

Volunteer Specifications

Supported Learning Volunteer	
Location:	Adult and Community Learning Centre or external venue (to be agreed)
Time:	To be arranged
Duties:	<p>To assist in the care and educational support of learners with learning difficulties and physical disabilities who are enrolled within an adult learning course providing an effective programme of further education for adults who need additional support.</p> <p>Volunteers may work with individuals or groups of people. Volunteers directly help the learner to understand the content of the lesson in a supportive way, which allows the learner to gain maximum learning possible from each lesson. Volunteers will help to ensure that learners individual needs are being met.</p> <p>A DBS check will be a requirement of this role</p>
Skills and Experience:	<ul style="list-style-type: none"> • Ability to assist in the preparation of the teaching environment and equipment under the guidance of the tutor. • Ability to maintain a positive awareness of the health and safety requirements in the classroom and raise any issues in this respect to the tutor. • Willingness to maintain a professional relationship with the learner. • Good interpersonal and communication skills. • Ability to work as part of a team with a flexible and co-operative working style.

Supported Learning Volunteer	
	<ul style="list-style-type: none"> • Ability to adapt to different working environments and learners with different learning abilities or disabilities. • To perform the volunteering role reliably to the best of my ability, and to give prior notice whenever attendance will not be possible. • Consult the tutor or Learner Service Co-ordinator Candice Fanning <ul style="list-style-type: none"> - if in need of help and guidance. • To follow Medway Council's rules and procedures, including health and safety, equal opportunities and confidentiality. • To contribute to records and documentation stating the support given to individual learners.
Training Required:	<p>Volunteers will work under the guidance of the tutors. Volunteers will be expected to undertake safeguarding and prevent training.</p> <p>There is no specific training as a requirement of this role. Training will be offered throughout the year.</p> <p>Guidelines for Volunteers Working with Learners with Learning Difficulties and/or Disabilities will be provided upon appointment.</p> <p>Induction will be conducted by the Learner Service Co-ordinator, Candice Fanning and/or the class tutor.</p>
Support and Guidance:	This will normally be the tutor and/or the Learner Service Co-ordinator for any advice or guidance that you may require.
Review Date:	A review of the post will occur at 6 weeks and at 3 months. At this time, either side can stop the placement.
Additional Information:	The role is to enable the learner to be independent within their learning process, not to be undertaking/completing

Supported Learning Volunteer	
	<p>the work for the learner.</p> <p>Completed expression of interest forms should be sent to:</p> <p style="text-align: center;">Candice Fanning Medway Adult Education Rochester Centre, Eastgate, Rochester, ME1 1EW</p> <p>Should you need help or support in completing the application form or have any queries about the role please contact Candice on <u>01634 338475</u></p>

This agreement may be cancelled immediately, at any time, if the volunteer needs to take up paid work. The agreement may also be cancelled for other reasons at the discretion of either party, with one week's notice.

Volunteers will maintain high standards of professional behaviour at all times including upholding "confidentiality of information and data protection."

Volunteer's Signature:..... Date

Volunteer's Name:.....

Learner Service Co-ordinator Signature:..... Date

Health and Safety Statement

At the commencement of your volunteer role with Medway Adult Education please make sure you have been advised:

- Location of fire exits, extinguishers, alarm call points and fire assembly points
- Identity of local Fire Warden(s)
- Identity of Centre Co-ordinator who looks after Health and Safety locally
- Identity of local First Aider(s)
- Accident and incident reporting procedures

and that you have raised any immediate Health and Safety concerns with Candice Fanning the Learner Services Co-ordinator.

If any Health and Safety matters concern you once you have started volunteering with Medway Adult Education please inform the Learner Service Co-ordinator immediately.

