

The Police Treatment Centres

Castlebrae
Castleton Road
Auchterarder
Perthshire PH3 1AG

Volunteer Drivers Required

We are looking for volunteer drivers to undertake transport duties, transferring patients arriving at and departing from:

Mondays and Friday: Edinburgh airport.

Thursday afternoon: to and from the Treatment Centre to Perth or Stirling.

*You must hold a current original clean UK or EU drivers licence
for the category of vehicle in use.*

We are also looking for volunteers to provide patients with informative tours of the Castlebrae Treatment Centre following their **Monday** arrival.

*Ideally you will enjoy contact with serving and retired police officers,
be articulate and won't mind assisting our patients to their rooms.*

Full training will be given and a company vehicle used.

In return we offer a fantastic environment, lunch (subject to hours volunteered), use of swimming pool & gym, and free on-site parking.

Please contact Alison Daly, Facilities Manager, on 01764 664369
or visit our website www.thepolicetreatmentcentres.org for more details and an application pack.

St Andrews
Harlow Moor Road, Harrogate, North Yorkshire,
HG2 0AD
Tel: 01423 504448 Fax: 01423 527543



Castlebrae
Castleton Road, Auchterarder, Perthshire,
PH3 1AG
Tel: 01764 664369 Fax: 01764 664598

The Police Treatment Centres

www.thepolicetreatmentcentres.org

APPLICATION FOR VOLUNTARY WORK (PLEASE COMPLETE IN BLOCK CAPITALS)

1 PERSONAL DETAILS

Application for the post of:

at St Andrews - Castlebrae *(Delete as appropriate)*

First Name(s): _____ Surname: _____

Address: _____

Postcode: _____

Contact details: Telephone Home: _____

Mobile: _____

Email: _____

Do you hold a current driving licence? Yes No

Do you have access to a car? Yes No

Are you related to any member of the PTC staff? Yes No

If yes, please give name and relationship: _____

How did you learn about this vacancy? _____

2 EDUCATIONAL, TECHNICAL & PROFESSIONAL QUALIFICATIONS

Please name any institute or professional body in full and include attainment level

3 PERSONAL DEVELOPMENT

Include any courses, membership or voluntary work or responsibilities you consider relevant.

4 CURRENT EMPLOYMENT DETAILS (If retired please move to previous employment details 5)

Please give details of all jobs held including part time & unpaid work starting with your current or most recent employer

Current or most recent employment

Job Title/Post held _____

Employer's name/address _____

Date started _____

Date left _____

Reason for leaving:

5 PREVIOUS EMPLOYMENT. Please attach your CV if available.

1
Job Title _____
Employer's name/address _____

Date started _____ Date left _____
Reason for leaving: _____

6 WHAT ATTRACTS YOU TO THIS POSITION? (Please include any skills/experience relevant)

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7 HOBBIES/INTERESTS?

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8 HEALTH

Are there any adjustments required should you be invited for interview? YES <input type="checkbox"/> NO <input type="checkbox"/>

9 REFEREES (who should not be a relative)

Please indicate two people who can provide references – one of whom should preferably be your present/most recent employer

Current employer. If not applicable, previous employer

1 Name _____ **Mr/Mrs/Miss** _____

Position _____

Company _____

Address _____

Post Code _____ **Tel Number** _____

2 Name _____ **Relationship to you?** _____
(Manager/colleague/other)

Position _____

Company _____

Address _____

Post Code _____ **Tel Number** _____

I give/do not give permission to take up my references prior to an offer of volunteering being made.
(Please delete clearly as appropriate)

10 DECLARATION

I certify to the best of my knowledge that the information on this form is correct. I understand that deliberately giving false or incomplete information would disqualify me from appointment, or in the event of discovery after appointment, make me liable to dismissal without notice. All appointments are also subject to a satisfactory medical check.

SIGNED _____ **DATE** _____

Please return your completed application form to Alison Daly at Castlebrae, the address is on page 1.



The Police Treatment Centre

Volunteers Policy

Policy Number:		Responsible Manager:	CEO & HR Manager
Date of issue:	Approved: Board of Trustees 17 November 2011	Policy Review:	Three years from date of issue, OR , where legislative or other issues prompt an earlier review

Policy Statement

The Police Treatment Centres (PTC & 'the Charity') will seek to recruit high quality individuals who, on a voluntary and unpaid basis, will assist the Charity to meet its aims and objectives.

The Charity will provide induction and appropriate learning and development opportunities for volunteers so as to promote and provide a high quality service for our patients.

Purpose

The purpose of this policy is:

1. To provide clarity and a framework for the recruitment and deployment of volunteers who will assist the Charity to achieve its aims and objectives.
2. To promote a good working environment between the Charity's employees, patients and volunteers.

Legal Safeguard

The policy does not form any part of a Contract of Employment. The Charity reserves the right to amend all or part of the policy at its discretion.

Application of the Policy

The responsibility for the application of the policy is that of the Chief Executive Officer (CEO) who should act in accord with the policy and who should, in accord with the delegated authority, refer appropriate matters to Trustees of the Finance & Personnel Sub Committee or the Board of Trustees.

The PTC's Volunteer Policy will be reviewed no less that on a biennial basis, or where legislative or other issues prompt an earlier review, to maintain compliance with legislation and good practice e.g. the DDA 1995 and Equal Opportunities Act.

