



Dear Friend,

Thank you for asking for further information about becoming a Hope UK Volunteer.

As you may know, our aim is to provide children and young people with education and help in understanding the issues associated with alcohol and other drugs. Our Volunteers are very involved with the practical out-workings of this aim, receiving training and support to enable them to do this.

Obviously, each Volunteer has different things to offer, including the amount of time available, experience and so on. If you do decide to join us, it would be very helpful for us to meet you (or have a phone call with you), so that we can discuss these details further.

You will see from the enclosed information that there are a variety of ways you can get involved, please feel free to get in touch with us if you would like help understanding what each one is about.

Thank you for considering volunteering with Hope UK; I hope this information will be helpful to you. If you are interested in taking this further please fill in the recruitment form and return it to me at the above address.

Please pass on information to anyone you know who may be interested in joining you in becoming a Hope UK Volunteer.

Looking forward to hearing from you.

Yours sincerely

**Sarah Brighton**  
**CEO**

**Encs**

- Application form
- Self-declaration form
- Further information about being a Volunteer
- Information about Hope UK and Generation Hope
- Postage paid envelope

# Being a Hope UK Volunteer

## About Hope UK and Generation Hope

Hope UK is a National Christian Drug Education and Prevention Charity. We aim to enable young people to make drug-free choices. Generation Hope is the youth branch of Hope UK, where young people can make like-minded friends, develop skills and knowledge and work with their peers and Hope UK staff and volunteers in a variety of ways.

## What is a Hope UK Volunteer?

A volunteer is someone who represents Hope UK in their local community. There are four main ways they may be involved:

- 1) As an **Educator (Sessions)** - taking informal and formal drug prevention activities, either with children, young people or adults.
- 2) As an **Educator (Detached)** – working in very informal environments (for example, a shopping centre, church fun day) doing drug prevention activities with passers-by.
- 3) As a **Generation Hope Volunteer** – developing opportunities for local young people to get involved with Generation Hope – this might involve helping at or running a club, setting up detached work for young people to be involved with, helping run residential weekends, etc.
- 4) As a **Church Speaker** – representing Hope UK to local churches, speaking at services, midweek meetings, home groups etc., talking about our work and encouraging people to support us.

(N.B You can do more than one of these - the application form asks you to indicate which one(s) you are interested in, and you will find the training course will help you learn a bit about all four, allowing you to change your mind.)

## What is a drug prevention activity?

A drug prevention activity is something that helps an individual, or group, consider their attitude towards, and knowledge about, drugs. It may also help people develop relevant skills to help them manage issues relating to drugs. So, for example, you may spend an evening at a parents' group helping them learn to recognise drugs, understand what they do and think about ways they can help their children manage the 'drug issue' as they grow up. Or you may be at a community day for young people playing relevant games with them to help them develop peer pressure resistance and decision making skills.

## What kinds of environments might I work in?

This can vary greatly – depending on the kind of volunteer opportunity you choose, and the kinds of groups you might prefer to work with.

## What help will I get to do this?

Initially you will go through a comprehensive training programme, which will include learning about drugs, communication skills, child protection, learning styles, health

and safety, formal and informal activities, using training aids and many other areas. This training is delivered at four training weekends (one for Church Speakers) with activities and worksheets to complete between the weekends. All the training is accredited by the Open College Network (OCN), and Hope UK is a recognised training centre with OCN. This means that as well as learning to be an educator you will gain credits of learning. The weekends will also include practical opportunities to try out what you are learning.

Once you have finished your initial training you will get support from the office and/or other local educators. You will have the chance to attend a training conference once a year where you will get to meet with volunteers and Generation Hope members from all over the UK and update your training. You will also be given suitable training tools to use, and be regularly updated on drug and other issues.

