

**OFFICE USE ONLY**

**Volunteer Application Form**

**Section 1 – Personal Information:**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email** |  |
| **Emergency Contact**  (Name and Number) |  |
| (Relationship to you) |  |

**Section 2 – Volunteering:**

**2. 1 Please confirm the Volunteer Roles you would be interested in:**

Kitchen (08.30 - 13.30)  Client Arts / Activities (14.00-16.00pm)

External Fundraising   **\***Own Volunteering Idea

\*Translator/Interpreter Bookshop (10.00 – 13.30 & 13.30 – 17.00)

*\*Own volunteering ideas or Language spoken below:*

**2.2 We ask that our volunteers commit to volunteering at least one morning/afternoon a week (Monday-Sunday). Please state which day/s and hours you are available:**

**2.3 What do you think you will gain from the experience of volunteering at Catching Lives?**

**2.4 How did you hear about Volunteering opportunities at Catching Lives?**

*For example: Newspaper Article/Student Union Website/Current Volunteer/Volunteering Organisation/Catching Lives’ Website/Religious Groups (please specify).*

**2.5 Do you have any physical or mental health support needs? Yes  No**

If yes, please give details below (whether diagnosed or undiagnosed). This is asked so that we can be aware of any additional support you may require if undertaking certain, often challenging, volunteering roles (e.g. client facing activities / general client support).

**2.6 Are you happy to consent to be added to the Catching Lives Mailing List following a successful Induction and confirmation of your first shift:**

*Yes, please add me to your Mailing List following a successful Induction*

*No, please do not add me to your Mailing List*

**Section 3 - Demographics (Optional)**

*This information will only be used in an anonymised format.*

**3.1 Please tick box relevant to age Bracket:**

**Age Range - Under 18**   **18 - 24**   **25 - 34**  **35 -44** **45 - 54**  **55 - 64**  **65+**

*We request the above information as the majority of Volunteer roles have a minimum age requirement of 18+*

**3.2 Employment status (please tick relevant box)**

Paid employment Job seeker  Retired  Student  Other

*Please give brief details below – if you are a Student, could you please also state your university:*

**3.3 Gender**

**Male  Female  Identify as (if applicable) \_\_\_\_\_\_\_\_\_\_ Prefer not to say**

**3.4 Nationality**

**3.5 Ethnicity**

**Section 4 - Reference Details:**

Due to the vulnerable nature of our client base, we do ask that you provide a reference as part of your Volunteer Application.

Referees should have a ‘professional’ relationship to you i.e., a past / current employer, Doctor, Teacher / Tutor, Social Worker or similar. References from relatives or friends cannot be accepted.

If you are finding it difficult to obtain a suitable reference, please discuss this with the Volunteer Co-ordinator at Catching Lives.

|  |  |  |
| --- | --- | --- |
| **Referee name:** |  | |
| **Business name and Address:** |  | |
| **Telephone number** | **Work:** | **Mobile:** |
| **Email:** |  | |
| **Occupation:** |  | |
| **Relationship to you:** |  | |

***NOTE: DBS disclosures are required when volunteering with vulnerable individuals.***

Please sign to state that the information that you have provided on this form is true and that you have no objection to the organisation applying for information from the disclosure and barring service (DBS) if deemed necessary for the role you are going to undertake.

**Signed:** **Date:**

**Office use**

**Induction Completed**

**Data Protection Statement read and agreed.**

**Confidentiality Agreement read and agreed.**

**Signed:** **Date:**



**Volunteer Confidentiality Agreement**

***THE FOLLOWING AGREEMENT IS APPLICABLE TO VOLUNTEERS / PLACEMENT STUDENTS and VISITORS***

**Purpose:**

The purpose of this agreement is to protect the confidentiality of both clients attending “Catching Lives”, bookshop customers and organisational information. It also aims to promote the rights of clients and the organisation by adhering to the Data Protection Act 2018 (DPA 2018) GDPR, 25 May 2018.

**Agreement:**

* I the undersigned agree to maintain client/customer anonymity, confidentiality of client/customer information and organisational information that I may become aware of during the course of my Volunteering, Placement or general visit to the “Catching Lives” Open Centre and bookshop, as set out in the Catching Lives Confidentiality Policy available upon request.
* I agree not to disclose any information regarding clients or customers to any external parties, including the following: friends, family of my own or the client, police, media, agencies, contractors, suppliers, consultants, researchers, medical professionals.
* I agree that should any such request for information be made to me concerning clients, customers or the organisation from the above or any other party, I shall refer this promptly to the CEO or the Project Leader in her absence. I shall not disclose whether the client is a service user.

