

# Volunteer Counsellor Application Form

**PART A: DETAILS**

<b>Full Name:</b>
<b>Date of Birth (dd/mm/yyyy):</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Email address:</b>

**PART B: DETAILS**

Please provide details of two referees who can comment upon your suitability for the role. One of these should be your course tutor / trainer where applicable.

**REFEREE 1**

<b>Full Name:</b>
<b>Address:</b>
<b>Relationship to Applicant:</b>

**REFEREE 2**

<b>Full Name:</b>
<b>Address:</b>
<b>Relationship to Applicant:</b>

I, the undersigned, declare that the information provided in support of my application is true and an accurate representation of my skills and experience.

.....  
**Signature**

.....  
**Date (dd/mm/yyyy)**







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**iii) The young people who come to Off the Record are diverse and their experiences and difficulties equally so. Please explain how you feel about working in this context.**

**iv) What is your experience of supervision?**

**v) What is your own experience of being in counselling, psychotherapy or a support group? What ongoing arrangements do you have for this?**

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vi) How would you describe your present stage of professional development?

vii) Why did you decide to apply to Off the Record at this time? What are you hoping to gain from the experience?

## 5. COMMITMENT

Please note we ask for a minimum commitment of one year. During this time counsellors normally see four clients per week for one hour each. Clinical supervision takes place fortnightly. Counsellors must attend this supervision as part of their engagement with Off the Record. In the first year, all counsellors must attend the quarterly training provided by OTR.

Are there any days/times when you would NOT be available to either counsel for Off the Record or attend clinical supervision?



# Volunteer Counsellor Terms of Engagement

**WELCOME TO OFF THE RECORD (OTR), AND THANK YOU FOR VOLUNTEERING TO DO WORK FOR US AS A COUNSELLOR.**

**THERE ARE MANY PEOPLE INVOLVED WITH OFF THE RECORD. SOME ARE PAID EMPLOYEES, OTHERS ARE SELF-EMPLOYED AND CONTRACTED TO DO WORK IN RETURN FOR A FEE, AND A FEW BELONG TO OTHER ORGANISATIONS BUT WORK IN PARTNERSHIP WITH OFF THE RECORD. A VOLUNTEER COUNSELLOR IS NONE OF THESE.**

**A VOLUNTEER IS ANYONE WHO DOES WORK FOR OFF THE RECORD WITHOUT COMPENSATION OTHER THAN EXPENSES. THIS IS YOUR OFFICIAL ACCEPTANCE OF THE ROLE OF VOLUNTEER COUNSELLOR, WITHOUT WHICH A VOLUNTEER IS NOT ALLOWED TO UNDERTAKE WORK FOR OFF THE RECORD. PLEASE READ THEM CAREFULLY.**

**ONCE YOU HAVE ACCEPTED THESE TERMS OF ENGAGEMENT, YOUR COMMENCEMENT IS SUBJECT TO A SATISFACTORY CRIMINAL RECORDS BUREAU (CRB) CHECK.**

## 1. TERMS

As an OTR Volunteer Counsellor you agree to familiarise yourself with and abide by the policies and procedures of OTR. In particular, you should make yourself familiar with OTR's Child Protection and Safeguarding Policy and Code of Practice, and Vulnerable Adults Policy. These will be given to you at induction and a hard copy is always kept downstairs in the kitchen area.

We ask for a minimum commitment of one year.

We ask all volunteer counsellors to see a minimum of four clients per week in the first year.

OTR 'buys-in' supervision externally and all volunteer counsellors are required to attend this fortnightly

To safeguard and quality assure practice, all volunteer counsellors in their first year must attend the quarterley training provided by OTR.

## 2. REMIT

OTR welcomes your contribution and we are committed to giving you the freedom and opportunity to develop and enhance your own and the organisation's practice. At the same time we must ensure that everything you do is done in the best interests of OTR. Please do not do things that are outside the remit of what you have been asked to do without asking first.

In particular, you can represent OTR, but you must ask and get written approval before you do so. Representing means doing or saying anything that might significantly effect or obligate OTR. Examples would include public statements to the press, lobbying, collaborations and joint ventures, or agreements involving contractual or financial obligations.

## 3. ACCOUNTABILITY & LINE MANAGEMENT

As a Volunteer Counsellor your line manager is the Director of OTR, Simon Newitt. Simon is your first point of contact for any issues or difficulties you may have operationally. All matters relating to practice should go through your supervisor.

## 4. EXPENSES

Volunteers are eligible for reimbursement of reasonable expenses incurred while delivering work for OTR. These are reviewed annually and are currently:

- Travel 40 p/per mile up to £100, thereafter 15p/per mile.
- Childcare £80 per month divided between all counsellors claiming this until the annual budget is exhausted, then nothing further in that financial year. Proof of care by a registered child-minder is required.

The line manager will notify you of any changes to these terms and/or about any other expenses you may be entitled to.

## 5. INSURANCE

You are covered by OTR's Professional Liability and Accident Insurance whilst volunteering for OTR.

## 6. LEAVING OFF THE RECORD

If you wish to stop your work as a volunteer, please try to give as much notice as possible, preferably at least one month. The line manager may at any time, for whatever reason, ask you to stop your work as a volunteer, and will give you at least one months notice unless he or she has good reason for not doing so.

## 7. RIGHTS & RESPONSIBILITIES

There are certain things you can expect from OTR and certain things OTR expects from you. These are your rights and responsibilities. *(Continued overleaf)*

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### Rights

#### You have the right to:

- A thorough induction to OTR, including copies of the organisation's policies and procedures.
- An appropriate amount of free professional supervision and support.
- Access to free training and education in support of your role.
- Reimbursement for reasonable expenses incurred whilst engaged in voluntary work for OTR.
- Suggest ways in which OTR could improve its provision.
- Seek election to and join the Executive Committee.

### Responsibilities

#### You have a responsibility to:

- Work within the values, aims, policies and procedures of OTR.
- Honour the commitment you have made to the best of your ability within the terms laid out above.
- Complete OTR's service user monitoring arrangements.
- Maintain the strictest confidentiality of all clients. (For exceptions to this see OTR's Child Safeguarding and Protection, and Vulnerable Adults Policies and Code of Practice).
- Work constructively with your supervisor and attend fortnightly supervision.
- Participate in the life of OTR in a manner that is respectful, co-operative, and consistent with OTR's commitment to equality, (see OTR's Equality Policy).

Other rights and responsibilities are described in OTR's policies and you should familiarise yourself with them. The most important of these are:

- Child Safeguarding and Protection Policy and Code of Practice
- Vulnerable Adults Policy
- Confidentiality & Data Protection Policy
- Volunteering Policy
- Equality Policy
- Health & Safety Policy
- Disciplinary & Complaints Policy
- Whistle Blowing Policy & Procedure

## 8. AGREEMENT

I understand and agree to these terms of engagement and by Off the Record's policies and procedures.

Name (PRINT):

Signature:

Director:

Signature:

This agreement is binding in honour only and is not a contract legally enforceable or binding.