



Time2Share

Supporting disabled children, young people and their families

www.time2share.org.uk

Dear Applicant

Thank you for your interest in befriending a child or young person through Time2Share. Please make sure you have all the following documents from the volunteer recruitment pack:

1. What Do We Do: Information sheet
2. Volunteer Role Description
3. Application form

Please read our information sheet and the Volunteer Role Description before you complete the application form. You may need to save the application form before you start to fill it in.

Please email the fully completed application form to: hello@time2share.org.uk or post it to: The Administrator, Unit 37, Easton Business Centre, Felix Road, Bristol, BS5 0HE.

THE TIME2SHARE RECRUITMENT PROCESS: WHAT HAPPENS NEXT

Time2Share is committed to safeguarding children and young people and follows Safer Recruitment procedures.

- When we receive your application form, a co-ordinator will contact you for a telephone screening interview and to discuss the commitment involved in becoming a volunteer befriender with Time2Share.
- If you are successful at this stage we will take up your references. Please let your referees know we will be contacting them and ask them to return the completed form promptly.
- When both references have been returned and considered suitable, successful applicants will be invited to attend an interview with a Volunteer Co-ordinator. At the interview we will also need to complete an ID check for an enhanced Criminal Records Bureau application.
- Following successful completion of the interview, an applicant's CRB application will be processed. If an applicant is not successful at interview, they will be informed and their CRB information will be shredded.
- Successful applicants will then be invited to attend an Induction Training session which covers: an introduction to befriending, the role of the befriender, child protection and keeping safe.
- After the successful completion of the induction training and receipt of a satisfactory CRB check, applicants will be ready to link with a disabled child or young person.

We keep in touch with applicants throughout the process.

We wish you success with your application.

If you have any further queries, please contact Rachel on 0117 941 5868.

(Updated July 2012)

Time 2 Share, **FREEPOST NAT 6382**, Unit 37 Easton Business Centre, BRISTOL, BS5 1FA
Tel / Fax : 0117 9415868 info@time2share.org.uk

Charity no.1068862

Time2Share is a Limited Company registered in England and Wales Company no.3424738

Time2Share

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What do we do?

Time 2 Share, is a registered charity (Charity No:1068862). We were set up in Bristol in 1972 to support families caring for a disabled child or young adult.

Since 1972 we have provided a short break / befriending service to give disabled children and young people the extra support they need and an opportunity to go out independently. Our volunteer befrienders are linked 1:1 with a disabled child or young person to support them to take part in social and leisure activities and develop social networks outside of their school and family. This gives their parents / carers the opportunity to have a break which supports them to continue in their caring role.

We also run social groups across Bristol, Bath and N E Somerset where disabled young people can meet up with existing friends and make new ones. All our groups meet at the weekend.

We recruit and train our volunteers from within the local community. All our volunteers are fully checked in line with our safer recruitment procedures and have to complete an enhanced Criminal Records Bureau check. We take time and care to ensure that volunteers are appropriately matched with young people and their families. Our aim is to establish positive and lasting relationships which offer flexibility and support the young person to make their own choices.

Often even a short break can make a big difference. Our volunteers help to make that difference. We do not ask for previous experience with disabled children but reliability and a caring approach are important. We offer volunteers an opportunity to gain valuable experience, knowledge and skills and to make a real difference in the life of a vulnerable young person, and hopefully their own. We offer induction training and ongoing support from an Area Co-ordinator.

Our aim is to offer disabled young people increased choice, independence and confidence to pursue their own interests within their local community. Our intention is that this leads to increased physical and emotional well-being for the young person and their family carers and contributes to changing attitudes within society which make life difficult for disabled people.

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VOLUNTEER ROLE DESCRIPTION

What will I do?

You will volunteer within Time2Share's befriending service for disabled children/young people (aged 0-20 yrs) and their families. This involves spending time regularly with a disabled child or young person in their home or supporting the young person to take part in social and leisure activities in their local community.

Who am I responsible for?

Time2Share links volunteers 1:1 with a disabled child / young person. Links are based on shared interests and activities which the volunteer and young person can enjoy doing together.

You are responsible for the safety and well-being of the child you are linked with. Some volunteers choose to spend time with siblings as well. This is agreed on an individual basis with the family and your co-ordinator. All links are risk-assessed and carefully monitored by your co-ordinator.

