

Home-Start Northampton
Martin House
24 Hazelwood Road
Northampton
NN1 1LN



admin@homestart-northampton.org.uk
www.homestart-northampton.org.uk
01604 627692

Dear Volunteer,

Thank you for the interest you have shown in volunteering for Home-Start Northampton.

Please see below for:

- Application Form
- The Role of a Home-Start Volunteer
- Volunteer Profile
- The Home-Start Approach

I hope this information will go some way towards explaining what we do and the Home-Start approach.

If you would like to attend the next course of preparation (or even one at a later stage), please complete the application form and return either in the post to Home-Start Northampton, Martin House, 24 Hazelwood Road, Northampton, NN1 1LN or electronically by email to the office at admin@homestart-northampton.org.uk.

Once your form has been returned, one of the Co-ordinators will be in touch to arrange an informal interview. This will be an opportunity to discuss your application, the Prep Course content and provide you with the course agenda, times etc.

If you require help with completing the form, then please do not hesitate to let us know.

If you have any queries, please do not hesitate to ring the office on 01604 627692.

Yours sincerely

Bernadette Barnes

Bernadette Barnes, Scheme Manager

Charity no. 1116665. Company no. 5836827.
Registered office: Martin House, 24 Hazelwood Road, Northampton, NN1 1LN
Patron: HRH Princess Alexandra, the Hon. Lady Ogilvy, KG, GCMG
Local Patrons: Lady Lowther, Paul and Emma Grayson



Application Form for Volunteers

Home-Start Northampton is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Confidential

If you have difficulty completing this form, please ask the Home-Start Scheme Manager/co-ordinator for assistance.

| | | |
|---|--|---|
| Name | | |
| Address including postcode | | |
| If you have been at this address less than five years, please give previous address | | |
| Home telephone no: Email address: | | Mobile telephone no.: |
| Date of birth: | | Place of birth: |
| Emergency Contact name and phone no | | |
| <ul style="list-style-type: none"> REFERENCES: Please give the name and address of two referees that you have known for a minimum of two years (not a partner, relative or partner of a relative) include at least one professional reference, (previous employer wherever possible; alternatively, school, college or other professional such as a religious leader or a volunteer supervisor) who may be contacted by Home-Start. If you have ever been a volunteer or employee of any Home-Start Scheme, one of your referees should be a member of staff or Trustee of that Scheme. <p>Please ask permission prior to submitting referees details and confirm full address.</p> | | |
| Referee 1 - time known this person In what capacity? | | Referee 2 - time known this person In what capacity? |
| Name: Address: Postcode: Email: Telephone: | | Name: Address: Postcode: Email: Telephone: |

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Have you ever been a volunteer or employee of any Home-Start Scheme?

- Yes No

If yes, please give name of Scheme and details of your involvement below.

We would like to get a picture of your experience to date, in the first box please give us details of any paid employment, in the second box details of any voluntary or unpaid work and in the third box details of gaps in employment with reasons e.g. career break to look after children or other dependants, travelling, training or education.

Please tell us about any paid employment, starting with most recent

| Employer | Job title | From | To | Brief description of duties | Reason for leaving |
|----------|-----------|------|----|-----------------------------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Please tell us about any voluntary or unpaid work, starting with most recent

| Employer | Job title | From | To | Brief description of duties | Reason for leaving |
|----------|-----------|------|----|-----------------------------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |

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Please tell us about gaps in your employment history, starting with the most recent

| From | To | Reason |
|------|----|--------|
| | | |
| | | |
| | | |

| | | | |
|---|--------|---|--------|
| Do you speak any additional languages (including sign language)? | | | |
| What is the maximum time you could offer to Home-Start as a volunteer on a regular weekly basis? (suggested 2 to 3 hours per week for home-visiting or 1 or 2 phone calls for telephone befriending) | | | |
| Have you any commitments which could affect your work with Home-Start e.g. part-time work, college, university? | | | |
| Are you available to volunteer during school holidays? | Yes/No | | |
| What type of transport would you use? Please complete whether you plan to home-visit or support virtually | | If car - do you have a current clean driving licence? | Yes/No |

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Please give information about your own parenting experience: e.g. are you a parent/step-parent/foster carer (please give ages of children)

What did/do you find enjoyable about parenting?