Volunteer Personal Information

Title	
Surname	
First name(s)	
Address and Postcode	
Home telephone number	
Mobile number	
Date of birth	
Gender	
Ethnicity	
Disability/Difficulty	Yes <input type="checkbox"/> No X <input type="checkbox"/>
If yes please give a brief description	
Emergency Contact Details	
Title	
First name (s)	
Surname	
Relationship	
Address and Postcode	
Home telephone number	
Mobile number	
Position applied for	Volunteer LSA: <input type="checkbox"/> Volunteer Admin: <input type="checkbox"/>
DBS required	Yes <input type="checkbox"/> No: <input type="checkbox"/>
Start date	December 2015

Signed:

Date:

Expression of Interest Form for Volunteers

Medway Adult Education is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment

Please complete this form by hand using black ink.

Title:	First name:	Surname:
Address:		
Landline:		
Mobile No:		
Email:		

Qualifications:

It is desirable for all volunteers to hold Level 2 Literacy, Numeracy and IT qualifications where they are considering supporting in those areas. If you are considering volunteering in subjects other than those mentioned there would still be an expectation for you to achieve Level 2 Literacy and/or Numeracy during the first 12 months of placement. Please complete the following section. We will be unable to take your application further if this section is not completed.

Subject	Response	Name of qualification & date gained
Level 2 Literacy (GCSE Grade A – C /equivalent or above)	Yes / No	
Level 2 Numeracy (GCSE Grade A – C /equivalent or above)	Yes / No	
IT (CLAIT/ECDL Level 2 or Subject Specific Level 2 Qualifications)	Yes / No	

Previous experience of helping someone to learn:

Any other experience, skills & interests:

Why do you want to become a volunteer in Adult Education?

Details of your availability: *Please tick*

Day	Morning	Afternoon	Twilight	Evening
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

About You

a) Gender Male Female Transgender

b) Age 16 - 19 | 20 - 65 65+

c) Ethnicity

Prefer not to answer <input type="checkbox"/>	Black African <input type="checkbox"/>
Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Chinese <input type="checkbox"/>	White <input type="checkbox"/>
Eastern European <input type="checkbox"/>	<input type="checkbox"/>

Other (please indicate) _____

Do you consider yourself to have a disability? Yes No

Do you consider yourself to have a learning difficulty? Yes No

Please give details if you require any special arrangements to enable you to attend:

f) Nationality UK national EU national Other Nationality

For Office Use Only	
Date Application Form sent	
Date Application Form received back	
Interview date	

Volunteering within Medway Adult Education

Policy Statement for Medway Adult Education.

We offer a range of exciting volunteering opportunities which will enhance the work of Medway Adult Education and enrich our community.

We aim to engage volunteers from a diverse range of backgrounds, skills and experiences.

We will enable volunteers to make a useful contribution to society, develop their own skills, achieve their own goals and contribute to the goals and values of Medway Adult Education.

We will ensure that in terms of employment rights and responsibilities all volunteers will be given parity with employees.

- Volunteers will not be used to replace paid staff.
- Volunteers are not recruited as a substitute for paid staff.
- Volunteers will not be used to do the work of paid staff during an industrial dispute.

Services provided by volunteers should enhance and not replace those provided by paid staff.

We will communicate clearly with our volunteers. When more than one organisation is involved in a session it will be made clear to volunteers.

Definition

For the purpose of this document, volunteering is defined as the act of a person choosing to give time without the expectation of financial reward.

Application

Medway Adult Education will ask volunteers to complete an application form, attend an informal interview and to provide the names and address of **two** personal referees. The referees must have known the applicant for at least two years and must not be family members.

Medway Adult Education will try to place the volunteer in a role suited to their interests, experience and abilities. The volunteer will have a review after an agreed trial period of 6 weeks. This is to check that the quality of work is maintained to an acceptable standard and to ensure that the needs of the volunteer are being met.

Vetting

We aim to ensure that every adult learner is protected and kept safe from harm whilst engaging with staff or volunteers in this organisation. In order to achieve this we will

ensure our staff and volunteers are carefully selected, trained and supervised. (see Medway Adult Education Safeguarding Policy)

We will treat any applicant for a voluntary position within our organisation fairly and not discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

If the subject of the Disclosure Check is found to be on the 'Disqualified from Working with (Children/Adults) List' we will notify the Police that an attempt has been made to acquire work with adults.

