

Volunteer Information / Job Description

Reporting to: Event coordinator, Sport and Active Lifestyles, Huntingdonshire District Council.

Responsible for: Assisting or leading activities organised through or in conjunction with the Sport and Active Lifestyles Team, Huntingdonshire District Council.

Role: Various (As set out and agreed beforehand)

Volunteer roles may include some of the following:

- ☞ Assisting or leading activities for sports participants.
- ☞ Setting up or organising activities for sports participants.
- ☞ Assisting officials at sporting events.
- ☞ Providing additional help to facility staff.
- ☞ Assisting with the organisation of participants.
- ☞ General admin duties.
- ☞ Promoting the work of the Sport and Active Lifestyles team and its event partners, and influencing others.
- ☞ Providing additional support and/or resources.
- ☞ Other roles related to the work of the Sport and Active Lifestyles Team and its event partners.

Notes

- ☞ All communication in relation to volunteer responsibilities and progress will be through Event Coordinator, Sport and Active Lifestyles team.
- ☞ It is essential that the Volunteer Profile be completed prior to carrying out any of the duties. This document will indicate your commitment to the role and your acceptance of the responsibilities and tasks involved.

Code of Conduct

This code of conduct outlines the good practice expected of all volunteers working for Huntingdonshire Disability Sports Forum and Huntingdonshire District Council. It is important that all parties involved are made aware of this code:

- **Rights:** Volunteers must respect the rights of participants, promoting their welfare and their individual needs related to participation in all activities they are involved in.
- **Relationships:** Volunteers should promote relationships with participants that are based on openness, honesty, trust and respect. They must not engage in behaviour with participants, which is abusive or inappropriate.
- **Responsibilities:** Volunteers must demonstrate proper personal/professional behaviour at all times promoting positive role models for the people they are working with. They must ensure that the participants are provided with a safe environment, which maximises benefits and minimises risk to them. Volunteers have the responsibility to respond to any concerns about a person's welfare, and work with each other in the person's best interests.
- **Equality:** All volunteers must demonstrate commitment to respecting differences between staff and athletes in terms of gender, race, ethnicity, sexuality, disability, culture and religious belief systems.

Child Protection & Vulnerable Adults Procedure

The following procedures are set out to assist everybody in understanding the process that should be put into place if a situation of suspected abuse or poor practice should arise.

1. You should verbally report any concerns immediately to Event Coordinator, Sport and Active Lifestyles on 01480 388469 or email activelifestyles@huntingdonshire.gov.uk
2. The verbal report should then be backed up with a written report, which should be completed as soon as possible. The following information should be recorded:
 - nature of concerns
 - how and why these concerns have arisen
3. All procedures must follow the guidelines set out in the HDC Safeguarding Children, Young People and Vulnerable Adults Policy, which is available on request.

Self Disclosure Forms

All volunteers will be required to complete a self-disclosure form regarding their suitability to work with children and vulnerable adults, as part of their induction process. Anyone who refuses to do so must be deemed ineligible to work or assist with any activities associated with Huntingdonshire District Council. The self-disclosure form can be found overleaf.

Not all convictions are relevant. Those that will preclude employment include:

- Offences against children
- Sexual or violent offences
- Drug offences

Self-Disclosure Form

Required for ALL volunteers working with/or in contact with children and vulnerable adults as part of HDC Sport and Active Lifestyles Activities.

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE. IT IS A NECESSARY PROCEDURE THAT MUST NOW BE FOLLOWED BY ALL

CONFIDENTIAL

Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over Order?

Yes No

If "YES" please state the nature and date (s) of the offence (s)

Have you ever been subject to any disciplinary action or sanctions relating to child or vulnerable adult abuse?

Yes No

If "YES" please give details

You are required to self-certify that you are not known to ANY social services department as being an actual or potential risk to children or vulnerable adults; have not been disqualified or prohibited from fostering children or vulnerable adults or had any rights or powers in respect of any child or vulnerable adult vested in you assumed by a local authority; or have not had a child or vulnerable adult ordered to be removed from your care.

Signed: Dated:

Name (please print):

Any surname previously known by:

Address:

Date of Birth: Place of Birth:

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions (including spent convictions)

As part of the checking procedures for all applicants for posts of this nature, you are also advised that we reserve the right to make reference to the local authority social services department and police records to verify the information given on this form.

Volunteer Profile

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Date of Birth																																																													
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Is there any particular job / role that you would like to be considered for?																																																													
When are you available to volunteer? (e.g. weekends only or school holidays)																																																													

Please give details of two people that can comment on your work performance and suitability for the post	1	Name:
		Job Title:
		Address:
		Tel No:
	2	Name:
		Job Title:
		Address:
		Tel No:

I will carry out the tasks as agreed with Sport and Active Lifestyles, in accordance with Huntingdonshire District Councils code of conduct.

I will also inform Sport and Active Lifestyles of any changes to the information I have provided above.

Signed Date

Print Name

Information on this form may be shared with partner organisations to assist with the promotion of their programmes.

I do not wish this information to be passed on to partner organisations.

RETURN ADDRESS: Please return both the Volunteer Profile Form and Self-Disclosure Form ASAP.	Sport and Active Lifestyles Huntingdonshire District Council Pathfinder House St Mary's Street Huntingdon Cambs PE29 3TN Tel: 01480 388469 e-mail: activelifestyles@huntingdonshire.gov.uk
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Data Protection Act 1998: Huntingdonshire District Council is registered with the Information Commissioner for purposes of processing personal data for its lawful business in compliance with the Act. Any personal data you provide may be used to monitor, manage, improve and promote services offered by the Council and to protect public funds. Your personal data will only be passed on to others in accordance with your permission or the law. For more information go to www.huntingdonshire.gov.uk/privacy. If you have any concern about the processing of personal data by the Council please contact the Data Protection Officer at Huntingdonshire District Council, pathfinder house, St Mary's Street, Huntingdon, PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF