Procedures and advised of the requirements of Youth Ministry Team by the Youth Minister/Supervisor, who will also discuss any training and development which may be of interest/to which you may be entitled.

External complaints

This process ensures that feedback and or complaints are dealt with fairly and systematically so that we can improve what we do and be accountable for what we deliver.

Volunteer Appointment Flow Chart

Potential Volunteer approaches Youth Minister (YM).

YM briefs re. possible duties, vision, mutual expectations.

YM collects applicant's details via Application Form & ensures CRB process underway.

YM discusses application with applicant, advises of interview with 2 Committee members (once introductory sessions with YM concluded). YM completes "Office Use" section of form.

YM passes completed form to Committee Chair.

Chair arranges Interview to complete recruitment process.
Chair ensures References sent for.

Interview with 2 Committee members.

Outcome advised verbally to Youth Minister and applicant.

Confirmation letter (2 copies) or regrets letter (raised by Chair, signed by Parish Priest) follows within 4 working days.

Appointed Volunteer signs and returns one copy of letter to Chair.

Chair monitors progress of clearance.
Induction by Youth Minister.
Supervision by Youth Minister.

Chair sends Application Form, Appointment Letter, References, CRB notification to Parish Secretary for personal file.

St Anne's & St Elizabeth's Parishes
 Working with Young People
 Recruitment & Selection of Volunteers - Responsibilities

Youth Minister (YM)	<ul style="list-style-type: none"> - Promotes availability of vacancies - Briefs potential volunteer - Receives completed Application Form from applicant - Initially assesses suitability, records on Application Form - Records on Application Form any financial impact and if resources required for potential volunteer - Forwards completed Form to Chair of Management Committee - Arranges introductory sessions with Applicant - Ensures CRB process underway
Chair of Committee	<ul style="list-style-type: none"> - Reviews Application & YM's assessment - Arranges interview date with 2nd member of Committee - Sends for references/monitors receipt & content - Sends invitation to applicant/chairs interview/records outcome - Advises PP & sends letter to applicant (within 4 working days of interview) according to outcome - Monitors receipt of clearance/advises PP & YM
Committee Members	<ul style="list-style-type: none"> - Interview applicants, as required
Parish Priest (PP)	<ul style="list-style-type: none"> - confirms appointments of volunteers with Chair of Committee - periodically reviews/signs off list of volunteers, provided by Chair, showing clearance status
Parish Secretary	<ul style="list-style-type: none"> - raises personal file to hold: individual Application Form letter of Appointment References requested References received notification of CRB
Parish CRB Representative Jenny Baxter/Audrey Conlon	<ul style="list-style-type: none"> - initiates CRB process with appointed Volunteers