



Rowan Alba
More than just a roof

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RAPP100_GUIDANCE NOTES FOR FILLING OUT THE VOLUNTEER APPLICATION FORM

1.0 CURRENT / EX-ROWAN ALBA LIMITED SERVICES USERS

1.1 Rowan Alba asks current/ex service users to declare which projects you are/have been living in, as we feel it is good practice not to place volunteers in projects where you are/have been residing in for the last three months. This is to ensure the confidentiality of service users and you as a volunteer.

2.0 DISABILITIES

2.1 Rowan Alba welcomes applications from people with disabilities and will aim to meet your needs where possible.

3.0 ALLERGIES

3.1 We may provide meals on site and need to be aware if you have a food allergy, if you have an accident and are sent to hospital we may need to tell them if you have intolerance to certain medication, or perhaps you are allergic to bee stings. You do not have to tell us everything just what you think we need to be aware of.

4.0 VOLUNTARY TASKS

4.1 It is useful to be able to apply your knowledge of previous volunteering aspects that you have experienced, you may not necessarily think that they can be connected to this project, but many skills are transferable, the key is recognising this and applying them into the new working environment. You may possess a skill or hidden talent that we could utilise within the placement setting, for example you may like to play the guitar.

4.2 Everyone has different reasons for volunteering, it could be that you wish to gain experience and references to go into a new field of work, or perhaps you have been through the system yourself and feel that you have something to offer, whatever it is, give this area careful consideration and be realistic about the commitments you feel able to make.

5.0 UNSPENT CONVICTIONS

5.1 All volunteers will be processed through criminal records checks to help assess the suitability of applicants. This is a national requirement for anybody working with vulnerable

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A Company Limited by Guarantee SC289744, with Charitable Status (Charity No. SC036775). Registered head office at 1 Lochrin Square, 92 - 98 Fountainbridge, Edinburgh, EH3 9QA



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people. **Having a criminal record will not necessarily bar the applicant from volunteering with Rowan Alba.** This will depend on the nature of the role and the circumstances and background of the unspent conviction(s). The criminal records check will be carried out by the organisations Head Office, information is treated in the strictest confidence under the codes of practice relating to these checks and in accordance with the Data protection Act and the Protection of Vulnerable Groups Scheme (Protection of Vulnerable Groups Scotland Act 2007).

6.0 HEALTH ISSUES

- 6.1 We want to ensure that the tasks we will offer you will not impact on your physical or mental well-being.
- 6.2 Current or ex users of the mental health service will be considered by the same criteria as any other applicant, if an applicant has received in patient treatment during the 12 months prior to application their placement should be a supportive and non stressful environment where they are not to be in direct contact with vulnerable people.

7.0 REFERENCES

- 7.1 In order for a successful applicant as a volunteer to be offered a starting date for their volunteering. Rowan Alba needs to first receive two suitable references. Rowan Alba uses a standard questionnaire format form (RAPP099_Volunteer Handbook_Volunteer Application Form), which it asks, referees to complete.
- 7.2 At least one of your references will need to be provided by someone who has known you in a formal context. Whilst we would prefer at least one reference from someone for whom you have worked either in a paid or voluntary capacity, although we understand that this may not be possible for some successful applicants. In such cases, a reference from a former tutor, teacher, social worker, hostel worker etc. will be accepted. Where a successful applicant is not able to supply any reference from a person who has known them in a formal context, we will negotiate with you the acceptance of two personal references on an individual basis.

8.0 DATA PROTECTION ACT 1998

- 8.1 Please note that the information you provide on the application form will be stored in a retrieval system. This information is treated as highly confidential and will be stored in a

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secure storage system. It will only be used for the recruitment of volunteers with Rowan Alba schemes and will not be made available to any other agency/organisation.

9.0 EQUALITY AND DIVERSITY

9.1 You will receive a copy of our Equality and Diversity Statement (RAPP104_Volunteer Handbook_Equality and Diversity Statement).

9.2 You will also receive a copy of our Equality monitoring form (RAPP105_Volunteer Handbook_Monitoring Form) in order that we can collect equalities information across Rowan Alba as a whole, this will be sent to head office for statistical information only.

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