

Winter 2008

Upcoming Training

Motivate and Retain Volunteers

January 8th

Risk Assessment

February 5th

Recruiting Volunteers

March 5th

Learning Disability Awareness

April 2nd

Support and Supervision

May 7th

Cultural Awareness

June 4th

Presentation Skills

July 2nd

To book on any of these courses, or for more information on these or any other training requirements your organisation may have contact David or Riona on **0161 339 2345**.

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Compact Code of Practice on Volunteering

Volunteer Centre Tameside has been active in promoting good practice in volunteering for many years, and has taken the lead in the production of the Compact Code on Volunteering on behalf of the Tameside Compact Group.



The Tameside code will move forward the development of a cohesive borough-wide volunteering policy, which will expand the public perception of volunteering by improving the profile, status and range of volunteer activity.

The final document has now been produced and was officially launched during Volunteers' Week last June. We're now asking all organisations in Tameside that work with volunteers, or organisations that support our aims to sign up to the code. For your copy of the code, contact Sue Vickers at Volunteer Centre Tameside on **0161 339 2345** or view the compact and sign up online on our website at www.tamesidevb.org.uk/compact.



Criminal Records Bureau Disclosure Service

As a registered Criminal Records Bureau Umbrella Body, Volunteer Centre Tameside is able to help groups and organisations through the process of applying for CRB checks on staff and volunteers. Our role is to:

- Check and validate the information provided by the applicant on the application form
- Establish the true identity of the applicant, through the examination of a range of documents using guidance provided by the CRB
- Ensure the application form is fully completed and the information it contains is accurate
- Countersign applications to confirm that the organisation has an entitlement to access criminal record information
- Ensure compliance with the CRB's Code of Practice

If your group or organisation works with children or vulnerable adults, it may be necessary for paid staff and volunteers to undergo Criminal Records Bureau Disclosure checks. CRB checks are designed to help organisations from public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain areas of work, especially that which may involve contact with children or other vulnerable members of society.

If you would like to take advantage of the CRB Disclosure service offered by Volunteer Centre Tameside you will be required to sign an agreement outlining the roles and responsibilities of your organisation in undertaking the CRB process. A fee of £46 is payable for staff checks, in addition to registration fee of £20. Volunteer checks carry no fee but are still subject to a £10 administrative charge payable to Volunteer Centre Tameside. To ensure that the CRB Code of Practice is adhered to all organisations are offered the opportunity to attend a training session.

For more information, contact Riona Doidge on **0161 339 2345** or email: riona@tamesidevb.org.uk. For more information about the Criminal Records Bureau visit www.crb.org.uk

Tameside Blind Association

Vacancy for A Development Worker for our Community Support Project
23 hours per week – up to £23,325 per annum (pro rata £14,902)

Funded by the National Lottery through the Big Lottery to January 31st 2013 (continued funding may be available). Working to provide services for Visually Impaired people in Tameside to enable independent living and activity choices. Services include Information, preparation of quarterly newsletter, Guiding and Advocacy and involves recruiting and training volunteers to help with the program.

Some experience in the following areas would be advantageous:-

- Working with volunteers
- Computer literacy
- Good command of written English
- Excellent communication skills
- Must be able to work as a part of a small team with volunteers and Trustees

The successful candidate will require a satisfactory CRB check. Training will be available where required.

For further details and an application pack, please contact:-

Project Manager Philip Singleton on **(0161) 343 4090**

Or e-mail csp@tamesideblind.org.uk

Closing date – **9th January 2009**

Volunteer Centre Tameside AGM 2007/08



Our new president Hilda Fielding giving her acceptance speech.



The AGM was well attended by supporters of our work.



Stuart Eyres, the retiring chairperson and Amrit Mistry, the new VCT chairperson.



Sue Vickers (VCT) and Andy Hoyle (Tameside Radio)

Recruiting Ex-offenders

If you had committed a crime - no matter how minor - and a prospective employer asked you to declare it, how would you feel? Embarrassed? Scared it would stop you getting the job? Uncertain whether you still need to disclose the conviction?

Turning away a job applicant, simply because of a crime committed in the past, means that employers may be missing out on an ideal employee. The fact that they have committed a crime will not necessarily mean they are unsuitable now to do the job on offer.



That is why the CRB requires, as part of its Code of Practice, that employers have a written policy on the recruitment of ex-offenders. This is not to say that previous convictions should be simply ignored. There are steps that should be taken in each case so that both you and the applicant can be satisfied that proper consideration has been given.

The CRB website, in its section called “other useful guidance”, includes publications produced by NACRO and the Chartered Institute for Personal and Development (CIPD), which may be useful. According to the recent Ipsos MORI Customer Satisfaction Survey, for the CRB, in nine out of ten CRB checks that revealed a conviction, the applicant still went on to get the job.

Top Tips

- Make a statement, in your recruitment pack or on the application form, that having a criminal record will not necessarily be a bar to employment.
- Have an ex-offenders policy and make it available to applicants.
- Make available or direct applicants to the CRB's Code of Practice.
- Publicise the NACRO helpline number as part of your recruitment pack, advising those who are unsure whether they need to disclose a conviction.
- Explain the process that the recruitment panel will go through to make a decision on all applicants.
- If an applicant fails to declare a conviction it may not be an attempt to mislead the employer, consider that the applicant simply feels the conviction has been spent.
- Provide details of the Explanatory Guide to the CRB's Code of Practice and advise the applicants that the following will be considered:
 - Whether the information revealed is relevant to the position;
 - The seriousness of the offence(s);
 - The length of time since the offence(s);
 - Whether this was part of a pattern of offending or a one-off incident;
 - The age of the applicant at the time and the circumstances of the offence and explanation(s) of the applicant.