What did/do you find challenging about parenting?

What are your hobbies and leisure interests?

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How did you hear of Home-Start?

Why would you like to become a Home-Start volunteer?

Have you any skills or personal experiences which may be relevant to your work as a volunteer for Home-Start? (e.g. budgeting, cooking, DIY etc)

Is there any other information you would like to add?

As volunteers are in a privileged position visiting families in their own homes and have contact with young children, Home-Start has a responsibility to ensure that no one becomes a volunteer who would misuse this trust. Therefore, it is essential that you complete and sign this form.

The Disclosure and Barring Service has a guide which provides a simple and clear explanation of the disclosure application process. The guide can be viewed online at www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/app-guide-dbs-form

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| | |
|---|--------|
| Name: | |
| Have you had any personal contact with Social Services/Social Work Department or NSPCC in connection with children in your care? Have any of your children been subject to a child protection, child in need plan or common assessment framework (CAF)? | Yes/No |
| Do you consider yourself to have a disability or health condition and if so what adjustments could Home-Start provide to enable you to volunteer? Please provide detail, continue on separate sheet if required. | Yes/No |
| Have you ever been dismissed from any paid or voluntary work? | Yes/No |
| Have you ever been arrested or had contact with the police for any type of criminal offence? | Yes/No |
| Are there any matters outstanding which may lead to a criminal prosecution? | Yes/No |
| If you answer yes to any question please give details: | |
| If you do not declare existing or spent cautions or convictions you may not be selected. However, if you declare any of the above it may still be possible to become a volunteer | |
| <p>Declaration:</p> <p>I know of no reason why I would be unsuitable to be a Home-Start volunteer. I will report any changes in my circumstances which may affect my role*</p> | |

I give permission for Home-Start to carry out criminal record checks at enhanced level with the appropriate agency.

* child/ren in care/criminal proceedings brought against me etc

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I understand that my National Insurance number, passport and drivers licence may be required for identification purposes.

I understand that Home-Start Northampton may hold personal information about me in paper records and on their computer, including sensitive information such as age, race, sex and disabilities that they will use for their monitoring purposes.

I agree to them holding this information and understand that it may be shared with Home-Start UK for Quality Assurance purposes.

I understand that I may ask to see my records at any time.

Signed: _____

Date: _____

As you will be completing an Enhanced Disclosure form detail of any criminal convictions or cautions found will be passed onto to Home-Start Northampton. Therefore it is important that you highlight any issue we need to be aware of on your application form.

If something is highlighted on your disclosure this will be discussed with you in confidence. Following the meeting a decision will be made whether we can proceed with your application.

If you have any concerns please discuss this further with Home-Start Northampton Scheme Manager/co-ordinator.

For Office use only

| | | |
|---|---------------|----------|
| Interview date | | |
| Reference requested | 1 (date) | 2 (date) |
| Reference received | 1 (date) | 2 (date) |
| DBS requested | Date received | No. |
| Prep course completed (date): | | |
| Safeguarding & promoting welfare of children code of conduct signed (date): | | |
| End of course Policy checklist signed (date): | | |

Application Form for Volunteers

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Monitoring Information

| | | |
|---|---|--|
| <p>Asian or Asian British</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background Please specify _____</p> | <p>Black or Black British</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background Please specify _____</p> | <p>White</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other white background Please specify _____</p> |
| <p>Chinese or other ethnic group</p> <p>Chinese <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Male <input type="checkbox"/></p> <p>Female <input type="checkbox"/></p> <p>Transgender <input type="checkbox"/></p> | <p>Mixed</p> <p>Any mixed background Please specify _____</p> | |

Registered Office: Martin House, 24 Hazelwood Road, NORTHAMPTON NN1 1LN
 A Company Limited by Guarantee no. 5836827 registered in England & Wales
 Registered Charity no. 1116665.
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Role of a Home-Start Volunteer

Home-Start is a voluntary organisation in which volunteers offer regular support, friendship and practical help to young families under stress helping to prevent family crisis or breakdown. Volunteers, who are parents or have parenting experience understand that sometimes family life can be tough and that is why their support can be so valuable in helping another family. Volunteers are central to the Home-Start service; we could not offer families the same support without them.

