



HOME ALONE Befriender Volunteer Role:

The Home Alone befriender role is an extension of the previous Good Neighbour scheme which was set up to promote the involvement of volunteers to befriend isolated and vulnerable older people living in the old Armagh City & District and Dungannon & South Tyrone Borough Council areas.

Aims & Objectives of Home Alone Befriender role:

- To provide individual support and companionship through home visiting by staff and volunteers
- To encourage involvement in the community through news of events/clubs and projects in the area that may be of interest to the service user
- To alleviate feelings of vulnerability to crime through regular consistent contact with the volunteer and project staff
- To build genuine friendships
- To provide low level support activities that may have caused harm or place the service user at risk (ie, small practical tasks around the home such as, putting out bins, replacing bulbs, testing fire alarms/carbon monoxide detectors)

What volunteers do

Personal:

Keep the person company in their own home for one or more (dependant upon individual commitment) hours per week - have a chat, offer a listening ear

- Keep them up to date with local events & services - perhaps escort them on a **Good Morning Xtra** project outing.
- Offer friendship; thereby relieving isolation and reducing fear of crime.
- Refer the service user back to the project officer for signposting to other relevant services.

Health and Safety:

- Inform key contacts if any harm comes to the service user (with consent if appropriate), or if entry cannot be gained at the arranged time.
- Inform the Project Officer immediately of any problems or concerns
- Participate in project training and networking events where possible

Communication

- Keep the Project Officer up to date with any changes in the befriending role
- Return all Project progress forms in good time
- Inform personal vehicle insurance company that their car is being used in a volunteering role
- Submit regular expense forms for travel to and from the service users home and networking event when relevant

What Volunteers don't do

- Personal care – volunteers must never undertake any form of personal care – even if they are trained in this, or have experience of this outside of the project.
- Taxi duties – the project only offers visits to and from service users home and any networking events, any other arrangements between the volunteer and service user must be viewed as outside the project remit.
- Visit service users when suffering from, or potentially suffering from any contagious illness – this includes having knowingly been in the proximity of someone else with a contagious illness.
- Take on any extra duties as part of the befriender role without first consulting with the Project Officer.
- Bring other individuals to the service users home or visit ad hoc/without prior notice or express permission from the service user.
- Discuss any personal information pertaining to the service user to anyone outside of the project

New volunteers **must** complete an Access NI form and be willing to attend preparation/training courses, these are designed to equip volunteers with all they need to know about their befriending role, however, the project staff are keen to hear ideas around additional training.

We also offer volunteers regular support and provide a variety of other training options and activities within the Project.

Volunteers are encouraged to claim regular expenses, this can include the cost of travel to and from the Service Users home, and any other expenditure approved by the project officer.

For further information contact:

Seamus.

COMMUNITY&VOLUNTARY SERVICES PIN NOTIFICATION & ID VALIDATION FORM



Applicant instructions (Complete steps 1 – 8 and Identity Validation)

1. Go to www.nidirect.gov.uk/accessni .
2. Register your account by creating a user ID and password [keep these details safe as you will need them to track the progress of your case].
3. Once you have successfully logged in, you will see the main menu page on screen 'Apply for Disclosure Certificates'
4. Choose the Enhanced option.
5. Enter the PIN number below at **Step 1*** of the form completion

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6. Complete the remainder of the form and click on **SUBMIT** to finish the on-line process.
7. You must note the 10 digit AccessNI reference number in the boxes below:-
Application Reference¹

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8. Return this form to the person who asked you to complete the AccessNI application.

Tel: 07843478433 for ID VERIFICATION APPOINTMENT

Identity validation (To be completed by APPLICANT)

Three documents should be produced in the name of the applicant;
one from Group 1 and two from Group 2. If this is not possible, then **four documents from Group 2** should be produced, one of which being **a birth certificate issued after the time of birth.**
At least one of these documents should be photographic identification.

Applicant details as they appear on the ID documentation provided:

Full Name:

Date of Birth:

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Current Postcode:

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Organisation: **COMMUNITY&VOLUNTARY SERVICES (GMXtra Project)**

Role: **HOME ALONE BEFRIENDER** Volunteer: **X** Paid:

(OFFICE USE ONLY) I confirm I have seen the original ID documentation as indicated on the attached sheet.