NB: Should I become aware of any known or potential physical or psychological risk to or from the client, I shall in these circumstances disclose this to the CEO or an appropriate member of staff in the event that urgent help might be required.

* I agree that I shall only have access to files and general documents as directed by management staff during my stay at “Catching Lives” which are considered necessary for me to safely undertake my work with clients/customers within organisational policy.
* I am aware that any breach of the above agreement may mean that I am unable to continue volunteering at “Catching Lives”.

**FULL NAME:**

**SIGNED:** **DATE:**



**Volunteer General Data Protection Statement**

* Catching Lives will process and be in control of the data provided by adhering to the Data Protection Act 2018 (DPA 2018) GDPR, 25 May 2018.
* The information which you provide to Catching Lives and any other information obtained or provided during the course of your volunteering with us (“the information”) will be used for the purpose of assessing your suitability for roles, in emergency situations e.g. to protect life or in a medical situation, and in relation to legitimate interests of our business.
* If you choose not to accept any offer of voluntary role that we make, the information will be retained for a further 6 months in the event of a more suitable opportunity arising, after which time it will be destroyed.
* You have the right to data portability, to request access to, rectification or to erasure of your data collected as part of this process.
* If your application is successful, the information will form part of your volunteer file and we will be entitled to process it for all purposes in connection with your voluntary role.
* Please note that information you provide to us during the course of your volunteering such as contact details is accessible to all staff members at Catching Lives.

**So that we may use the information for the above purposes and on the above terms, we are required to obtain your explicit consent. Accordingly, please sign the consent section below. You have the right to withdraw your consent at any time and the right to lodge a complaint with the Information Commissioner.**

I THE UNDERSIGNED CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND WITHIN THE TERMS SET OUT ABOVE.

**FULL NAME:**

**SIGNED:** **DATE:**



**Media Release Form**

Catching Lives may at times ask volunteers to be a part of photos, videos and audio recordings for the purpose of spreading awareness to the work that Catching Lives is doing. The terms ‘photos’ and ‘videos’ refer to any of the following: digital, analogue or scanned pictures, videos, film footage or any other image.

I give Catching Lives, permission to take photographs/images/audio recordings of me and/or use my story.

I grant permission for Catching Lives to use these photos, videos, audio recordings and my story in the following way:

In Catching lives publications, press releases, displays (also available online)

On Catching Lives website and social media platforms (including Facebook, Twitter, YouTube, Instagram and LinkedIn)

To send to third parties to use to promote the work of Catching Lives (both publications and websites)

**Conditions of use**

Catching Lives will:

* Not re-use any photos or recordings of the adult concerned that are incompatible with purposes identified.
* Not include personal information other than first name where needed, on our website or in other publications.
* Comply with all internal policies and procedures in relation to the taking and use of photos, videos or audio recordings.
* Only keep photos, videos, and audio for three years, unless specific consent has been obtained to store and use for longer.

**Please note** that websites can be viewed throughout the world and not just the United Kingdom, where UK law applies, and we cannot be responsible for how online content and printed content is shared and for how long it remains in the public domain.

**Agreement**

I agree:

* that the photos/videos/audio recordings and/or my story listed above may be used by Catching Lives or its successors at any time whether I’m volunteering or not
* to Catching Lives or its successors safely storing a copy of the photos/videos/audio recordings and/or my story listed above for the specific purposes identified or storing my contact details on their database in case they need to contact me
* that any intellectual property rights in the photos/videos/audio recordings or story will be the property of Catching Lives through those acting on its behalf to take the photos/videos/audio recordings and/or story. I assign any intellectual property rights which I own or will own in the photos/videos/audio recordings or story to
* that I waive all rights of privacy and compensation or other rights such as performance rights relating to the photos/videos/audio recordings and/or story and the use of my name

**Withdraw consent**

You can withdraw your consent at any time by contacting [**info@catchinglives.org**](mailto:info@catchinglives.org)

**FULL NAME:**

**SIGNED:** **DATE:**