



## Becoming a Volunteer



Thank you for your enquiry about volunteering at the Leeds & Wakefield branch of the RSPCA which is a small independent animal rescue centre, receiving **no** additional money from the lottery or the government.

We have volunteer opportunities for animal care assistants, charity shop workers, fundraising and Ebay assistants.

To become a volunteer at the **animal centre** you will need to:

- Fill in an application form and collect two references which should be returned to us either by post or e-mail [volunteer@rspcaleedsandwakefield.org.uk](mailto:volunteer@rspcaleedsandwakefield.org.uk) and
- Complete **three** on-line Health & Safety training modules
  1. General Health and Safety
  2. Fire
  3. Manual handling



Once you have everything in place, you will be invited to look around the centre (for about half an hour) and learn about the work we do. We will then arrange for you to return for two training sessions where you will be shown the procedures for animal care. These will take place at 10.00am on two consecutive weeks either on a Saturday or Monday. After you have completed your training you can volunteer at any time.

To become a volunteer at the **charity shops**, you will need to:

- Fill in an application form and collect two references and take these to the charity shop of your choice.
- You will also need to complete three on line Health & Safety training modules (1. General Health and Safety 2.Fire and 3.Manual handling). This can be completed before you begin volunteering or can be completed once you have started.
- You will be invited to a short meeting with the charity shop manager to chat about the role.



**We look forward to hearing from you.**



## Volunteer Application

### Personal Information

Full Name		
Date of Birth		Volunteers must be 16 + years old.
Address		
Post Code		
Telephone		
Mobile		
E-Mail Address		
Emergency Contact	Name	Telephone

### Interests

Tell us in which areas you are interested in volunteering

#### Working with animals

- Cat Care volunteer & Socialiser
- Dog Care volunteer & Walker
- Rabbit Care Volunteer
- Cat Fosterer

#### Other roles

- Fundraising
- Helping at Events
- Charity Shop volunteer
- Van Driver (shop/house collections)

### About you

Please describe any experience that may be relevant to the role you are applying for. Please include any skills, knowledge or qualities that you feel may be applicable.

### Tetanus

Tetanus is a serious but rare infection caused by bacteria and in order to comply with Health & Safety Legislation, all RSPCA staff and volunteers are advised that they should be suitably protected.

*Please tick the appropriate statement*

- My tetanus is up to date and I confirm I am protected.
- I have no protection and understand that I am volunteering here at my own risk and the RSPCA have no liability.

## Disability

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (has lasted or expected to last at least 12 months) adverse effect on one's ability to carry out normal day to day activities. This definition includes conditions such as cancer, HIV, mental illness and learning disabilities.

## Support & Health Needs

Do you have any disabilities, health needs or support needs we should be aware of?

Yes  No

If yes, please give details so that we can, where possible make reasonable adjustments to assist you.

## Rehabilitation of Offenders Act 1974

Have you been convicted of any offence which is not considered 'spent' under the Rehabilitation of Offenders Act 1974?

Yes  No

If you have ticked 'Yes', we will contact you for further information and will then assess the volunteering opportunity available on an individual basis.

## REFERENCES

Please supply the details of 2 people, **not a relative** who are supplying your references. These should be sent back to the centre or to [volunteer@rspcaleedsandwakefield.org.uk](mailto:volunteer@rspcaleedsandwakefield.org.uk) or in the case of charity shop workers, handed in at the shop.

Please be aware that we will not be able to process your application until we have received them.

Name		Name	
Email address		Email address	
Home address if no email available		Home address if no email available	
Relationship		Relationship	

## Agreement

I understand that the information on this form will be stored in manual and electronic files and is subject to the provision of the Data Protection Act 1996. The information on this form will be treated as private and confidential and will not be passed to third parties.

I have the right to see any information that is held about me and I can have my details removed if I wish

I know that the RSPCA may compile statistical information for monitoring purposes but this will never include references to a particular individual.

I understand that that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

I understand that there is a period of induction and my suitability for the role will be assessed during that time.

Full Name (please print)	
Signature	Date

**Thank you for supporting the work of the Leeds, Wakefield and District Branch of the RSPCA.**

## Health & Safety Training

To access the training system go onto the internet and type in **Griffiths and Armour**. Then go to **Client Login** on the blue bar on top right hand side.

Your user ID is [branchvolunteer@rspca.org.uk](mailto:branchvolunteer@rspca.org.uk) and the password is **training**.

### Steps to follow

- You will be asked to register your details & create your own password in the Registration section. Your contact division is **Midlands and North** and site are **Leeds, Wakefield and District**.
- Your registration will be confirmed & it will prompt you to note down these details (or you can print them from this page). Please remember your user ID and password. Please note your User ID will not be your full name, e.g Paul Smith will be "psmith".

(If you do forget your password, there is a link on the log in page "**Forgotten password**", which will ask you to enter your email address, the system will send you an email with a new password).

- Click on "**Register**" at the bottom of the page. Then choose "**Login**" again & enter your new username and password.
- Please read the terms and conditions and click "**I accept**" at bottom of the page.
- From the Training system drop down menu choose - "system instructions" - please read the trainee instructions before you start. (To exit the instructions click the X at the top of the tab).

Under the Training system option you will find "**Training modules**". There are a number of modules, **we only require you to complete the following modules in this order**:

1. General Health and safety
  2. Fire
  3. Manual handling (These modules are the minimum requirement, but you may do more if you wish).
- Please choose "**Begin tutorial**" to start each module and follow the steps. Please work through the tutorial first, you will then be asked to confirm you have read and understood the information at the end of each module and finally proceed to a short test, to start the test choose "**Please click here**".
  - Once you have completed the test your pass mark will be displayed, plus the answers to any questions you answered incorrectly. The test has a pass mark of 70%. (If you fail you can re-read the tutorial and re-take the test).
  - Please confirm you have read and understood the training provided, **click on "Confirm" at the bottom of the page**.
  - Click "**Return to modules**" to work through the next module, or "**Log out**" if you have completed all three modules.

There is an option to display and print a certificate please print this off or take a screen shot of each completed module and

- if you are volunteering at the [animal centre](#), send a copy through the post or e-mail to [volunteer@rspcaleedsandwakefield.org.uk](mailto:volunteer@rspcaleedsandwakefield.org.uk) or
- If you are volunteering at a charity shop, take a copy, together with your application form, to the [shop](#) you wish to volunteer at.

**Reference request for .....**

Please answer the following questions and return to the applicant or to

[volunteer@rspcaleedsandwakefield.org.uk](mailto:volunteer@rspcaleedsandwakefield.org.uk)

Referee name	
How long have you know the applicant?	
In what capacity?	
What qualities, skills and or experience make them suitable for the role?	
This role involves working with animals.  Do you have any concerns about their suitability for the role?	

Please be aware that we cannot continue with the application until references have been received.

Thank you for taking the time to fill in this reference.

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