



## Volunteer Information Pack

### Introduction

We all volunteer for various reasons, but one thing that brings us together is that volunteering work is rewarding, challenging and varied. Volunteering should be a positive experience for everyone involved. Berkshire Autistic Society (BAS) is committed to providing its volunteers with complete support, training, supervision and regular feedback. The Volunteer Co-ordinator will be your supervisor and your point of contact within BAS.

### About BAS

BAS was set up in 1990 by parents of children with autism, autism-related problems, Asperger's Syndrome and challenging behaviours. Today BAS is a registered charity with a membership of over 500 and growing! Since its foundation the commitment of BAS membership, volunteers and staff has made a positive difference to hundreds of individuals and families in Berkshire.

The charity provides a wide range of services:

- Providing information and advice through a helpline, newsletter, website, factfile, weekly emails and library.
- Supporting those affected by ASD (Autistic Spectrum Disorders) through Parent Support Groups and Adult Social Groups. Supporting adults with an ASD into employment.
- Providing leisure activities for families and adults.
- Running ASD awareness raising and training events.
- BAS fights for the interests of individuals with an ASD with key decision makers at local, regional and national levels. BAS works with local authorities, NHS and others to improve future service provision as part of its dedication to improving the lives of people affected by autism.

BAS is a self-funded charity needing donations, grants, sponsorship and other fundraising activities to support our work.

### General Information

BAS has many openings for volunteers: from office work to fundraising to supporting people affected by autism. You will be welcomed into a team of dedicated volunteers and staff.

Volunteer tasks include:

- Helping with fundraising
- Attending meetings to represent/lobby for the Society and raise awareness of autism
- Assisting in the office
- Helping to organise events and support members at social events or leisure activities
- Supporting those on work experience in our office
- Helping at events – refreshments, run a stall
- And much more...

Depending on the volunteering role, we provide an induction programme, and you will always be briefed on what is expected of you.

BAS's office is based just outside central Reading. The office is within walking/easy travelling distance of the town centre and has its own car park.

The hours you are requested to volunteer are negotiable. Some of the volunteering positions require for the work to be performed during office hours (10.00 till 16.00). However, some volunteering positions may include some weekend and evening work depending on the volunteer post. This is particularly so with much of the fundraising work.

BAS will invite you to an informal interview only if your experience and skills are relevant to the volunteering roles we have available at the time of application.

If the interview is successful, 2 references must be obtained and, depending on the role undertaken, volunteers may be required to undergo a Criminal Records Bureau (CRB) check before they can start volunteering. Please note that this process can take up to 10 weeks.

# Unpaid Volunteer – Application form

Please complete ALL parts of this form.

Name:

Address:

Postcode:

Tel No (day):

Tel No (evening):

Mobile Tel No:

Email:

NB Please detail any restrictions on daytime calls or email contact

Present occupation/volunteer experience:

For Office Use only

Database		Volunteer Pack	
Email Dist List		Agreement signed	

Previous occupation/volunteer experience:

Emergency contact name:

Relationship:

Tel No (day):

Tel No (evening):

**General Information**

Volunteers take on a variety of roles. Please tick those areas of volunteering you are interested in:

<input type="checkbox"/>	Help with fundraising	<input type="checkbox"/>	Help to organise events
<input type="checkbox"/>	General office duties	<input type="checkbox"/>	Supporting those on work experience
<input type="checkbox"/>	Assist in the office	<input type="checkbox"/>	Support members at social events or leisure activities
<input type="checkbox"/>	Attend meetings to represent/lobby for the Society and raise awareness of autism	<input type="checkbox"/>	Provide advice in a particular field of which you have experience e.g. PECS or DLA forms or website development
<input type="checkbox"/>	Help at events – greeting guests, refreshments, run a stall	<input type="checkbox"/>	

Others (please list):

Have any particular skills or knowledge that you can offer to the Society? Please provide details:

At what times are you available for volunteering?

