

# Volunteer Application Form

<b>Which position are you applying for? Reading Coach</b>	
<b>Title:</b>	<b>Name:</b>
<b>Address:</b>	
<b>Telephone:</b>	<b>Mobile:</b>
<b>E-mail:</b>	
<b>What attracts you to the work of FRED?</b>	
<b>Please give some idea of how many hours you could offer each week and your availability.</b>	
<b>How far are you able to travel within the Forest to meet with a learner?</b>	
<b>Briefly describe the skills and personal qualities that you will bring to FRED.</b>	
<b>Do you have: a) a full driving licence?</b>	<b>b) use of a car?</b>
<b>c) access to a computer?</b>	<b>d) any access requirements?</b> <i>(please specify below)</i>
<b>Where did you hear about FRED?</b>	

### References

Please give the names and addresses of two referees including in what capacity they are known to you. At least one should be a person who has known you in a formal capacity for at least a year.

**N.B. We will only take up references when you are matched with a learner.**

#### Reference 1

<b>Title:</b>	<b>Name:</b>
<b>Address:</b>	
<b>Email:</b>	
<b>Tel No:</b>	<b>Relationship:</b>

#### Reference 2

<b>Title:</b>	<b>Name:</b>
<b>Address:</b>	
<b>Email:</b>	
<b>Tel No:</b>	<b>Relationship:</b>

### Criminal Record Declaration

Please declare below ANY previous criminal convictions (excluding speeding endorsements and parking offences). Having a criminal conviction does not necessarily exclude you from volunteering with us.

Do you have any previous convictions? Yes / No

Do you have any unspent criminal convictions? Yes / No

Do you have any court appearances pending Yes / No

If you answered yes to either of the above questions please give details on a separate sheet.

I declare that the information on this form is true and complete.

Signed.....

Date .....

### Confidentiality

By signing and returning this application form you give consent to FRED using and keeping the information you provide or which is provided by your referees. Details will not be disclosed to any third party, except with your consent.

**EQUALITY AND DIVERSITY MONITORING FORM**

FRED is committed to achieving equality and diversity in all areas of its work. To help us, we would appreciate your completion of this form. The information will be used solely for monitoring purposes and will be treated in strictest confidence. It will be separated from your application form on receipt.

**Please tick the relevant boxes that apply to you:**

**Part A: Are you:**

Male  Female  Other

**Part B:**

25 – 35  56-65   
 36 – 45  Over 65   
 46 - 55

**Part C:**

**How would you describe your ethnic origin?**

**White, British**

English   
 Irish   
 Scottish   
 Welsh   
 Any Other White Background

**Asian, Asian British**

Bangladeshi   
 Indian   
 Pakistani   
 Sri Lankan   
 Any Other Asian Background

**Black, Black British**

African   
 Caribbean   
 Any Other Black Background

**Mixed Heritage**

White and Asian   
 White and Black African   
 White and Black Caribbean

**Chinese, Chinese British**

Chinese   
 Any Other Chinese Background

**Other (Please state)**

\_\_\_\_\_   
 Prefer not to state

**How did you hear about FRED?**

Internet   
 Library   
 Local Volunteer Bureau

Local Press   
 Friend/acquaintance   
 Other (please state below)

Please return completed form via email: [sheilapriest49@gmail.com](mailto:sheilapriest49@gmail.com) or  
 by post to: Sheila Priest, Kohima, Crow Ash Road, Berry Hill, Coleford, Glos GL16 7RB

# Reading Coach Role

**The role of a FRED Reading Coach is to regularly support an adult learner to improve their reading skills.**

**Activities:**

- meeting with your learner at agreed times for a learning sessions (see Time & Location below)
- working through Turning Pages with your learner using the Coach pages as your guide
- recognising your learner's progress and feeding back to your learner and the Coach Coordinator
- attending regular good practice sharing/training meetings with other FRED Coaches

**Indicators of Success:**

The success of your Coaching will be indicated by:

