



Policy / Procedure Details	Title:	Policy Guidelines For The Development Of Natural Supports And Volunteer Networks
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Policy and Procedure Feedback Form

A Policy and Procedure Feedback Form is available on the Western Care Association Intranet (under Procedures) which will provide an opportunity to comment on any policy/procedure.

Your comments will be forwarded to the person who has the lead for the on-going development of the policy/procedure.

All comments will be collated by the person responsible and will inform the three-yearly review cycle for updating procedures.

1. POLICY GUIDELINES

What is Natural Support?

Natural Support is the term used to describe the **relationships** that a person may have with **family**, with **friends**, with **neighbours**. It describes the relationships that evolve for each of us through our **connections** to the **people** who live their lives around us and amongst whom we **interact** and share our community.

In supporting people with Intellectual Disabilities and/or Autism, Western Care believes that natural supports are essential to **living and participating** in the community rather than being **present** in the community **but not engaged**. We believe that our role is to **support** people to **develop** and **maintain** natural support **relationships** so that they can live a full life of their choosing.

The level of involvement from Western Care Association staff in supporting and developing natural supports will always vary in each individual circumstance. Each person, with the help of those who know them best or through a **Circle of Support** that exists, will determine what their **needs** are in this area, what **opportunities exist** and what **supports are necessary**.

In some situations, it may be existing natural supports who undertake to extend the person's natural support network and to develop new supports, while in other situations it may be staff.

How we support **naturally forming relationships** is critical to their development and evolution and we need to be **sensitive to not stifle** this development through **formal organisational processes and procedures** which will be **inappropriate** to use in many instances.

In life, people have many different types of relationships, from those who know us best (i.e. family) to those that are newly formed.

Each category of support differs, depending on the relationship that exists. Likewise the Organisations **contractual obligation** will differ depending on the nature of the relationship with the individual/family e.g. the difference that exists between our Organisational obligation to a family and to a Volunteer who is recruited by the Organisation.

Family

The primary natural support for any individual is their family. Family can range from parents, siblings, partners, grandparents, cousins, aunts, uncles – in fact, anyone who the person defines as family.

When we have strong relationships with family we have a sense of security that we have people there that we can count on when things are not going well for us.

In most cases, the natural relationships that exist between an individual and members of their family are the most meaningful and long term ones any person can ever have in their lives and the nurturing and developing of this is critical to the well-being of any individual.

In recognition of this a greater emphasis has been placed on strengthening the role of family within Support Networks /Circles. The value that we have seen this bring is that it has enabled us to create truly individualised, meaningful supports for people in receipt of services.

Acquaintances and Existing Relationships

Throughout our day, we meet many different people in all aspects of our life. This may include neighbours, co-workers, fellow commuters, shop keepers etc...

All of these people are contributing in various ways to the lives of individuals e.g. a shop keeper may assist you with your change, a bus driver who makes you aware of your stop, the neighbour who you call into in the evenings or the co-worker who you turn to when unsure of something.

Having relationships such as these in our lives allows us to cope with many situations.

The identification, nurturing and development of relationships such as these are a critical natural support which allows for meaningful participation in community life.

Friends

Friendship is a mutual and two way process that is individually interpreted by us all. Friends are people who we choose to be with and who choose to be with us.

Where people have friends, it is important that we recognise, nurture and develop the role they play in a person's life. Likewise where friendships do not exist it is important that we create opportunities which will increase the likelihood of the person developing them.

Community Groups/Local Groups

Within every community there are opportunities to access natural supports through existing local clubs or community groups e.g. Play School, Foróige, GAA, Drama, Choirs, Card- Playing, Active-Age, Scouts/Cubs, Order of Malta.

When participation is well planned and organised in groups such as these, it can result in meaningful interaction with others, which will lead to enhanced personal relationships, expanded social roles and deeper involvement in community activities .Opportunities such as these broaden the person's natural base of support.

Volunteers

Western Care has a strong history of voluntary contribution throughout the years, providing an invaluable resource to the Organisation across the county.

Volunteers can be people whom we advertise for, approach for a particular role or individuals who come to us of their own accord seeking voluntary work.

Currently in the Organisation, there are two categories of Volunteers:

- a) Those who support us through their involvement in fundraising, door to door collections, committee's, consultation groups etc.,
- b) Those who support us through their direct work with individuals e.g. attendance at night classes or clubs, visiting, befriending, work in services, social outings, Special Olympics etc.,

When the Organisation involves Volunteers to directly support individuals, as in point b above, the organisational obligation differs from the previously listed categories, requiring us to follow a more formal process i.e. the Volunteer Procedure.