It is essential that volunteers are reliable. If you are not available for a pre-arranged visit, please tell the family as soon as possible so that they can make alternative arrangements.

You should not involve your own friends and family without firstly discussing and agreeing this with your co-ordinator and the child/young person's family. This is essential as any other person in regular contact with a young person needs to undergo an enhanced level Criminal Records Bureau check.

Before you take a child or young person in your car, you must:

- Discuss this with your co-ordinator
- Provide your co-ordinator with a current and valid MOT certificate and motor insurance details
- Have a current and valid driving license
- Have consent from the family
- Inform your motor insurance company.

You **must not** take a child to your home until your co-ordinator and the family have authorised a home visit. In order for your co-ordinator to authorise home visits, your co-ordinator must complete:

- A risk assessment of your home
- An enhanced level CRB check of anyone who could be present in your home (family members, housemates etc) during a visit
- Written consent from the child's parents / carers

Who am I responsible to?

- **The parent / carer.** You must ensure that the parent / carer's reasonable instructions and guidance regarding the welfare of their child are adhered to and that clear communication is maintained. Feedback must be given to the parent/carer following a visit.
- **Your co-ordinator and Time2Share.** You must respond promptly to any contact from your co-ordinator. You are required to report monthly on any time spent with the child you are linked with and any activities undertaken, and to take part in the annual review.

What do I do in an emergency?

This will be covered in more detail at training.

- In the first instance you must contact the family or the person designated by the family.
- If you cannot contact the family or the person designated by the family, contact the Time2Share office on **0117 941 5868**.
- If you cannot contact any of the above, contact the local duty social worker on **01454 615165**. Please carry this number with you.
- If there is a medical emergency you will need to call for medical assistance prior to the above.

What experience do I need?

You do not need any previous experience with disabled children/young people. Your co-ordinator is responsible for setting up an appropriate match based on your skills and abilities. However, Time2Share needs to be confident that all volunteers are able to take responsibility for the safety and the well-being of both themselves and the child they are linked with.

You need to be friendly, caring, reliable and able to make a commitment to visit regularly.

How often will I be needed?

Time2Share typically ask for volunteers to commit to 2-4 hours a week. A minimum commitment would be for 6 hours a month with the child you are linked with.

We match our volunteers and families carefully, taking into account how often a family wants someone, and how much time you can offer. Wherever possible we also try to link volunteers with families who live nearby.

Time2Share only links volunteers who are able to commit to befriending for at least one year. This is the minimum amount of time to ensure the child and their family are able to benefit fully from the relationship. Links lasting less than a year can be disruptive and cause distress to a vulnerable child and their family.

What about expenses?

On receipt of a claim form and receipts (where applicable) we reimburse travel expenses incurred in the journey between your home and the child's home. Families are responsible for covering costs incurred during the visit for both the volunteer and child, including travel and activities. Please agree any expenditure in advance with parents/ carers. Please contact your coordinator if you would like further information about claiming expenses.

Summary of Main Responsibilities:

- ◆ To report regularly to your co-ordinator and respond promptly to requests for information.
- ◆ To make clear arrangements and maintain regular contact with the parents/young person, and to inform them promptly if you are unable to keep an arrangement.
- ◆ To visit regularly as agreed with the family and your co-ordinator.
- ◆ To listen to the child and support them to voice their own opinions and choices.
- ◆ To support the child/young person to make choices that contribute to their overall well-being.
- ◆ To actively promote the safety, happiness and well-being of the child in line with Time2Share and national policy
- ◆ To give at least 4 weeks notice if you are unable to continue in your volunteering role. Links that end abruptly can harm a child's emotional well-being and self-esteem.
- ◆ At all times to behave in a way that is respectful to a young person and their family.
- ◆ To abide by Time2Share's policies and procedures as outlined at the Induction Training.