### Who can be a volunteer?

#### Essential criteria include:

- Christian – Hope UK is a Christian charity and you will become a local representative for the charity. You will also participate in prayer and worship at training weekends, so you will have to have a personal, active Christian faith.
- Drug Free – As we are working to enable young people make drug free choices, we think it only fair that we stand alongside people who may choose to stop using drugs or not start in the first place. We also don't want to give mixed messages or complicate things, so we ask all volunteers and staff to be drug free – this includes alcohol and tobacco.
- Suitable to work with children and young people – As part of the application process we will ask you to complete a self-disclosure form where you tell us about issues relating to previous convictions and issues relating to children. We also take two references, interview you and do an enhanced (full) criminal record check – all to make sure that you are suitable to work with children. (Mostly, this will not be relevant for Church Speakers)
- Committed – You would need to have time available to volunteer with Hope UK. For each type of volunteer, minimum requirements are:
  - **Educator (Sessions)** – One session a month, which would include preparation, delivery and follow up/evaluation. (You may find that you have busy times and quiet times, but it should average at 12/year)
  - **Educator (Detached)** – One detached activity a month (this tends to be fairly regular work once you get started)
  - **Generation Hope Volunteer** – will vary, but at least one event/activity a month (depending on what you and the Generation Hope team develop)

- **Church Speaker** – One talk a month, but like the Educator (Sessions) this will vary depending on demand.

For all volunteers, this will include networking, planning, preparation, delivering and evaluating drug prevention activities. It could also include other activities supporting Hope UK – for example, catering at training weekends, exhibitions, acting as a trustee. If you are a non-UK citizen you will need to have a status which means you will be in the UK for at least 2 years after finishing training.

- Good time management skills
- Willingness to both learn and use new ideas
- Over 18 years old

Desirable criteria include:

- Experience of working with relevant age groups, especially young people
- Experience in formal and informal communication
- Part of a good local network, or having good local knowledge
- Support from your church – especially the leadership

How much does it cost?

It will cost Hope UK about £1200 to train you fully, and then another £450 a year to support you and keep you updated. We do not charge you for this training as you will be representing Hope UK where you live once you have completed the basic training. However, if you fail to use the training we will invoice you for the full cost of the training and any support/resources you have received.

We ask Educators to attend the annual Training conference at least once every two years. We do fundraise for this event, but we ask people to pay for themselves to attend if possible. (If you can't pay we have a waiting list for free places as funding becomes available)

## **Application form - Hope UK Volunteer**

Please fill in all your answers and details on the computer. Then print it and sign as appropriate. We need your signature, which is why you can't send it back through E-mail, but only through ordinary mail.

### Personal details:

**Full names:**

**Title:** Mr/Mrs/Miss/Ms/Other:

**Address:**

**Post code:**

**Tel. (day):**

**Tel. (eve):**

**Date of birth:**

**Car driver:** yes / no (delete as appropriate)

**E-mail:**

**Dietary requirements:**

Reference Please give two referees. *One should be your Church leader or sponsoring organisation and one should be someone for whom you do voluntary work – if relevant. Please give **full** addresses! Both referees must have known you for at least 2 years. **Please do not give names of family members/relatives, or other Hope UK volunteers/applicants:***

**1. Name:**

**Address:**

(Please write full address with post code)

**E-mail:**

**Phone number:**

**2. Name:**

**Address:**

(Please write full address with post code)

**E-mail:**

**Phone number:**

### About you:

**Why would you like to Volunteer with Hope UK?**

**What is your attitude towards alcohol and other drugs? (incl. own habits)**

**Do you have any relevant experience to the sort of work you want to do with Hope UK?** If so, please describe here:

**Please describe your Christian faith:**

**What type of Volunteer work are you interested in?** (You can tick more than one, and change your mind)

- Sessions
- Detached
- Generation Hope
- Church Talks

**How did you find out about Volunteering with Hope UK?**

**Do you have any medical conditions/disability that we need to take into consideration, or which may directly affect your work with children/young people?**

YES/NO (Delete as appropriate)

If yes, please give details:

**Criminal Record:**

These roles are excluded from the provisions of the Rehabilitation of Offenders Act 1974, as there will be a frequent youth work component. (Except for most Church Speakers) You should, therefore, complete the attached Self Declaration Form, place it in a sealed envelope and address it to Sarah Brighton, with whom you are welcome to discuss any aspects of this procedure.