1. Introduction

A volunteer is a person who gives freely of their time, skills and experience without expectation of financial or other reward. Volunteering can take many forms. Some tasks require particular skills e.g. driving, whereas others require none. Volunteering may be for a limited time to complete a particular project or may be on an on-going basis.

The Charity recognises the significant benefit that volunteers can bring to the Charity, and the bridges that they build between the Charity, employees, patients and the local community. In return the Charity hopes to provide its volunteers with opportunities to exercise their skills in a different environment and to take advantage of new experiences.

The Charity will seek to offer a range of volunteering opportunities and that the opportunity to volunteer is widely available in accordance with its equal opportunities and diversity policies.

2. Status of volunteers

A volunteer is not an employee and will not have a Contract of Employment with the Charity. The Charity will agree a role(s) with the volunteer. There will be an expectation that the volunteer will meet the role requirement and that the Charity will provide work for the volunteer. However, the volunteer is free to refuse to fulfil the role and the Charity is not bound to provide the work. It is also expected that both the Charity and the volunteer will give as much notice as possible if unable to meet these expectations.

3. Volunteering roles

Roles suitable for volunteers to undertake will be identified by the Charity which will draw up a volunteer agreement framework. This framework will set out the requirement of the voluntary role and the skills or experience needed, as well as any training that is required before the volunteering work is undertaken. Volunteers will not be used as substitutes for employees.

4. Recruitment

A person wishing to become a volunteer will be asked to identify areas of activity which they would be willing to volunteer to undertake. If the Charity is able to match the applicant to a suitable role references will be required and, depending on the nature of the role, the prospective volunteer may be required to undergo a health and/or criminal records check.

5. Volunteering Agreement

The volunteer will be invited to enter into a 'Volunteering Agreement' with the Charity (a copy of this is shown at **Appendix A**). This agreement will identify:

- the volunteer's role
- the learning and development that the volunteer is expected to undertake;
- the insurance cover that will be provided for the volunteer
- who will supervise the volunteer
- the reasonable expenses that the Charity will pay to the volunteer
- The period of notice that will be given to a volunteer if their role is to end, or because of the volunteer's unsatisfactory performance.

6. Learning and development

The Charity will provide appropriate learning and development required by the volunteer for their voluntary role e.g. health and safety.

7. Health and safety

The Charity has a responsibility for the health and safety of volunteers. Volunteers should at all times follow the Charity's health and safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should not act outside their authorised area or work activity. Volunteers should report all accidents to their Supervisor/Line Manager.

The Charity will provide volunteers with appropriate guidance on any health and safety issues that arise.

8. Recompense

Volunteers are unpaid. However, the Charity will reimburse volunteers for reasonable travel and subsistence expense incurred. Reimbursement will be in accordance with the mileage and subsistence rates within the Charity's Travel and Expenses policy and receipts will be required.

9. Policies and procedures

Volunteers are expected to comply with all the Charity's policies while they are on its premises or undertaking any of their volunteering duties with the Charity. Volunteer induction will include an explanation of these policies and procedures.

10. Insurance

The Charity will ensure that volunteers are covered for insurance purposes in respect of personal injury. The Charity will also ensure that volunteers are provided with professional and public liability insurance. The insurance will not cover unauthorised actions or actions outside the Volunteering Agreement with the volunteer.

11. Confidentiality

Volunteers are likely to become aware of confidential information about the Charity, its employees, patients, customers and suppliers. Volunteers should not disclose this information or use it for their own or another's benefit without the consent of the party concerned. This does not prevent disclosure once the information is in the public domain (unless it has been made public as a result of the volunteer's breach of confidentiality) or where the law permits or requires disclosure.

12. Supervision and management

A supervisor will be appointed to support and manage the volunteer. The supervisor will review the arrangements after three & six months and thereafter not less than annually. If the volunteer has any queries or would like to change their role this should be discussed with the supervisor.

13. Dealing with problems

The volunteer's supervisor will normally try to solve any problems informally, but if this is not possible the Charity's formal complaints system will come into operation.

If the volunteer wishes to make a formal complaint they should put the complaint **formally in writing** to their supervisor. If it is not possible to reach a resolution the volunteer may raise the matter with the supervisor's manager.

If a complaint is made about a volunteer, this will be notified to them in writing and the supervisor will decide whether any action should be taken. If the volunteer is dissatisfied with the decision of the supervisor they may raise the matter with the supervisor's manager.

14. Volunteer drivers

Any volunteer who will be transporting people or equipment using a vehicle provided by the Charity must have a valid driving licence for that class of vehicle. In accord with the Charity's policy on these matters they will be asked to provide their driving licence for examination and so that a copy can be taken. Driving Licences will be checked annually.

The volunteer will be covered by the Charity's motor insurance policy when using Charity owned vehicles. Where the volunteer will be using their own vehicle, they must provide a copy of the vehicle's insurance policy covering such use and, if appropriate, the MOT certificate for the vehicle.

The volunteer must report any vehicular accidents whilst using the Charity's vehicles to the Charity. They must also report to the Charity any police cautions, penalty notices or court convictions received whilst a volunteer with the Charity no matter when they occurred. The Charity will not pay any parking fines accumulated by the volunteer whilst acting as a volunteer.

15. Volunteer's induction/information pack

Before commencing their volunteer role the volunteer will be provided with an induction/information pack containing:

- general information about the Charity;
- a copy of the Volunteering Policy;
- a standard Volunteering Agreement;
- details of where they can access the Charity's policies and procedures
- Information about other volunteering opportunities with the Charity that may be available.

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