The Volunteer Procedure contains a formal recruitment process which includes the following:

- Application process
- Vetting process
- Reference checks

Assessing the Risk

In our experience people are safer when they have strong, positive, natural support networks. The value of this is recognised within the Outcome of “I am Safe” and “I am connected to Natural Support Networks”. That is why they both sit side by side under the “Safeguards” factor. It is important that we continue to be aware of safety and risk when we are exploring new and different experiences. The Volunteer Procedure has a formal process that involves a number of safeguards such as vetting and reference checks. However if safety concerns arise about something we are asking people to do, staff should use the usual process for problem solving risks with the “Guidelines on Risk Management for People Using Association Services. If a Personal Risk Management Plan (P.R.M.P.) needs to be developed after considering the risk then it is important that all parties concerned are involved in developing the Plan.

Each person is an individual and will take different kinds of risks in their lives. Feeling safe is about ensuring that you **understand the risks** involved in whatever you are doing and **take reasonable steps** to ensure that nothing bad will happen.

Given the infinite variety of individual needs, wishes and circumstances and taking into account the wide range of services, supports and environments it is impossible to exhaustively catalogue every possible risk of a minor nature.

However we should always assess situations taking into account the **consequences** of the risk, how **serious** it is and how we might possibly **manage** it.

In order to address potential risks which may arise in the pursuit of individual preferences we need to ensure we adhere to a **good decision making process** around those.

The Organisations “Guidelines on Risk Management for People using Association Services” (P.R.M.P) should act as a **reference point** for anyone who is attempting to identify and manage potential risks. It is not always necessary to develop a formal, written plan (P.R.M.P) but we must always assess any potential risk and problem solve around solutions to address them. Individuals receive support from many different types of natural supports.

In any of these arrangements we must remain **conscious of safety issues** while remaining sensitive to the danger of over formalising situations through our systems hence stifling the development of a naturally forming relationship .

The organisational obligation will differ depending on the nature of our relationship with individual.

In “supporting the supporter” to manage any potential risks the following is critical

- Ensure that all **relevant** information is shared with them(Relevant refers to giving the supporter all information they need to know to do required task while being aware of the importance of respecting the personal information they now hold) e.g. particular habits or mannerisms an individual may have ,medical conditions etc.,
- Ensuring that we are **specific** about what we are asking the individual to do
- Ensure they have a **contact number** of someone who will be available to respond in case of emergency
- **Follow- up** with supporter on an agreed basis

2. HOW TO DEVELOP NATURAL SUPPORTS AND VOLUNTEER NETWORKS

There is no single method or easy answer for developing a system of natural supports. If you are engaged in developing them for someone then you must create strategies which allow for the identification of opportunities and development of natural supports.

It may require considerable time to develop and nurture natural supports, but we know by doing nothing we will have nothing. The possibilities are endless, given some creativity and willingness.

One of the most important aspects of our lives is the relationships we have with other people and our sense of belonging in the community.

Assisting the people we support to expand their networks within their community offers new opportunities, helping them to find their unique place and assist in building a better community for everyone.

Developing natural supports is a two way process between the person and those around them.

The process of how people connect with others needs to be recognised. Think of “typical people, typical places and typical activities” and then identify opportunities relative to a person’s interest.

Some factors regarding the person which must be considered in the development of natural supports are as follows:

a) Know the Individual

This is critical to everything we undertake to do with individuals. It is only through knowing the individual that we can help them to get the lives they want.

The Individual Planning process is the process we use in Western Care which allows us to truly get to know the person and for them to get to know us.

This is the tool we use which enables us to identify a person’s needs, wants and desires in life.

b) Communication

Knowing how the person communicates is critical in getting to know them.

Everybody communicates in different ways - some will do so verbally, while others will indicate through gestures, eye contact or behaviour.

c) Persistent Approach

We need to allow time to show the qualities of the individual.

To be persistent we must be regularly present and have a willingness to pursue something on behalf of the individual.

d) Identify and focus on the person's community

Establish what typically takes place in the community for its various members. Talk to people you know who are from the area to do this.

e) Establish relationships with key individuals within local community groups

Having connections such as these will make it easier for you when asking. It is all about talking to people you know who might know someone, who might know someone else!!

f) Partner with local community groups

Work together for the benefit of the whole community.

