** Organisation Support Form**

|  |  |
| --- | --- |
| Website |  |
| Facebook |  |
| Email |  |
| VCNI |  |

**VOLUNTEERING…… SUPPORT …… TRAINING…… RECOGNITION…… ACCESSNI …… INCLUSION…...**

**1**

|  |
| --- |
| Name of Organisation: |
| Main Contact Name: |
| Address:  |
| Town: Postcode:  |
| Telephone: Website:  |
| E-mail: Social Media:  |

**2**

|  |
| --- |
| Are you actively recruiting volunteers in the Derry City & Strabane District Council area? YES 🖵NO 🖵 |
| If yes please provide volunteer opportunity role title & brief description of key activities below: |
| **Role Title /** |
| **Key Activities:** NB: NWVC will accept role description templates which the organisation has already developed. Where possible please provide information in word format. This is your chance to “sell” the opportunity so try to make it sound interesting and worthwhile. Volunteer opportunities will be promoted on local website [www.volunteeringnorthwest.co.uk](http://www.volunteeringnorthwest.co.uk) , NWVC Facebook/twitter page and central Northern Ireland volunteer database.  |

**3** Has your organisation considered the following policies when involving volunteers? (Please tick appropriate box):

|  |  |  |
| --- | --- | --- |
| Volunteer PolicyYes🖵 No🖵 | Insurance Cover for VolunteersYes🖵 No🖵 | Safeguarding AdultsYes🖵 No🖵 |
| Safeguarding & Protecting Children & Young Peopleyes🖵 No🖵 | Health & SafetyYes🖵 No🖵 | Equal OpportunitiesYes🖵 No🖵 |

**4** Has your organisation considered the following good practice procedures when involving volunteers? :

|  |  |  |
| --- | --- | --- |
| PROCEDURE | YES | NO |
| 1. Volunteer Induction
 |  |  |
| 1. Volunteer Training
 |  |  |
| 1. Knowledge of training provided by NWVC\*
 |  |  |
| 1. Volunteer Support
 |  |  |
| 1. Volunteer Recognition:
 |  |  |
| 1. How do you recognise your volunteers contribution
 |  |  |
| 1. Volunteer Expenses
 |  |  |
| 1. Volunteer Impact
 |  |  |
| 1. Beyond recruitment, good news stories…
 |  |  |

**5 \***Please tick if you would like more information regarding NWVC accredited (RQF) and/or non-accredited training courses:

|  |  |
| --- | --- |
| Training Programme | Would Like More Information… |
| 1. QNUK Level 3 Award in Emergency First Aid at Work (RQF) 7 hour course
 |  |
| 1. QNUK Level 2 Award in Safeguarding and Protecting Children and Young People (RQF) 6 hour course
 |  |
| 1. QNUK Level 2 Award in Safeguarding Adults in Health & Social Care (RQF) 6 hour course
 |  |
| 1. QNUK Level 2 Award in Food Safety for Catering (RQF) 6 hour course
 |  |
| 1. QNUK Level 2 Award in Health & Safety in the Workplace (RQF) 6 hour course
 |  |
| 1. Introduction to Emergency First Aid (3 hour session)
 |  |
| 1. Safeguarding & Protecting the Welfare of children (3 hour session)
 |  |
| 1. Adult Safeguarding Awareness Training (3 hour session)
 |  |

**6** The NWVC provides an umbrella body service for AccessNI. Supporting your recruitment needs for both volunteers and/or staff the North West Volunteer can process the following checks; **Basic, Standard & Enhanced.**

 **I would like more information about the AccessNI service: YES 🖵 NO 🖵**

For additional detail regarding types of checks and guidelines please follow link below:

[**https://www.nidirect.gov.uk/articles/types-accessni-checks**](https://www.nidirect.gov.uk/articles/types-accessni-checks)

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**GDPR – General Data Protection Regulations**

|  |  |  |
| --- | --- | --- |
| I give permission for the details on this form to be shared, stored and/or displayed with the following: | YES  | NO  |
| 1. Potential or Existing Volunteers
 |  |  |
| 1. NWVC Email System
 |  |  |
| 1. NWVC Social Media
 |  |  |
| 1. Central Database
 |  |  |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reg:**

**Ent. Init:**

**Notes:**

Please return completed form to:

North West Volunteer Centre

22 Bishop Street / Derry/Londonderry / BT48 6PP

T: (028) 71271017

E: enquiries@volunteeringnorthwest.co.uk

Strabane Office

42 Barrack Street / Strabane / BT82 8HD

T: (028) 71381800

E: strabane@volunteeringnorthwest.co.uk

[www.volunteeringnorthwest.co.uk](http://www.volunteeringnorthwest.co.uk)