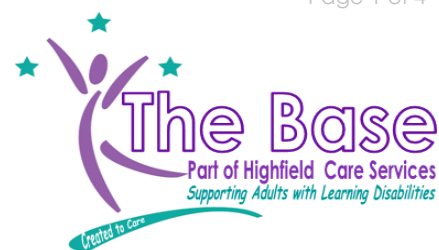


**CONFIDENTIAL**

Return to:  
The Base  
Queen Street  
Great Harwood  
Lancashire  
BB6 7AT



<b>APPLICATION FOR VOLUNTEER POST</b>
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<b>1. PERSONAL DETAILS</b>			
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First Name/s	:	Family Name	:
Have you ever been known by any other names? Please detail below			
First Name/s	:	Family Name	:
Address	:	Post Code :	
Telephone No.	:	Mobile	:
N.I. Number	:	D.O.B	: (optional)

<b>2. VOLUNTEER ROLE</b>
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Please include below what you wish to give as a volunteer – this may include days or times you can volunteer, which activities or responsibilities you wish to volunteer for, which service users you wish to work with, or in the case of a short break or holiday – please specify this.

Please also include what you hope to receive being a volunteer – what experience/s you hope to achieve, whether you are volunteering in hope of pursuing the role as a career etc.

Please note that we don't expect you to undertake any duties or tasks you are not comfortable with. That as a volunteer you have the prerogative to refuse to undertake such tasks or duties. That Highfield does not expect you to give more than you are willing to do so – if other commitments prevent you from attending trips, holidays or regular activities then this is fine – we only ask that you let the Manager know you are not able to make it in plenty of time.

### 3. VOLUNTEER AGREEMENT

Please read the following and initial the end column to show that you understand and agree to the terms of your post. Due to the necessary training care team members receive, they will be qualified to undertake tasks that you are not qualified, expected or permitted to carry out. You are agreeing to stay within the remit of a volunteer by initialling each point below.

Can Do	Can't Do	Initial
You can be told of the personal care a member of staff could be expected to do and the different methods of supporting a service user to aid your understanding of a role. You are permitted to 'finish' dressing someone – tie shoelaces, help someone fasten a jacket or coat, help put on jewellery etc.	Personal Care – you should not enter a bathroom whilst in use by a service user, be expected to help dress/undress any service users or be present when a service user is dressing/undressing.	
If comfortable, you can be left with a service user for short periods of time (whilst the other member of staff is at the bar or the toilet etc). You can be left in a room with a service user to chat or play a game etc, if another member of staff is in the building/close vicinity.	You can not be left alone for long periods of time, to escort service users on external activities alone or in the building alone (especially if the person has high care needs).	
You can shadow a member of staff during administration of medication. You can assist by getting water etc.	You cannot handle any medication or be involved with the process in any way.	
Non-confidential paperwork such as risk assessments, bullet points etc can be shown to you to aid you in your post.	You are not permitted to see any confidential information or anything irrelevant to your post. You are not permitted to share any information confidential or otherwise with anyone not connected with the company. You are not expected or permitted to complete paperwork of any kind.	
Can go to the local shops alone following staff instruction though must get a receipt for all purchase. Staff are responsible to ensure the correct change is received.	You cannot have access to the cash tins, service user allowances or be responsible for handling money. You are not expected to or responsible for completing transaction sheets	
You may be asked to assist with the daily housekeeping routine, preparing meals and/or laundry duties though within your limitation and following health and safety guidelines.	You cannot be held fully responsible for any meal preparation/house keeping/laundry or the quality of your work.	
You can be reminded in the interim of your volunteering of Highfield's confidentiality policy.	You cannot have access to personal information regarding the service users or staff.	
You can attend days out/trips/holidays out with service users and staff though will be classed as an additional body and not a member of staff. You will be given the mobile numbers of staff on any outing to use in emergencies. You can refuse to attend day's out/trips/holidays – as a volunteer that is your prerogative, however we ask if you have agreed to and then issues arise that prevent you from attending, please let us know.	You cannot be classed as a member of staff with regards to funded care hours. Figures regarding staff numbers should exclude you. You cannot be held responsible for the wellbeing of any of the service users whilst out and about.	
You can be included in social activities and events though is not to be left responsible for the service user/s. If there is any misconduct or suspected abuse with regards to a service user then the appropriate authorities will be involved.	You cannot be held responsible for the safety or welfare of a service user at any time.	
You can be told of the varying conditions of each service user, how these effect them and how best to support them – within the remit of your post.	You should not lift or support a service user to stand/sit as you have not undertaken the moving and handling training.	
You can be told of the different methods of communication and behaviours of each service user to aid your understanding of learning disabilities and to enable you to communicate with the service users appropriately.	You cannot be held responsible for any behaviour a service user shows towards you. Any actions, varying communications etc which may upset a service user or cause them to become agitated must be discussed during the interim of your post.	

#### 4. NON-VOCATIONAL ACTIVITIES

In order to gain insight into what skills, experiences and attributes you may have to offer the role, we would be grateful if you could please indicate any pursuits you undertake in your spare time (this may include hobbies, interests, voluntary work, learning not specific to the post etc). Please include why these past times interest you and how you personally benefit from participating in them.

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Please continue on a separate sheet if necessary

#### 5. REFERENCES

Please provide details of two character referees –

	Referee 1	Referee 2
Name		
Job Title		
Company Name		
Address		
Postcode		
Contact Number		

#### 6. CONFIDENTIALITY – for your security and privacy

Please be aware that **NONE** of the information you have given supporting this initial application for voluntary work will be stored electronically, nor will it be duplicated in any way.

Should your application for voluntary work be unsuccessful on this occasion and you are not called for interview, this application form, and all additional supportive documentation will be stored securely for six months then destroyed.

Consequently any future application you make to the company will once again have to be made in full.