- Are there local projects we can be part of that may be mutually beneficial?
- Are there boards/committees which we could be part of?
- Are there events we can participate in which help to create a different profile for us?

g) Stand alongside the individual and community members

We should do nothing which may highlight/accentuate any differences that will make it difficult for the person to blend in and be viewed as "normal".

h) Figure out how much and for how long to lend supports

Every situation is unique and there are no rules. When a routine is established others may play a different role allowing us to fade in a manner that remains supportive to all i.e. the group and the individual.

i) Allow for development of Circles of Support to include relationships that have naturally formed

The presence of an independent, objective voice can provide a balance to circles which are often primarily comprised of staff from services. A dynamic such as this is critical to creative problem-solving and helping individuals to pursue their interests/ambitions and live a life of their choosing.

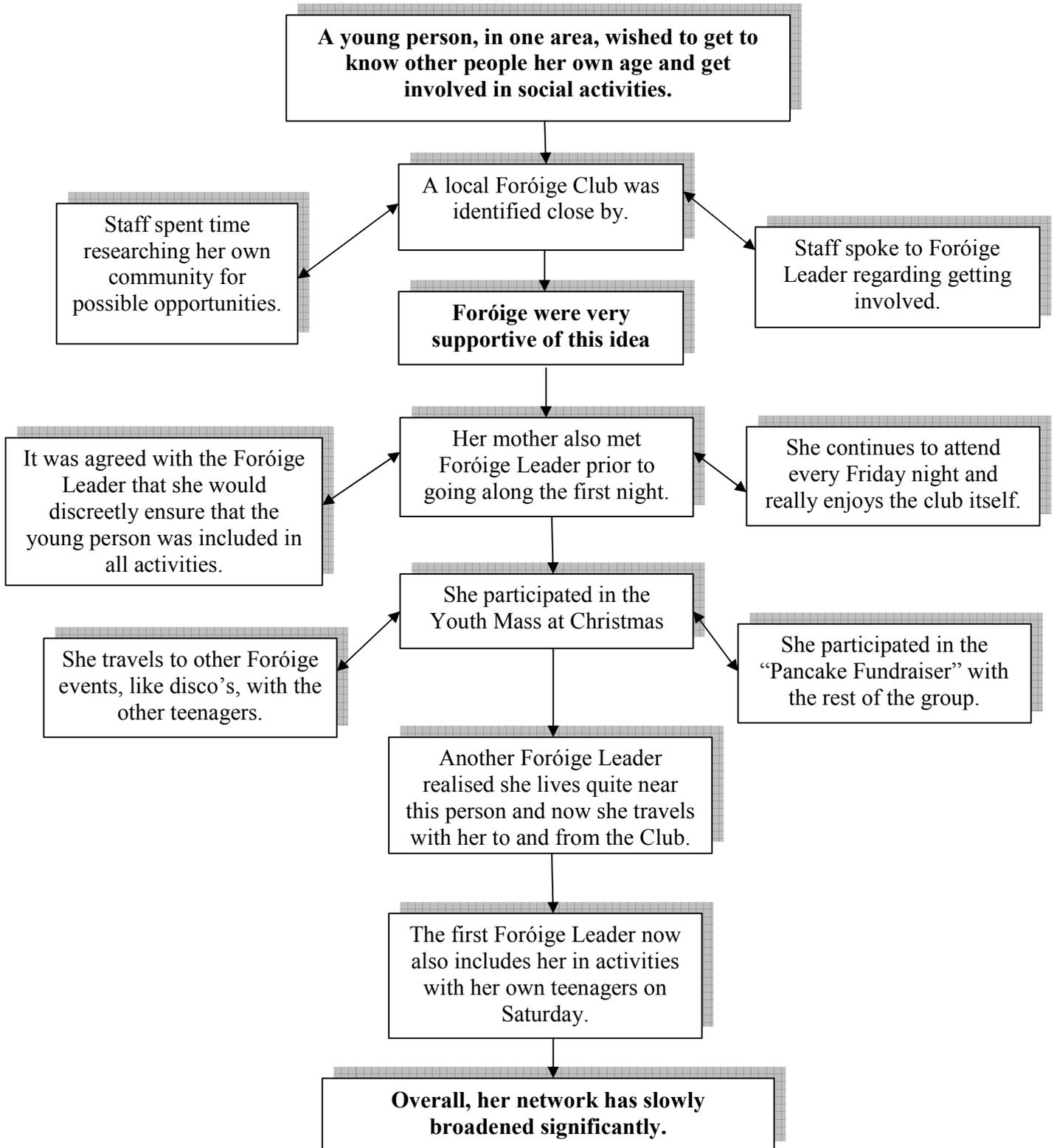
j) Support building is rarely ever over

Nothing about relationships is fixed and permanent. They will change over time and new relationships be formed as networks broaden.

k) Use volunteers to encourage links to other natural supports in the community

Involving Volunteers in people's lives will create opportunities to meet other people in the community.