<input type="checkbox"/>	Flexible	<input type="checkbox"/>	Weekdays	<input type="checkbox"/>	Weekends
<input type="checkbox"/>	Daytime	<input type="checkbox"/>	Evenings		

Where would you prefer to work?

<input type="checkbox"/>	In the BAS office	<input type="checkbox"/>	At home
<input type="checkbox"/>	At outdoor events	<input type="checkbox"/>	At indoor events

Do you drive?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Are you willing to use your car when volunteering with BAS?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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### Referees

It is possible that in your voluntary work with BAS you may come into contact with vulnerable people. We would, therefore, wish to take up references from individuals who are not family members.

Name:		Name:	
Relationship to Volunteer:		Relationship to Volunteer:	
Address:		Address:	
Tel No:		Tel No:	

Are there any physical or mental health issues that you feel we could support you with when volunteering?

If you are a person with an ASD, what support needs do you have.

**Confidentiality and Data Protection**

I understand that anything I hear or learn regarding individuals during my volunteer work with BAS must be kept in the strictest of confidence. I accept that a breach of this confidentiality may result in a termination of my volunteering with BAS.

I understand that in order to supply BAS with my personal information for CRD checks, sensitive and personal information will be held and processed by BAS. This information will be kept as computerised and manual records, stored securely.

I confirm that to the best of my knowledge, the information given on this form is correct.

Signature/Name	Date
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## Disclosure

Please complete this form and return it to BAS at the address given above.

### Rehabilitation of Offenders' Act 1974

The Rehabilitation of Offenders' Act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as 'spent' after a period of years.

People with ASD are legally defined as vulnerable adults. Any role that brings you into one-to-one contact with people with ASD is therefore exempt from the provisions of Section 4(2) of the 1974 Act. Applicants are therefore not entitled to withhold information about convictions that for other purposes are considered as 'spent'. If your role is likely to bring you in one-to-one contact with a person with ASD or if your role changes in the future, you will be required to apply for a Disclosure check. Any information given will be held in the strictest confidence and only used in consideration of your suitability for the volunteering role.

Please sign or print your name below to confirm that you are prepared to apply for a check should one be necessary. Having a criminal record will not automatically debar you from your role. If you wish to speak to someone in confidence about Disclosure, please contact BAS on 01189 594 594.

Have you been convicted of any criminal offence?

**Yes/No**

If yes, please give details:

Signature	Date
Name in print	



## Equal Opportunities Monitoring Form

BAS operates a policy of equal opportunity and fair treatment in employment. It is committed to opposing discrimination on the grounds of gender, colour, disability, marital status, religious belief, sexual orientation, race, ethnic or national origins, health status and age.

To assist us in monitoring our policy, and for this reason only, please would you complete this form and return it to BAS. All information given will be kept confidential.

**Please place a tick in the relevant boxes:**

Age:

<input type="checkbox"/>	<b>0-18</b>
<input type="checkbox"/>	<b>36-45</b>
<input type="checkbox"/>	<b>65+</b>

<input type="checkbox"/>	<b>19-25</b>
<input type="checkbox"/>	<b>46-55</b>

<input type="checkbox"/>	<b>26-35</b>
<input type="checkbox"/>	<b>56-65</b>

Gender:

<input type="checkbox"/>	Female
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<input type="checkbox"/>	Male
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Are you a person with ASD?

<input type="checkbox"/>	Yes
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<input type="checkbox"/>	No
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Are you a carer of someone with ASD?

<input type="checkbox"/>	Yes
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<input type="checkbox"/>	No
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How would you describe your ethnic origin?

<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Black – African
<input type="checkbox"/>	Black – Caribbean

<input type="checkbox"/>	Black – other
<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Indian

<input type="checkbox"/>	Irish
<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	White

Other (please specify):

<input type="text"/>
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The Disability Discrimination Act 1995 defines a disabled person as a person with a physical or mental impairment that has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you consider that you have a disability, as defined above?

<input type="checkbox"/>	Yes
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<input type="checkbox"/>	No
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**Thank you for completing this form. Please return it to BAS at the address given above.**