

Action
for ASD

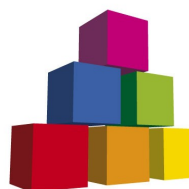
ACTION FOR AUTISTIC SPECTRUM DISORDERS

Volunteer Application Pack

Action for ASD
Autism Resource Centre
Suites 7 & 8 Kings Mill
Queen Street
Burnley
BB10 2HX



t: 01282 415 455
e: children@actionasd.org.uk
e: adults@actionasd.org.uk
w: www.actionasd.org.uk
Charity No: 1089341



Date as postmarked

Dear Applicant

RE: Volunteer enquiry

Thank you for enquiring about volunteer placements within Action for ASD. Please read through the information in this pack for further details about volunteer opportunities and the recruitment process.

If you feel you would be a suitable volunteer please complete the application form and return it to the Autism Resource Centre.

If you require any further information please contact the office, where a member of staff will be available to help you.

We look forward to hearing from you in the near future.

Yours faithfully

Action for ASD

Encs: DBS Policy Statement & Storage
Action for ASD leaflet
Children's Service Info
Adult Service Info
What is Autism leaflet
What is Asperger's Syndrome leaflet

What is expected of you in your role of volunteer

Commitment/Reliability

Action for ASD acknowledge that all our volunteers have lives beyond their volunteering role. However, we ask that where possible any promises to attend sessions are kept. If you are unable to make a session, then please telephone the named contact in advance.

Confidentiality

As a volunteer you will be asked to sign a Volunteer Agreement. Within this there is a section that covers the need for confidentiality. This states that no documents, names or other sensitive information may be disclosed outside of Action for ASD. It is essential that this rule is adhered to.

To be non-judgemental

As a volunteer you must not be seen to judge the person/s you are working with, their beliefs or their actions as this is counter-productive. If you feel that you are unable to work/support a particular person due to a 'clash' or some other reason, you should inform the named person of Action for ASD, who will try to resolve the situation.

Strong communication skill

It is necessary for you to possess excellent communication skills. Some of Action for ASD members have low or no communication skill, low confidence and lack social skills. Therefore, as a volunteer you must have the ability or desire to make conversation easy and free with the person you are working/supporting.

An awareness and commitment to personal safety

Training will be provided on this but as a volunteer you must have a basic awareness of safety. Safety of yourself, the person you are working/supporting and the safety of others around you. Always try to risk assess your actions before carrying them out e.g. what are the risks to the person I am working with, to myself, and others around us.

Positive attitude to the members

As a volunteer you must be able to see beyond the persons disability and acknowledge and focus on their abilities and what they can achieve rather than what they can't. You must always promote a positive attitude and encouragement and go about your volunteering with enthusiasm.

Punctuality

We must ask that volunteers are punctual as we need to adhere to staff to child ratios.

To adhere to Action for ASD policies and procedures at all times

It is important that volunteers stick to Action for ASD procedures, especially the Child Protection Policy. Any questions about policies and procedure please see your named supervisor.

Professionalism

Action for ASD endeavour to be portrayed as a professional organisation and expect a high level of professionalism at all times.

Pro-social modelling and appropriate behaviour

The volunteer must always exhibit appropriate behaviour in order to be a good role model for the members. Some young members particularly need to be shown what acceptable behaviour is for themselves and others therefore the volunteer is the role model for such.

Volunteer Policy and Procedures

Appointment

The appointment of a volunteer is for specific duties over a defined period of time. Volunteers will be asked to complete an enrolment form to assist the process of enrolment. DBS clearance will also be required before your volunteer placement can start.

Volunteer placements will be made by interview and discussion with the Children's or Adult's Service Manager to match the applicant's skills, talents and interests.

Where suitable placements cannot be found by the Service Manager, they will suggest and encourage other forms of involvement.

Records of the interview and discussion will be held on an interview record form completed by the Service Manager.

Duties

Before taking up a placement volunteers will be asked to sign an agreement with Action for ASD specifying a mutually agreed number of hours each week. As part of the agreement each volunteer will be asked to agree a written job description with the Service Manger. This will cover:

- job title
- hours of work
- starting and finishing dates
- place of work
- name of supervising staff
- the tasks to be undertaken

Please note that the job description may require amendments during the placement.

Expenses

Travel and lunch expenses will be reimbursed in accordance with the volunteer expense policy.

All other expenses incurred during their duties shall be reimbursed in accordance with the volunteer expense policy.

Supervision

The volunteer will be expected at all times to carry out his/her duties in accordance with Action for ASD's procedures. The volunteer will be directly accountable to a named staff member who will conduct appropriate reviews depending on the nature of the work and the experience of the volunteer. These reviews will not only look at the tasks but involve all aspects of the organisation's work and take account of the volunteer's aspirations. Records of these reviews will be made on an evaluation report form.