EXAMPLE OF HOW ONE INDIVIDUAL WAS CONNECTED TO NATURAL SUPPORTS WITHIN THEIR COMMUNITY



Individual Community Connections Map (see Appendix D)

As part of identifying natural supports to individuals in their communities, it is useful to identify initially where and with whom people are currently spending their time.

This gives a good indicator of where to start building further connections for people.

The Individual Community Connections Map is a useful tool to paint a picture of how this looks for each person.

The map is used to examine the seven key areas of:

- Work
- Community Groups
- Leisure Facilities
- Sport
- Volunteering
- Education
- Religion

Under each of these areas, it is important to examine both where the person is spending time and who is there with them. Once this is identified, we can focus on involving more people who spend time in the same places and who share common interests.

This map can also be used as a tracking tool over time.

Once you have a first map, you can decide when to re-visit the map. For example, six months to a year would give time to work on building connections and then examine how the second map compares to the first/original map.

How to use the Community Connections Map

Spend time with the person discussing where they spend their time and what significant people are there with them.

Use the seven area's on the map to examine what is important to the person. For example, these are questions to consider:

a) Work

- If somebody has a job, who is there with them?
- Is it a job coach, a colleague, a friend or do they work alone?
- Do they attend social events connected to the job?
- If they don't have a job, would they like to look for a job?

b) Community Groups

- Is the person attending or connected to any Community Group (e.g. Local Community Centre, Men's Shed, Foróige, G.I.Y. Group etc.)?
- Who do they know there? Is it staff, volunteers, family members, people with similar interests?
- If they are not attending, would they like to identify a group they might be interested in joining in the future?
- Who do we know already who is part of that group?

c) Leisure Facilities

- What leisure facilities does the person enjoy using in the community e.g. swimming pool, gym, spa etc.,
- Who do they go with? Is it staff, volunteers, friends, family members or alone?
- Do they know the people who work there?
- If they are not going to any leisure facilities, do they know what facilities exist in their community?
- Which ones would they like to try out?
- Who might do this with them?

d) Sport

- Is the person interested in sport?
- Do they like to play any sport?
- Are they members of any sports club?
- Do they like to go to matches?
- Who goes with them?
- What team do they support?
- Are they members of a Supporters Club?
- Do they watch sport on TV?
- Would they like to join a sports club?
- Do they know what sports club exist in their area?
- Who else do we know goes there?

e) Volunteering

- Does the person volunteer for any group?
- Do they help out in their community?
- Are they registered with the local Volunteer Centre?
- Do they know what volunteer opportunities are available in their area?

f) Education

- Is the person in school/college/Day Service?
- Is the person doing a course?
- Who do they spend time with there?
- Would they like to do a course in the future?
- Do they know what further educational opportunities are available in their area (e.g. Is there a local VEC, night classes, college access opportunities etc.)?

g) Religion

- Is religion important to the person?
- Do they attend services related to their religion?
- Who do they go with there?
- Are there social events connected with their religion?
- If religion is important, but they are not connected, is this something to consider for the future?

Fill in the information on the map as you discuss the different areas. It is important to identify the people who are with the person in the different places where the individual spends time.