Home-Start volunteers give a high level of commitment and reliability and in return, receive high quality preparation and ongoing training, supervision and support from the Home-Start Co-ordinators

What do Home-Start volunteers do?

Home-Start volunteers aim to build the confidence and independence of the family by:

- Offering support, friendship and if home visiting, practical help too.
- Committing to a minimum of 1 or 2 weekly contacts if offering telephone befriending or a 2-3 hours per week home-visit according to the family's needs.
- Giving confidential support so that the dignity and identity of each individual can be respected and protected.
- Reassuring families that difficulties in bringing up children are not unusual.
- Emphasising the positive aspects of family life.
- Developing a relationship with the family in which time can be shared and an understanding developed, providing a regular, reliable presence for that family.
- Drawing on their own experience of parenting to encourage parents' strengths and emotional well-being for the ultimate benefit of their own children.
- Encouraging families to widen their network of relationships and to use effectively the support and services available in the community.

What is the time commitment?

In addition to weekly contact with the family:

- Attendance at the initial course of preparation.
- Attendance at regular peer support group meetings; these may be virtual.
- Attendance at supervision sessions with the Co-ordinator according to Home-Start guidance and the needs of the family, usually every 4-8 weeks.
- Attendance at regular training sessions.
- A commitment of 1 year but ideally 2 years or more.

What are the responsibilities of a Home-Start volunteer?

We ask all our volunteers:

- To commit to the Home-Start ethos and to understand and implement Home-Start's policies on:
 - Confidentiality
 - Equal opportunities
 - Looking after children in the absence of their parents
 - Safeguarding / Child protection
 - Health and safety
 - Lone Working.
- To undertake all sessions of the preparation course, provide two suitable references, and complete a DBS check at enhanced level.
- To sign their acceptance and understanding of the Home-Start policies.
- To be introduced to and support a family on a regular basis, weekly, to work towards identified aims of support as agreed with the Co-ordinator and family.
- To share information with the Co-ordinator and contact the scheme immediately if there is concern about the physical or emotional well-being of any member of the family.
- To ensure that the child's needs and experience are at the centre of their thinking and they act on concerns about their welfare.
- To keep essential records of visits to families and submit monthly.
- To attend regular 1:1 support and supervision sessions with the Co-ordinator.
- To attend ongoing support and training sessions as arranged by the scheme.
- To submit travel and telephone expenses monthly, which will be paid at the agreed rate by the trustee board.
- (if home visiting) To inform their insurance company that the car is being used for voluntary work with Home-Start for which expenses are paid.
- (if home visiting) To provide Home-Start with sight of their relevant tax, MOT and insurance cover for the car at the beginning of their volunteer journey and then annually.

What will Home-Start do for me?

In return for your hard work and commitment, you will receive:

- Excellent preparation for your role, through the Course of Preparation for new volunteers.
- Formal and informal support from the Scheme Manager, Co-ordinator's other volunteers and the trustee board.
- Opportunities for self-development and ongoing training.
- Social events and the opportunity to get more involved in the scheme if you would like e.g. fundraising, promotional events or becoming a trustee.
- After you have volunteered for 12 months we will provide a reference.
- The opportunity to be involved in a vital local service and to be part of a national and global network.

This is exciting and rewarding voluntary work which requires energy, commitment, reliability, creativity and a sense of humour.

We look forward to hearing from you!

