

BRILL FRC

VOLUNTEER/STUDENT PLACEMENT APPLICATION AND SUPERVISION POLICY

APRIL 2021

TÚSLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

1.PROCESS

As part of our Child Protection Policy and commitment to the provision of a safe space for young people, BRILL FRC operates a number of Application Stages in terms of ensuring the suitability of potential volunteers and student placements.

Volunteer or Student Placement opportunities are restricted to those over the age of 18.

Application Form

Each volunteer or student placement will be required to fill out the relevant Application Form outlining their motivation for involvement and any previous relevant experience they may have. Student Placements will be expected to have Clear Learning Aims identified.

Self-Declaration

All applicants are required to sign a declaration stating that there is no reason why they would be unsuitable to work with young people. The organisation/group should have a clear policy regarding the type of factors that would exclude potential volunteers or employees.

Interview

A panel comprising of at least two senior representatives of BRILL FRC should interview all applicants. Interviewers should explore the information stated on the application form and assess the applicant's suitability. The information supplied by the applicant and any other information supplied on their behalf should only be seen by persons directly involved in the recruitment procedure.

References

An applicant will be expected to supply the names of two referees (not family members) who will testify as to their character, their suitability to the role of volunteer/student placement, or any other issues, which may affect their ability to perform the task required of them. An acceptable reference will indicate that the person is known to the referee and is considered suitable by them to work with young people. All references should be received in writing and later confirmed by telephone. Any additional information should be attached to the Reference Form.

Garda Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012- 2016, which came into effect on 29 April 2016, make it mandatory for people working with children or vulnerable adults to be vetted by the Garda Síochána National Vetting Bureau. The process of Garda vetting the successful candidate must be completed prior to that person commencing work with the organisation. BRILL FRC operates its Garda Vetting through Ballymote FRC who host the national Garda Vetting Service for FRC's.

Identification

BRILL FRC will ensure that the identity of the applicant is validated. This can be done through a photocopy of a Passport or Driving Licence. This is an intrinsic part of the Garda Vetting Procedure

Children's First Training

All volunteers/student placements must, as a very basic, complete the E Learning in Child Protection and present a copy of completion to BRILL Line Manager.

Further Child Protection courses should be made available to volunteers and staff.

Contracts

Contracts should be agreed between the volunteer/student placement and BRILL FRC which clearly outline the job descriptions, roles responsibilities, and duties of parties, as well as the training and resources to be provided.

2. CLEAR DEFINITION OF THE ROLE OF VOLUNTEERS/STUDENTS

BRILL FRC must clarify and agree expectations regarding the role of the new volunteer/Student placement. This involves the identification of the minimum level of qualities and skills required to fill the post.

Support and Supervision

It is essential that volunteer's/student placements working with young people are supported, and that their ability to deal with young people in a fair and ethical manner is consistently supervised. Training and/or support opportunities will be provided where a need has been identified.

Induction and Training

If, following the application and interview process the applicant is accepted, they should then be required to undertake an induction course. Induction is a planned training programme that enables volunteers/student placements to get to know the organisation, their colleagues, their job and other organisations or agencies doing similar or related work. It provides an opportunity for the Worker to explain the organisation's/group's structure, names and functions of those involved, expectations, conditions and procedures for dealing with discipline, grievances and allegations.

The content of the Induction Training Programme should include:

- a. The aims and objectives of BRILL FRC
- b. The structure, programmes, activities and membership of BRILL FRC
- c. The role of volunteers/student placements in the Project
- d. An outline of the Project's policies
- e. A specific outline and explanation of the Project's Child Protection Policy

Probationary Period

The volunteer Probationary period will last from 6 months. Formal reviews should be held midway through the probationary period and shortly before the end. A written record should be kept of any matters arising during the trial period. Records are to be kept in a safe and confidential place.

Student Placement will be open to review and placement may be stopped in the event of poor practice.

Additional Training

Additional training will be provided, where possible, when requested by the volunteer or employee.

3. SUPPORT AND SUPERVISION POLICY & STRUCTURES & CONTRACT

3.1 EFFECTIVENESS IN THE WORK:

BRILL FRC aims to provide consistent and appropriate support / supervision to Volunteers/Placement Students in an honest, open and safe environment.

3.2 CO-OPERATION AND COLLECTIVE RESPONSIBILITY:

Volunteers and Student Placements are expected to participate and fully engage in support and supervision sessions. Getting the balance right between autonomy and adequate support and supervision may vary between individuals and depend on what is happening in the work at any given time.

The Staff Team are expected to work closely together especially in times of crises or challenges in the work.

The Line Manager has the responsibility for supporting the development of individual staff and for building an effective and co-operative Staff Team.