A system of records will be maintained by the Service Manger, for each volunteer, to assist in the evaluation and monitoring of their work.

Support

While volunteers are not employed by Action for ASD and are not paid a salary, Action for ASD will treat volunteers as fairly and equally as it treats its paid staff.

All volunteers will receive an induction, Volunteer Handbook and a Health and Safety Handbook which will include a description of the organisation, an introduction to the employees and relevant policies and procedures.

Cancellation

The 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 of the parties and will expire automatically at the end of the period of agreement unless renewed by both parties.

On conclusion of a placement the volunteer will be expected to complete an exit interview.

Review of policy

This policy will be reviewed by the Service Manger and Executive Committee of Action for ASD on an annual basis or sooner if circumstances change.

**ACTION FOR ASD
VOLUNTEER
APPLICATION FORM**

This form is designed to help us consider the volunteer placement you are interested in applying for.

Title: _____ **Name:** _____ **Contact Number:** _____

Address: _____

_____ **Postcode:** _____

Email: _____ **Gender:** _____

Previous Volunteer Experience: _____

Hobbies & Interests: _____

Skills: _____

Previous Work Experience: _____

Educational Background: _____

Do you have any disabilities? Diagnosis (if applicable): _____

Is there a particular type of volunteer work in which you are interested? (Tick all that apply)

- Helping in general administrative tasks
- Fundraising
- Children's Service
- Adult's Service
- Other _____

Availability

	Monday	Tuesday	Wednes- day	Thursday	Friday	Saturday	Sunday
AM							
PM							
EVEN- ING							

There are times during a week that I cannot do volunteer work. These are: _____

Do you have planned holidays? Between which periods _____ to _____

Do you have access to a car for volunteer work? Yes No

REFERENCES

How did you hear about us? _____

Please provide us with the name and address of two personal references that we can contact:

Reference 1

Title: _____ Name: _____ Contact Number: _____

Address: _____

_____ Postcode: _____

Email: _____

How do you know this person? _____

Reference 2

Title: _____ Name: _____ Contact Number: _____

Address: _____

_____ Postcode: _____

Email: _____

How do you know this person? _____

**Please complete pages 6 – 9 of this form. Please post or email your completed application form to: Volunteer Coordinator
volunteers@actionasd.org.uk**

**Action for ASD
Autism Resource Centre
Suite 7 Kings Mill
Queen Street
Harle Syke
Burnley
Lancashire
BB10 2HX**



ACTION FOR ASD

**Tel: 01282 415 455
www.actionasd.org.uk**

VOLUNTEER AGREEMENT

Please read through the sample agreement. This is will be completed after the interview stage.

This agreement is intended to indicate the seriousness with which Action for ASD treats its volunteers, and does not represent a contract of employment. There is no intention of creating a legally binding relationship, the agreement is to make clear our appreciation of your services and your commitment to the Action for ASD. We aim to do the best we can to make your volunteer experience with Action for ASD a productive and rewarding one.

ACTION FOR ASD

Action for ASD agrees to accept the services of _____ beginning on _____ within the terms of the Volunteer Policy; and Action for ASD commit to the following:

1. To provide adequate information, training and assistance for the volunteer to be able to meet his/her responsibilities and tasks, as agreed in the job description agreed with his/her supervisor who is _____.
2. To ensure satisfactory supervisory support to the volunteer and to provide feedback on performance.
3. To respect the skills, dignity and individual needs of the volunteer.
4. To be receptive to any comments from the volunteer regarding ways in which Action for ASD might mutually better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with the organisation's staff, jointly responsible for completion of the organisation's goals and the fulfilment of its purpose.
6. To provide a reference, certificate and an exit interview

VOLUNTEER

Agrees to act as a volunteer and commits to the following:

1. To perform my volunteer duties as set out in the agreed description, to the best of my ability.
2. To adhere to the organisation's rules and procedures, including health and safety, equal opportunities, confidentiality of organisation and membership information.
3. To meet time and duty commitments as agreed with my supervisor in the attached job description, except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made.

I have read, understood and agree to the terms and conditions of the Volunteer Agreement:

Volunteer Signature: _____

Date: _____

Please print name: _____

ASD Staff Signature: _____

Date: _____

Please print name: _____

Position: _____

This agreement may be cancelled at any time at the discretion of either of the parties, but will expire automatically on _____ unless renewed by both parties.

Cancellation

The 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 of the parties and will expire automatically at the end of the period of agreement unless renewed by both parties.

On conclusion of a placement the volunteer will be expected to complete an Exit Interview.

Review of Policy

This policy will be reviewed by the Resource Centre Manager, Project Director and the Executive Committee of Action for ASD on an annual basis or sooner if circumstances change.