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### **Volunteer Application Pack**

**What’s it all about?**

The Christmas Dinner Project was founded by poet Lemn Sissay MBE. Our aim is to provide a Christmas dinner for up to 50 Middlesbrough/Teesside Care Leavers aged 16-25 on Christmas Day.

Christmas is a time for family. However, it can also be a lonely time for some people. Many care leavers are away from family, sat in flats, B&B’s, hostels, sofa surfing, or even living on the streets on their own at Christmas. Christmas can be a reminder of everything that they never had. It's often a dreaded day.

We want to change that. We need your help to do it.

The Christmas Dinner Middlesbrough & Teesside team are motivated by the need to bring about change in how we, as a community, can assist young care leavers. In the absence of family we want to create a special day to remember for young people who may otherwise be alone. So, with your help, we will bring up to 50 care leavers together for a delicious Christmas meal, a time of warmth, happiness and a good laugh this Christmas Day.

**What help do we need?**

We’re looking for up to 30 volunteers to help out with a range of tasks on 24 December, to set up our venue and help prepare the meal. We will require the same number of volunteers again on Christmas Day to keep our guests company and make them feel welcome, encourage them to participate in any activities, serve the meals and clear up at the end of the day. On Boxing Day, we may require 10-15 volunteers to help remove all our belongings from the venue and leave it in the same condition that we found it. Volunteers don’t have to be available to volunteer on all these dates, or in fact all day on any of the dates.

We’re looking for people to fulfil the following roles:

**24 December**

Location: TBC

**From 10am**

Volunteers to help in the kitchen – kitchen volunteers please bring your own apron and peeler/sharp knife and chopping board if you can.

**From 11am**

Volunteers are needed to

* decorate the venue, set tables etc,
* set up games/movie stations etc.

**From** **2pm onwards:**

* Volunteers are needed to wrap presents and write Christmas cards to individual guests
* Volunteers willing to do any last-minute running around/shopping etc.

**Christmas Day**

* Meet at the venue, at 09:00 (catering team) to finish cooking the meal, prepare some nibbles for guests to enjoy on arrival. Other volunteers to arrive from 10am
* Meet and greet guests arriving from around 11:30am
* Ensure all guests feel welcome, are shown where all amenities in the venue are etc

**Boxing Day (If needed – this will depend on how much we manage to clear away on 25th)**

* Meet at the venue at 09:30 and clear away all our belongings
* Ensure we leave the venue neat and tidy

**How do you get involved?**

There are no specific qualifications or experience you need to volunteer with TheChristmas Dinner but you need to be reliable and have a friendly, positive attitude. We would also like to hear from people who have experienced care themselves; this could be residential care, foster care or adoption.

All volunteers will be required to attend a briefing session on 23 or 24 December.

If you are available and would like to volunteer to help us with any of the tasks, please complete the application form on pages 3-7 and **return it via email to** [**tcdmandt@gmail.com**](mailto:tcdmandt@gmail.com)

If you have any questions about this form or about volunteering for the project in general and you would like to speak to someone, you can also contact Jill by telephone on 07927 592 755.

We do require you to complete all the sections so that we can best match people to the volunteering opportunities available but please do not be put off by any of the questions, we welcome all volunteers and provide training and support if needed.

**Thank you very much for our interest in helping us with this project!**

|  |  |
| --- | --- |
| **Name** |  |
| **Address:**  **Postcode:** |  |
| **Email address:** |  |
| **Phone (daytime)** |  |
| **Phone (evening)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Age** | **16-24**  X | **25-34** | **35-44** | **45+**  x |
| **Date of birth** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gender** | **Male** | **Female** | **Other** | **Prefer not to say** |
|  |  |  |  |

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| --- |
| **Do you have any access requirements?** (e.g. wheelchair access) |
|  |

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| --- |
| **Which volunteer role are you interested in?** (see list of volunteer roles on p.1) |
|  |
| **Please tell us briefly why you’re interested in this project.** |
|  |
| **Briefly describe your skills or relevant experience** *(please note: there are no specific qualifications or training you need to volunteer for this project)*    *(e.g. interests, strengths, training, qualifications)* |
|  |
| **What is your availability on the day you’d like to volunteer?** (i.e. 23/24 December and/or Christmas Day/Boxing Day) | |
|  | |
| **Are you a care leaver?** (By this we mean someone who spent all or part of their childhood in care, e.g. residential children’s home, foster care or adoption). | |
|  | |
| **Do you have a current, up-to-date Disclosure and Barring Service (DBS) check?** If yes, please complete the section of the form on page | |
|  | |
| **Do you have a valid UK driving license?** (this is not a necessity) | |
|  | |
| **Do you have a car/access to a car?** (this is not a necessity) |
|  |
| **Are** **you willing to use your car for this project?** (this is not a necessity) |
|  |

**It is vital to us that our young people have an amazing day. In order to help us achieve this pleased confirm that you meet the following criteria:**

× Have a positive ‘can do’ attitude

× Are reliable and can commit to turning up on the day

**References:**

|  |  |
| --- | --- |
| Please give details of two referees. Referee 1 should be a person who has been responsible for your work i.e. manager, tutor or other responsible person. The other referee should have known you for at least two years, and should be able to comment on your experience. Please note that referees cannot be a relative. | |
| *REFEREE 1* | |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Relationship to you |  |
| *REFEREE 2* | |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Relationship to you |  |

**The Christmas Dinner Middlesbrough & Teesside** *provides for young people aged 16-25 and because of this Disclosure and Barring clearance may be required for some roles. If your role will involve regulated activity, an enhanced check will be required.*

*The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this role under eligible positions for DBS checks taken from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 - Ref No 03*

*Further information can be found on www.gov.uk/government/organisations/disclosure-and-barring-service*

|  |
| --- |
| **Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’?** |
|  |

Failure to disclose any convictions / reprimands / cautions / final warnings that is not protected may disqualify you from volunteering with the Christmas Project.

Having a criminal conviction does not automatically exclude people from undertaking a volunteer role. You will be asked to provide further details to give background and context. Each case will be considered separately on its merits by an internal panel.

|  |  |
| --- | --- |
| **If you have answered yes, please give further details below (if necessary please attach a separate sheet)** | |
| **Date** | **Nature of convictions / reprimands / cautions / final warnings / other relevant information: (Please include dates)** |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Do you have any pending or outstanding court cases?** |  |
| **If yes, please give date(s) and details** |  |

**Disclosure and Barring Service Update Service**

(Please complete this form if you have a recent DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

I confirm that I have signed up to the DBS Update Service

with my application reference ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

alternatively, I have an existing DBS Certificate reference no. ,

dated

**Information required by The Christmas Dinner Middlesbrough & Teesside to complete online check**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth DD/MM/YYYY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certification Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby give my consent to TheChristmas Dinner Middlesbrough & Teesside to carry out an initial online status check and further to carry out at any point during the term of my volunteering with Pure Insight to see if any new information has become known since its issue.

Print name:

Signed: Date:

###### Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already started a volunteer role, this may end. I hereby give my consent to processing the data supplied on this application form for monitoring purposes in relation to the selection of volunteers.

**A Signature is required even if you have nothing to declare.**

If you are completing this form electronically, we will require a signature when we meet you

Signed \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Please send all completed applications to [tcdmandt@gmail.com](mailto:tcdmandt@gmail.com)