3.3 SUPPORT AND SUPERVISION STRUCTURES:

BRILL FRC recognises its responsibility to ensure that all employees have access to regular supervision and support for their work. The organisation aims to continually work towards a 'partnership model' of supervision which is for the benefit of both the supervisor and the supervisee.

Review History:

Ratified: April 2021

Review Date: April 2024*

(* unless more urgent review need identified)



BRILL FRC
 FAMILY RESOURCE CENTRE

Volunteer Application Form

1. Name: Mr./Mrs./Ms.}.....
2. Any other name previously known as:
3. Address.....

4. Tel. No. {Daytime}.....{Evening}
5. Date of Birth.....Place of Birth.....
6. Occupation.....
7. Please outline why you wish to become a volunteer:

.....

Have you had any youth training, any previous experience/involvement in youth activities/clubs
 YES { } NO { } If yes, please give details:

.....

Do you suffer from any illness/disability/medical condition, which may at times affect your ability to work with young people? If so, please give details:

.....

Times Available {please indicate times when you will be available}

	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Morning							
Afternoon							
Evening							

Declaration: {Confidential}

PLEASE NOTE, GARDA VETTING ALSO APPLIES TO SOME VOLUNTEERING POSITIONS

11. Have you ever been convicted of a Criminal Offence or been the subject of a Caution or of a Bound Over Order? **Yes** **No**

Signed.....

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

Nature of the Offence	Date of offence

Signed.....

13. I confirm that nothing within my personal or professional background deems me unsuitable for a post, which involves working with children.

14. I declare that the above information is true and agree that I will abide and accept the terms and conditions of membership/participation.

Signed.....

Date.....

REFEREE NO 1	REFEREE NO 2
Name:	Name:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Connection to Referee:	Connection to Referee:

For Office Use Only

Checked by phone _____ Visit _____ Letter _____

Checked by:

Date: _____.



STUDENT PLACEMENT APPLICATION FORM

Name: _____

Address: _____

Tel: _____

Email: _____

College Details _____

Course Details _____

Year _____ Placement Dates _____

Why do you want to do your placement with BRILL FRC?

Work you would be interested in helping out with:

Previous relevant voluntary experience:

REFEREE NO 1	REFEREE NO 2
<p>Name:</p> <p>Address:</p> <p>Tel No:</p> <p>Email:</p>	<p>Name:</p> <p>Address:</p> <p>Tel No:</p> <p>Email:</p>
<p>Connection to Referee:</p>	<p>Connection to Referee:</p>

The referees you detailed above will need to know you in an official capacity; a previous employer or someone who knows you well and whose profession entitles them to act as referee for you. These referees will be contacted as to your suitability to take up such a position. Please note that all Volunteers will need to apply for Garda Vetting and any other Police Certs to cover time spent outside Ireland. We will give you further information on this.

For Office Use Only

Checked by phone _____ Visit _____ Letter _____

Checked by: _____

Date: _____.



BRILL FRC

FAMILY RESOURCE CENTRE

VOLUNTEER REFERENCE CHECK FORM

Role Being Vetted For:	
CHECKED BY:	
DATE:	

NAME OF PROSPECTIVE VOLUNTEER:	
REFEREE:	
REFEREE TITLE:	
ORGANISATION:	
TELEPHONE NO.	

How long have you known the applicant and in what Capacity?	
How would you describe their character?	
Would you consider the Applicant a suitable role model to work with children and young people?	YES [] No [] If NO, please details, or contact us directly.
The Role they are being considered for involves substantial access to Children and Young People. Do you have any concerns?	YES [] No [] If YES, please details, or contact us directly.
How would you describe the applicant's ability to get on with everyone?	

<p>Please evaluate the applicant in the following areas using the scale where - 1 = Poor and 5 = Excellent:</p>	<table> <tr> <td>a. Reliability</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>b. Flexibility</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>c. Time Management</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>d. Communication Skills</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>e. Responsibility</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	a. Reliability	1	2	3	4	5	b. Flexibility	1	2	3	4	5	c. Time Management	1	2	3	4	5	d. Communication Skills	1	2	3	4	5	e. Responsibility	1	2	3	4	5
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<p>Any Additional Comments?</p>																															

I confirm that the details I have provided are accurate to the best of my knowledge.

Signature:

Date:

Thank You For Your Time.



BRILL FRC
FAMILY RESOURCE CENTRE

STUDENT PLACEMENT REFERENCE CHECK FORM

Role Being Vetted For:	
CHECKED BY:	
DATE:	

NAME OF PROSPECTIVE VOLUNTEER:	
REFEREE:	
REFEREE TITLE:	
ORGANISATION:	
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