# Dear Friend

I am writing as you have expressed an interest in volunteering for London Link Group.

London Link is not only great fun, but a great way to give service to Quakers by helping to create a spiritual community for Quaker teenagers. Find out more about previous events on the blog [http://londonlinkgroup.org.uk](http://londonlinkgroup.org.uk/).

The process:

* If you don’t have one already we will need to get you a DBS (used to be called CRB) check done, or if you have one already we get it confirmed
* We ask for a couple of references if you’re not known to us and we have a chat about volunteering
* Agree to the volunteer guidelines
* Sit back and keep an eye on your emails, we have a volunteer mailing list that the co-ordinator of an event puts out a call for volunteers
* Reply to the co-ordinator let them know you’re interested
* Depending on the event there may be an informal planning meeting

In Friendship

If you have any queries please don't hesitate to contact us.

Michael Wood

Clerk

London Link Group

**Please complete if you would like to be considered as a staff volunteer for London Link Group:**

Name:

Address

Telephone

E-mail address

Local Meeting Area Meeting

If you do not have contact with a Quaker meeting what is your involvement/contact with Quakers?

Please tell us a little bit about you. Please include whether you have any experience working with young people.

If applicable:

Do you have a First Aid qualification? (state qualification and expiry date):

Other:

Do you have any medical condition or disability that you think we should know about?

Are you likely to have a child/brother/sister attending London Link events? YES/NO

Do you have a current DBS certificate? YES/NO

Please add any further information you would like to give:

**CoNFidENTIAL: Personal Details Form**

*This form must be completed by any person volunteering to be a member of staff. Details are kept by the member of the management committee responsible for volunteer recruitment and will remain confidential among the members of that management committee. Procedures for appointing volunteers are intended to ensure that all who work with children and young people will contribute to their safety, spiritual development and overall well-being.*

**References:**

Please give details of two people who are not related to you to whom reference can be made.

* Both should know you well.
* At least one should have known you for at least two years.
* At least one should be able to comment on your experience of, attitudes towards, and behaviour with, children/young people.
* One should be a Quaker.
* One should know you from some other area of life (for example, as neighbour, employer, work colleague).
* They should not be a member of your family.

|  |  |
| --- | --- |
| Reference 1 | Reference 2 |
| Name | Name |
| Address | Address |
| Email | Email |
| Telephone | Telephone |

# Declaration

I understand that I am legally required to declare any convictions for sexual offences, or for offences against children/young people and that if I have been convicted of any such offences I cannot volunteer to work with children/young people. I also declare here any other convictions.

I have never been convicted of a sexual offence, or an offence against children.

I give permission for enquiries to be made about me as necessary.

Signed .................................................................. Date ..........................................................

**Volunteer Guidelines**

London Link Group events are Quaker events and so Quaker values and practices underlie the way we work together. We are committed to providing an environment in which all young people and volunteers are valued and respected as individuals and Quaker values are upheld in what we do, the way we act and the way we treat each other. As a volunteer team we are role models to the young people and should bear this in mind at all times. In order to ensure a successful and safe event we ask all volunteers to read and sign these guidelines.

* Treat all young people with respect and dignity and be aware of your language, tone of voice and body language.
* Encourage an atmosphere of mutual trust, support and care.
* Recognise when you are too tired or stressed to work cooperatively and inform the Event Co-ordinators if this situation arises or you are concerned that it may.
* Be prepared to be on time for all sessions, meetings and jobs. Sessions are not optional unless it is your time off.
* If you are unable to do a job or are likely to be late then please arrange for someone to cover for you.
* If you need to make a change to your night duty or job allocations please talk to the Event Co-ordinators.
* Equal Opportunities: London Link Group wishes to include everyone; no-one should feel excluded or isolated because of race, age, gender, disability, sexuality, culture or social background. Please consider how you can contribute to an inclusive atmosphere.
* It is important that you observe the health and safety rules which apply to the site, including any off-limits areas.
* There should be no smoking, alcohol or illegal substances on site at any time.
* If you need to leave the site for a cigarette please inform the Event Co-ordinators.

The Event Co-ordinators have overall responsibility for the London Link Group event. This includes the site, young people and volunteers. If you have any concerns about anything during the event it is important that you discuss them with the Event Co-ordinators.

I have read and understood these guidelines and agree that I will abide by them during London Link group events.

Signed .................................................................. Date ...................................................