Home-visiting Volunteer Profile

A Home-Start volunteer should:

- Be a parent or have parenting experience.
- Be prepared to undertake the Home-Start preparation training course.
- Have time to commit to
 - If a telephone befriender, 1 or two telephone contacts a week
 - Or, if a home-visiting volunteer, a once a week visit to a family for 2 to 3 hours.
- Understand why families may need support from Home-Start.
- Have a knowledge of child development or willingness to learn.
- Have a positive, non-judgemental attitude to working with people of any gender, family status or sexual identity, or who are from any ethnic origin, culture or religion, or who may have a disability.
- Demonstrate a sensitive and caring attitude towards others.
- Have a clear understanding of the confidential nature of the Home-Start service, and not to break confidences shared by the family, other than when disclosure is essential in order to protect the wellbeing or safety of a child.
- Have time and enthusiasm for Home-Start, be reliable and understand the importance of reliability to the family.
- Have good communication skills including an ability to listen.
- Have a warm and open personality and a sense of humour.
- Be able to work as a member of a team.
- Be prepared to keep records as required by the scheme.
- Be prepared to attend group support meetings, virtual and face-to-face and ongoing or refresher training required by the scheme.
- Be able to attend an annual mandatory refresher training session on Safeguarding and Child Protection.
- Be prepared to attend supervision with the Co-ordinator every four to eight weeks.

The Home-Start Approach

Home-Start volunteers are expected to work towards the increased confidence and independence of the family by:

- offering support, friendship and if home-visiting, practical help.
- adhering to Home-Starts Confidentiality Policy so that the dignity and identity of each individual can be respected and protected.
- reassuring families that difficulties in bringing up children are not unusual.
- emphasising the positive aspects of family life.
- developing a relationship with the family in which time can be shared and an understanding developed.
- encouraging parents' strengths and emotional well-being for the ultimate benefit of their own children.
- encouraging families to widen their network of relationships and to use effectively the support and services available in the community.

Support for Volunteers

The Home-Start co-ordinator, who is in turn responsible to the trustees, supports volunteers in their work with families offering regular supervision and training for the role.

Commitment Required:

- initial course of preparation – all volunteers need to be prepared to offer their support to families.
- time with families each week – to meet the support needs of families and ensure the best support, we ask volunteers to spend time with at least one family per week. If home-visiting, ideally for two to three hours depending on the needs of the family. If providing telephone befriending support, a once or twice weekly phone call.
- willingness to accept regular support and supervision in respect of their voluntary activity.
- we recognise that volunteers may stop volunteering at any time, but we would expect and hope they would be able to offer their time to Home-Start for at least 1 year but ideally two years or more.

Expectations of Volunteers

In line with the guidance provided on the Preparation Course volunteers are expected to:

- be familiar with and committed to the Home-Start ethos as specified in the scheme's governing documents, *Standards and Methods of Practice*, the *Home-Start Agreement* and the *Home-Start Policy and Practice Guide*.

- understand and implement Home-Start's policies on:
 - confidentiality
 - equal opportunities
 - looking after children in the absence of their parents
 - child protection
 - health & safety
 - personal safety.
- be introduced to and support a family or families for up to 6 months. In some circumstances support may be extended.
- share information with the co-ordinator and contact the co-ordinator immediately if there is concern about the physical or emotional well-being of any member of the family.
- take part in reviews with the family and co-ordinator as requested.
- keep records of visits to families as requested by the co-ordinator.
- attend support, supervision and training sessions as arranged by the scheme.
- submit travel and telephone expenses on a regular basis, which will be paid at the agreed rate by the trustees.
- If home-visiting, inform their insurance company that the car is being used for voluntary work with Home-Start for which expenses are paid.

This exciting and rewarding voluntary activity requires energy, commitment, reliability, creativity and a sense of humour. All volunteers can expect the support of the co-ordinator, other volunteers and the trustees, and, through the co-ordinator, other professionals involved with the family. The Board of Trustees includes two representative volunteers. There are also opportunities for self development within the role and social contact with others in Home-Start.