



Cottage Autism Network (CAN) CLG Volunteer Pack

Thank you for expressing an interest in volunteering for CAN!

This pack includes:

Volunteer application form

Volunteer Agreement

Garda Vetting Form

Details of Children First Safeguarding

Availability form

Please complete the forms, attach all the necessary documents

And return to:

Volunteer Coordinator,

Cottage Autism Network (CAN) CLG

Suite 7, Redmond Square Medical Centre

Co Wexford

Or

hand to any of our Board Members

If you have any questions please contact us at: -

volunteer.cottageautism@gmail.com

Or

Paulene Devereux on 086 8108920



Volunteer Application Form

Cottage Autism Network (CAN) is a registered charity that offers children and their families, who are affected by Autism, the opportunity to participate in a range of activities.

We are committed to ensuring that all activities are organised and facilitated to the highest standards possible.

If you feel that you would like to be involved in creating new experiences/learning opportunities for the young people that we work with, then please provide the following information.

Child Welfare Officer, CAN Board of Directors

Name	
Address	
Contact No	
E-Mail	
Please outline your experience and/or qualifications that are relevant to the volunteering that you are proposing to do with CAN	

<p>Please provide details of any experience/qualifications relevant to working with children/ young people, especially those with additional needs.</p>		
<p>Please provide contact details for 2 referees who are willing to be contacted by CAN</p>	Referee 1:	
	Referee 2:	
<p>Garda Vetting</p>	<p>Please complete the attached Garda Vetting form (Tick if attached)</p>	
<p>Safeguarding training</p>	<p>Please complete the Children First safeguarding training or provide a copy of a relevant safeguarding certificate (Tick if attached)</p>	
<p>First Aid</p>	<p>Please forward any first aid certificates (Tick if attached)</p>	
<p>Volunteer Agreement</p>	<p>Please complete and return (Tick if attached)</p>	

Please let us know if there is any additional training that would assist in your role, or if you have any other questions or requirements.

I confirm that all the information provided is accurate.

Signed: _____ Date: _____



Volunteer Agreement

We appreciate your commitment to us and will do the best we can to make your volunteer experience with us enjoyable and rewarding. To make sure you have the best possible experience we have created this agreement which sets out our commitment to you and what we hope you can contribute.

Cottage Autism Network (CAN) Ltd. is committed to:

- Giving you a great experience.
- Being responsive to your requirements.
- Providing you with an induction.
- Providing support throughout your volunteer experience.
- Explaining the standards we expect and to encourage and support you to achieve and maintain them.
- Providing a named person who will be your point of contact whilst volunteering. This might be someone other than the volunteer manager who will discuss your volunteering and any achievements and issues arising on a regular basis.
- Doing our best to help you develop your volunteering role with us.
- Being flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.
- Honouring the time commitment, you have agreed to give us and not to expect more from you unless offered and agreed.
- Providing training required to undertake the role.
- Providing adequate training and ensure you know what to do to stay safe, in accordance with our Health and Safety Policy.
- Providing adequate insurance to cover for volunteers whilst undertaking volunteering approved and authorised by us.
- Ensuring that all volunteers are treated fairly and in accordance with our Equality and Diversity Policy.
- Trying to resolve fairly any issues or difficulties you may have whilst you volunteer with us before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with the relevant policies.
- Follow up on any feedback or questions you may have regarding your involvement as a volunteer.



Volunteer Agreement

I, _____ agree to volunteer with Cottage Autism Network Ltd. And I am committed to the following:

- Performing my volunteering role to the best of my ability.
- Working as agreed in my volunteer role description.
- Following the organisation's policies and procedures.
- Familiarise myself and ask if I am not sure about what to do to stay safe whilst volunteering.
- Maintaining the confidential information of the organisation.
- Meeting time and other commitments as agreed but when unable to do so to give reasonable notice so that other arrangements can be made.
- Providing references and to agree to checks, as required.
- Return any loaned equipment when ending my volunteering.

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either party.

Signed: _____

Date: _____



Guidelines for completing vetting invitation Form (NVB 1)

Please read the following guidelines before completing the following form.

1. Use a ball point pen using block capitals.
2. Photocopies of the completed forms will be returned.
3. All applicants will have to provide documents to their employer to prove their identity.
4. If the applicant is under 18 the under 18's vetting invitation form should be completed along with a parent/guardian consent form. The parent/guardian email address and phone number must be included.

Personal Details

Details should be provided by putting one letter/number in each box

Email address must be provided. Current address means the address you live at now.

The full address needs to be provided including Eircode.

Declaration of Application

Section 2 must be completed in full. The applicant should read the statement in full, then tick the box and sign and date the form to give their consent to be vetted.



CAN Garda Vetting Identification Requirements

Proof of current address and photo identification must be seen for each applicant, and written clearly on the Identification Verification form.

Two forms of identification are required from the lists below

Types of documents that can be used for Photo Identification:

- Irish Driving Licence or learner permit (new credit card format)
- Irish Medical Card (with photograph)
- Passport
- Irish certificate of naturalisation
- Garda National Immigration Bureau (GNIB) card
- National Identity Card for EU/EEA/Swiss citizens
- National age card issued by An Garda Síochána
- Employment ID card issued by employer (name and photograph)
- Membership cards from a Union or Trade, Professional body or Educational Institution (with photo)

Types of documents that can be used to verify address:

- Driving licence
- P60, P45 or Payslip (with home address)
- Bank/Building Society/Credit Union statement
- Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old).
- Printed online bills are acceptable. Mobile phone bills are not acceptable)
- Bank / Building Society / Credit Card Statement
- Letter from employer (within last two years): Confirming name and address
- Correspondence from any of the following:
 - an educational institution
 - an insurance company regarding an active policy
 - a bank / credit union or government body or state agency

Types of documents that can be used to verify both photo id and address:

- Irish Driving Licence (new credit card statement)
- Employment ID card issued by employer (name, address and photo)



Safeguarding Training

If you have completed a child safeguarding course, we would be grateful if you could forward the certificate of completion. If not, could you please complete the following on-line training.

Children First E-Learning Programme

Tusla has worked with the DCYA and HSE to develop a universal e-learning training programme called 'Introduction to Children First'. The programme has been written to support people of all backgrounds and experience in recognising concerns about children and reporting such concerns if they arise.

The programme is based on [Children First: National Guidance for the Protection and Welfare of Children](#) and the Children First Act 2015.

The programme takes approximately 1.5 hours to complete but it can be done in a number of sittings. The programme will allow you to log back in and resume where you left off. It covers topics including:

- Recognising and reporting child abuse;
- The role of mandated persons;
- The responsibilities of organisations working with children to safeguard children;
- The role of designated liaison persons.

You will need to create an account using an email address to log in and complete the programme. This allows you to complete the training gradually over time. When you have completed the programme, you will receive a certificate of completion directly to your email address.

The e-learning programme can be found at the following address:-

<https://www.tusla.ie/children-first/children-first-e-learning-programme/>



Volunteer Availability

Are you a CAN member? Please circle	Yes		No		
For CAN members, do you want to volunteer at the activities that your child attends?	Yes		No		
Are there any of CAN's activities at which you would particularly wish to volunteer?					
Are there any particular days or times that you would be available to volunteer? Please tick or give details below.					
	Morning	Afternoon	After School	Evening	School Holidays
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					