If you become a Hope UK volunteer, we will also undertake an Enhanced Disclosure Check which will require you to complete an (online) form and provide documentation supporting your personal information. See the Self Declaration Form for more information, or talk to Hope UK.

Data protection:

The information on this form will not be used for any other purpose or passed on to any other third party without prior consent. At any time you may request access to the information we hold on you in accordance with the provisions of the data protection act 1998.

**I am happy for my details to be kept on Hope UK's database:**

Yes / No (delete appropriate)

Signature:

**I confirm that the submitted information is correct and complete. I understand and agree to the conditions involving a disclosure check and I have sent the Voluntary Disclosure Form to Sarah Brighton in a separate, sealed envelope.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to:

Volunteer recruitment, Hope UK, 25 (f) Copperfield Street, London, SE1 0EN

# Self Declaration Form for a Position Requiring a Disclosure

## STRICTLY CONFIDENTIAL

As an organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form and return, to the Recruiter detailed below, in a separate sealed envelope

To: Sarah Brighton  
Hope UK  
25(f) Copperfield Street  
London  
SE1 0EN

Appointment applied for: **Child Workforce Volunteer in Regulated Activity**

1. Have you ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules\*; or are you at present the subject of a criminal investigations/pending prosecution?

**Yes/ No (please delete incorrect one)**

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

## POLICE INVESTIGATIONS

This should include relevant police non-conviction information not subject to DBS filtering rules\*.

Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

2. Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

**Yes/ No (Please delete incorrect one)**

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

3. To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

**Yes/ No (Please delete incorrect one)**

If yes, please provide details, we will need to discuss this with you.

4. Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

**Yes/ No (Please delete incorrect one)**

If yes, please give details.

## DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

I consent to a criminal records check (DBS check) if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within Hope UK responsible for processing disclosure applications if I am convicted of an offence after I take up any post within Hope UK.

I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment or voluntary post.

I agree to inform the person within Hope UK responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment or voluntary post.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Those applying for work/to volunteer with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

\*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates> and <https://www.gov.uk/government/publications/db-filtering-guidance>

## LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment/voluntary opportunities. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. (If you are a volunteer this will be during training). You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are

not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work/volunteer with children or vulnerable adults within Hope

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

As an organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

As a condition of employment/volunteering we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or vulnerable adults. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

### **Notes for England, Wales & Northern Ireland Only - Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service.

Where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012) an enhanced with barred list check will be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Disclosure and Barring Service (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1<sup>st</sup> December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checkingservice-guidance/eligibility-guidance>

### **Notes for Scotland Only - Children and Young People**

Under the Protection of Children (Scotland) Act 2003 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the List (outlined in Section 1 of the Act) or:

- Those included (other than provisionally) in the Disqualified from Working with Children List established under Section 1 (1) of the Protection of Children (Scotland) Act 2003;
- Individuals considered unsuitable to work with children in the List kept under the Protection of Children Act 1999; [Now DBS List]
- Individuals prohibited from teaching under Section 142 of the Education Act 2002, held on the DfE List 99.[Now DBS List]
- Individuals subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.

Under the Protection of Children (Scotland) Act 2003 (Section 11) it is an offence for an individual who is disqualified from working with children (as outlined above) from applying for, offering to do, or accepting any work in a child care position.

The Protecting Vulnerable Groups Scheme (PVG Scheme), which is administered by Disclosure Scotland delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 by:

- help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour,
- be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required,
- strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

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Ref: <http://www.disclosurescotland.co.uk/>