Training and supervision

Volunteers will receive induction training, which will include an overview of the organisation to ensure they know its purpose, values, services and structure. Volunteers will then receive both Safeguarding training, and Prevent training. Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new volunteers.

Relevant support will be provided to volunteers on an on-going basis, including information about their role and opportunities for practising the skills needed for the task.

Disclosure & Barring Service (DBS) check

If the volunteer's role involves contact with adults at risk, a DBS check will be required. This will involve the completion of the DBS form and the provision of the forms of identity laid down by the DBS. There is no charge for DBS checks for volunteers.

Expectations of Volunteers within Medway Adult Education

- To be valued as an individual
- To be respected for their knowledge and skills
- To have support, feedback, appreciation and encouragement
- To have opportunities to contribute to improvements
- To have opportunities to discuss concerns and problems relating to their role
- Not to have their role changed without prior discussion
- To be insured
- To have clear guidelines within which to carry out their role
- A safe environment

Medway Adult Education would like its volunteers to:

Make a regular commitment to volunteering, according to the timings of their activity and support the learners fully.

Give as much notice of absence as possible
Treat staff, other volunteers and members of the public with respect
Follow advice and instructions, especially relating to health and safety
Alert the Lead Safeguarding Officer Candice Fanning of any concerns they have as soon as they arise

Insurances

Medway Council holds public and employer's liability insurance policies. The volunteer is covered by these policies whilst acting for and on behalf of Medway Council in connection with its business.

Volunteers who use their own vehicles as part of their volunteering role must have a valid driving licence, adequate car insurance and a roadworthy motor vehicle.

We recommend that volunteers advise their motor insurers that they are using their vehicles for voluntary work.

Equal opportunities

Medway Council's equal opportunities policy states that:

'No service user, employee, job applicant, partner, contractor, supplier or member of the public will be discriminated against, harassed or receive less favourable treatment on the grounds of race; ethnicity; nationality; ethnic or national origin; colour; disability; gender (including gender identity or presentation); marital status; family commitments; caring responsibilities; sexual orientation; age; HIV status; religious or political beliefs; social class; trades union activity; or irrelevant spent convictions.'

This policy applies to Medway Adult Education volunteers as well.

Health and safety

The council has a statutory responsibility, under the Health and Safety at Work Act 1974, to its volunteers, employees, and members of the public, to ensure their health, safety and welfare whilst on council premises, or when undertaking council business off-site.

Volunteers will be given instruction on health and safety matters appropriate to the role they are carrying out.

Volunteers are expected to operate in a safe manner and not to act in a way that may cause injury to themselves or others.

Code of conduct

Volunteers are expected at all times to display courtesy and integrity towards staff, members of the public and other volunteers. They should not do anything that will bring the council or its employees into disrepute.

Absence

Volunteers are asked to inform the Learner Service Co-Ordinator Candice Fanning if they will not be able to attend. It is helpful if volunteers can give as much notice as possible so that cover may be arranged. There may be occasions when volunteers wish to take a break from their volunteering role for a time and Medway Adult Education respects this.

Confidentiality and security

Any information seen during volunteering should be regarded as confidential unless advised otherwise. No information should be released to anyone outside Medway Adult Education without permission from the Learner Service Co-ordinator .

Volunteers whilst acting on behalf of Medway Council, should not disclose personal details (home address, phone number, email address etc) to members of the public; but should use their business address when an address is requested.

Medway Adult Education will fulfil its duty to safeguard the information contained within application forms, DBS forms.

The personal details of our volunteers will be held in accordance with the provisions of the Data Protection Act and will only be used for the purpose of managing the volunteers within Medway Adult Education.

Leaving Medway Adult Education

The volunteer is free to leave at any time. It would be appreciated if as much notice as possible can be given, as it will give the Learner Service Co-ordinator chance to recruit a replacement volunteer.

It would help improve our volunteering programme if volunteers would attend a leaving interview and provide feedback on their volunteering experience and the reason why they are leaving.