Volunteers are not expected to:

- ◆ Do domestic tasks,
- ◆ Care for any other children (unless previously arranged)
- ◆ Befriend before 7.00 am or after 12.00 pm midnight (unless agreed by the co-ordinator)

Volunteers **MUST NOT:**

- ◆ Administer medication UNDER ANY CIRCUMSTANCES.
- ◆ Undertake any task involving intimate care.
- ◆ Take children away on holiday unless accompanied by the parent / carer.
- ◆ Have a child to stay at their house over night or stay at the child's house overnight

Co-ordinators must be notified of any private arrangements made with families to care for the family's children or young people outside of their voluntary role (e.g. trips away, overnight cover or care)

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VOLUNTEER APPLICATION FORM

- Only fully completed application forms will be considered. If you have any difficulties please contact us before sending the form.
- Please make sure you include your full work / education history.
- Please note: in the Bath area we are only recruiting volunteers for befriending who are able to make a regular year round commitment. However, if you have less time and would like to support us please consider joining our fundraising team.

Time2Share is committed to the safeguarding and welfare of children and young people and expects its staff and volunteers to share this commitment.

Name:

Date of birth (dd/mm/yy):

Address:

Phone contact:

Mobile:

Email:

How did you hear about Time2Share?

Please tell us about your interests and things you would be happy to do with a child / young person, eg. going to the cinema, arts and craft, walking, playing board games etc

Please tell us about any previous experience you have with children / young people and any previous experience specifically with disabled young people.

(Don't worry if you have no previous experience, we will support and train you.)

Why are you interested in volunteering with Time2Share?

Do you speak any languages other than English? Please specify:

Do you have your own transport? (this is not essential.):

Are you available for at least one year?

Do you have any support / access needs? Do you have any health difficulties which could affect your ability to support a vulnerable child / young person? Please specify:

Can you provide your addresses for the last 5 years for the CRB check? :

What times are you available to volunteer? (ideally we are asking for a few hours per week.)

Please enter 'YES' for all available slots.	AM	PM	Evening
<i>Monday</i>			
<i>Tuesday</i>			
<i>Wednesday</i>			
<i>Thursday</i>			
<i>Friday</i>			
<i>Saturday</i>			
<i>Sunday</i>			

Please specify age group(s) of child / young person you would prefer to link with:

<i>0-5 years</i>
<i>5-8 years</i>
<i>8-11 years</i>
<i>11-15 years</i>
<i>15-18 years</i>

Any other comments / information you would like to add?

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What areas are you willing to travel to? Please enter 'YES' in all possible areas.

Bath	
Central Bath	
Oldfield Park	
Bathampton	
Batheaston	
Weston Village	
Fairfield Park	
Southdown	
Twerton	
Whiteway	
Combe Down	
North East Somerset	
Keynsham	
Saltford	
Radstock	
Midsomer Norton	
Chew Valley	
Peasedown St John	
Bristol	
South Bristol	
North Bristol	
Central Bristol	
Stockwood	
Shirehampton	
Distance willing to travel	
Up to 30 minutes drive from home	
1 bus route only	
Up to 5 miles from home	
Any / don't mind	

My preferred area(s) are:

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Please provide contact details for two referees who can be approached to support your application to become a volunteer with Time2Share. It is very important for our volunteers to be reliable and safe with children, and this is why we ask for references.

- The first reference should be from your current or last employer (or if this is irrelevant, a tutor or someone who has known you in a professional role).
- The second reference will be for someone who can provide character reference, from someone who has known you personally for at least 5 years (this can be a friend or neighbour, but not a relative, partner or a partner's relative).

Employer or Official Reference		Character Reference	
Name:		Name:	
Address:		Address:	
Telephone or email:		Telephone or email:	
How you know the referee:	<i>(please explain if this is not an employer)</i>	How you know the referee:	
How long you've known the referee:		How long you've known the referee:	<i>(must be at least 5 years)</i>

Thank you for taking the time to fill out this form. Someone will be in touch to talk to you about volunteering and when our next Induction Training sessions are. If you are invited to attend an interview we will also ask you to fill in an enhanced level Criminal Records Bureau check application.

Are you happy for us to contact your referees prior to interview? YES / NO

Please note only fully completed application forms will be considered. If you have any difficulties please contact us before submitting the form.

Please sign (electronically) and date the form and return to Time2Share either by email or by using the address below.

Signed Date

Please email completed form to hello@time2share.org.uk

Or post to: Time2Share, Unit 37 Easton Business Centre, BRISTOL, BS5 0HE

Tel: 0117 941 5868