Date of ID check :

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Signed :

Name (Capitals) :

Organisation : **Community&Voluntary Services**

Checked for: **Childrens List.....** **Vulnerable adults List.....**

1* This is the 10 digit case reference number provided on the confirmation page and email when the applicant completes their details on the AccessNI on-line system.

GROUP 1**GROUP 2**

- Current passport (any nationality)
- Biometric Residence Permit (UK)
- Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EU country)
- Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth
- Original long form Irish birth certificate – issued at time of registration of birth
- Adoption certificate (UK, Isle of Man or Channel Islands)

The Access “Code of Practice” governing this check is available at:

www.dojni.gov.uk/index/accessni/supsupp/t0mc0qbi.pdf

- Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
- HM Forces ID card (UK)
- National Insurance Card or notification letter with NI number (UK)
- Firearms licence (UK and Channel Islands)
- Bank / Building Society Account Confirmation Letter
- Electoral ID card (NI only)
- EU National ID card
- Cards carrying the PASS Accreditation logo (UK and Channel Islands)
- Senior SmartPass (Translink) (NI only)
- Current UK driving licence (old paper version)
- Examination certificates (16-18 year olds only)

DOCUMENTATION MUST BE
LESS THAN 3 MONTHS OLD

- Bank/Building Society Statement (UK or EEA)*
- Credit card statement (UK or EEA)*
- Utility Bill (UK or ROI)* – not mobile phone
- Benefit statement (UK)*
- Addressed payslip*

DOCUMENTATION MUST BE
ISSUED WITHIN THE LAST
12 MONTHS

- Mortgage statement (UK or EEA)**
- Financial statement (UK)**
- P45/60 statement (UK and Channel Islands)**
- Land and Property Services Agency rates demand (NI only)**
- Work Permit/Visa (UK) (UK Residence Permit)**.
- Letter from a Head Teacher or Further Education College Principal (16-18 year olds in full time education – only to be used when other documentation routes are exhausted)**

Notes:

Official Use Only:

Cheque ChNo:..... Cash ReceiptNo:..... InvoiceNo:

Processed By: Date:.....

Community&Voluntary Services [Tel:87747377](tel:87747377) – Email:youcanhelp@live.co.uk – Web:www.youcanhelp.org

COMMUNITY & VOLUNTARY SERVICES

(ARMAGH&DUNGANNON VOLUNTARY BUREAU)

VOLUNTEER REGISTRATION FORM



First Name/s:

Surname:

Address:

Town:

Postcode:

Email:

Contact No/s:

Age Range: 15 - 25 25 - 35 35 - 55 Over 55 Gender: Male Female

Please select from the range of opportunities listed below, those you are most interested in. If there are no areas of interest to you, select other. A member of staff will contact you to discuss possible opportunities.

Administration/Office Work

Advice/Information

Anti-Poverty Work

Good Neighbour Befriending **X**

Care/Support

Committee/Trustee Member

DIY/Practical

Driving/Escorting

Good Morning Calls

IT/Computing

Languages/Translating

Management/Business Skills

Mental Health

Older People **X**

Short Term/Seasonal

Other

Please state the days and times you are available for volunteering:

Morning Afternoon Evening

Times available

Flexible

During school holidays

Selected times

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

If you consider yourself to have a disability or health issue that may effect your volunteering?

Record additional information here:

Please provide details of 2 people you know who can provide a reference for you, (Not a close relative).

Name:

Contact No:

Address:

Postcode:

Name:

Contact No:

Address:

Postcode:

COMMUNITY & VOLUNTARY SERVICES (Armagh&Dungannon Voluntary Bureau) is committed to equality of opportunity for everyone in all volunteering opportunities it provides or promotes.

Western House Community Hub, 3 Dungannon Road, Coalisland, Co. Tyrone. BT71 4HP

Tel: **07843 478433** Email: youcanhelp@live.co.uk Web: www.youcanhelp.org