- the number of learning sessions you and your learner achieve each month
- your learner's progress through Turning Pages as recorded in the book
- your learner's readiness to move on to supported reading when appropriate
- your learner's desire to leave your support and move on to a new stage of learning

You will also discover other less tangible but equally valid indicators of your successful Coaching, such as:

- increased self-confidence in your learner and also in yourself as a reading Coach
- improved sense of self-worth in your learner
- increased learner desire to try new things that may require some literacy skills

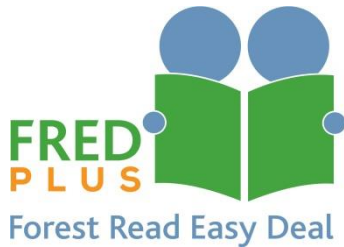
**Qualifications** - This role requires no formal qualifications. You need to be a confident reader and enjoy reading. You must be committed to the value of coaching with 'Yes we can read' and to your own development as a successful reading Coach.

**Time** - You and your learner decide together the dates and times for learning sessions. You should aim for at least two sessions a week, though three are preferable. Sessions should include no more than 20 - 30 minutes of concentrated learning, plus time either side for conversation and completing the learning log.

**Location** – You must only meet your learner at an approved FRED learning venue. FRED tries to keep the amount of travelling to a minimum in order to reduce the demands on your time and on FRED's expense budget.

**Supervision** – FRED's Coach Coordinator will be your main source of support and advice. FRED has stringent quality assurance procedures to protect you and ensure that the quality of learning is always of the highest standard.

**Costs** - FRED will provide all learning resources and cover your travel expenses, insurance costs and the cost of refreshments (if available at the location) during learning sessions.



# Equality and Diversity Policy General Statement

FRED is committed to achieving equality and diversity in employment, suppliers and the services it provides. No user of FRED's services, employee, volunteer or job applicant should receive less favourable treatment because of sex, colour, ethnic origin, age, race, disability, religion, sexual orientation, marital status or any other criterion not relevant to the point at issue.

As an employer and provider of a service, FRED accepts responsibility for promoting equality and diversity and challenging discrimination wherever it occurs. Our Equality and Diversity Policy sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities.

It is the responsibility of all staff, volunteers and service users to ensure that no service user, volunteer or employee receives less favourable treatment than another.

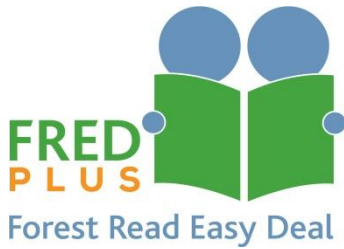
FRED Management Team will review this policy at least every three years.

You can request a copy of our full Equality and Diversity Policy from:

Sheila Priest (Coach Co-ordinator)

Mobile: 07746 371353

E-mail: [info@forestreadeasydeal.org.uk](mailto:info@forestreadeasydeal.org.uk)



# Involving Ex-offenders in Volunteering Policy

## 1. Introduction

FRED recognises that many potential volunteers have criminal records and are reluctant to apply for voluntary work where this would involve the disclosure of their record. FRED is committed to equality and diversity, and recognises the contribution that **all** people can make as volunteers. FRED, therefore, welcomes enquiries of interest from everyone.

## 2. Policy Statement

FRED works on the assumption that people apply for voluntary work in order to help others, meet new people, and develop new skills and that they have no ulterior motive in seeking such work. With this in mind, FRED will, wherever possible, provide opportunities for people and will do so in ways that will not put its volunteers, staff or learners at risk.

The FRED recruitment process will ask for disclosure of convictions that are not deemed spent under the Rehabilitation of Offenders Act. FRED will handle this information in confidence.

## 3. Further Information

Other FRED policies, procedures and practice support our commitment to equality and diversity and are therefore relevant to this policy. For further information:

- Visit Policies page on the website [www.forestreadeasydeal.org.uk](http://www.forestreadeasydeal.org.uk)
- Email: [sheilapriest49@gmail.com](mailto:sheilapriest49@gmail.com)
- Telephone: 07746 371353

Date implemented: October 2010

Last revision date: August 2022