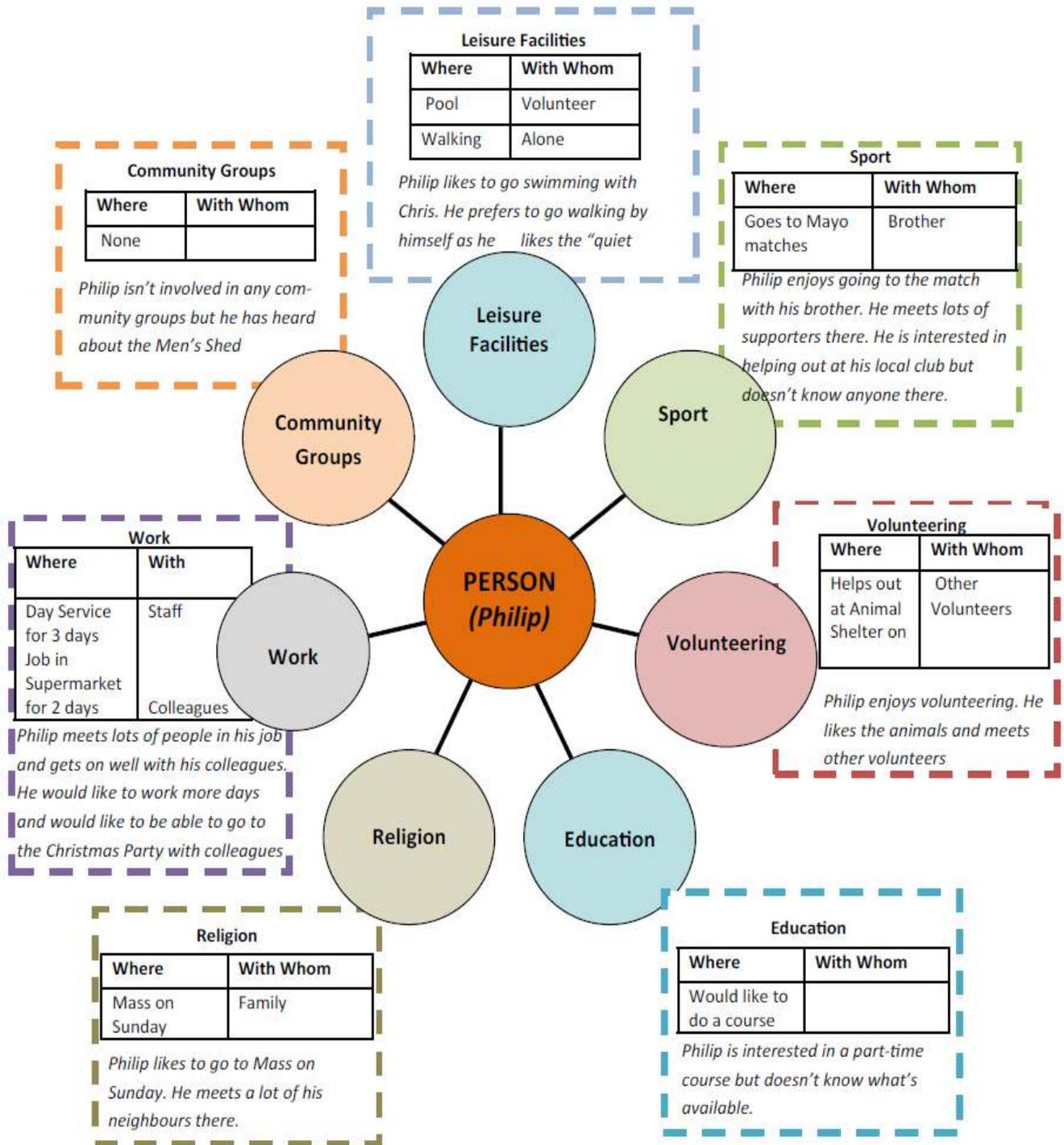
Some areas will be more important to the person than others. For example, someone may have no interest in sport but would really like to volunteer in their community.

Once the map is complete, identify with the person:

- Are there some areas that are important but they are not connected to?
- Are there places they are spending time, in the community?
- Who are the people they spend most of their time with?
- Are new people in any of these places that relationships could be developed with?
- What has been identified as important to work on?
- Choose one or two areas to build connections to in the beginning.

When you are thinking about this consider the *role* that goes with the activity they may be involved in. Is it a valued social role? What role does/will the person play? Is it a team member, volunteer, employee, student? Do/will they have an active role and a contribution or will they be just present. Would they be missed if they weren't there? Do the people and places reflect the person's age? Try to go beyond thinking of the activity as an end in itself. Think about activities as a gateway to roles and connections with other people. The example of the Foróige Club shows how attention to roles and connections can really grow the person's opportunities. Keep a track of the new connections being made over time. Complete a new Community Connections map in six months to a year, to compare how the maps have changed. See the following completed map as an example.

Individual Community Connections Map



3. VOLUNTEER PROCEDURE

Introduction

Western Care wishes to further facilitate community integration and inclusion of people with learning disabilities by promoting and developing voluntary involvement. This creates opportunities to build relationships, develop valued social roles and to participate fully as citizens in their local community.

The more people who come into contact with the Organisation, the wider our networks are to develop long lasting relationships for people.

It is an opportunity to develop alongside our communities, by constantly raising awareness with as many people as possible, about the contribution that people with a learning disability can offer to society. We will never have enough resources to do all that we would wish to. Volunteers are a way of enhancing/extending our resources.

Voluntary Work is an important way of adding value to the work that Western Care Association does. Our commitment to increasing the number of Volunteers will not result in a change in the Association's practice of recruiting paid staff. The mix of paid and voluntary staff working together is central to the values of the Association.

What is the role of Volunteers?

Throughout the Organisation it is recognised that Volunteers play a very important role and their efforts contribute highly to the overall success of the Organisation.

The role of the Volunteer may vary from situation to situation, but in each case the role will be clearly outlined from the outset. The local manager will go through and agree a role description based on the adult/child/family requirements with the Volunteer during their induction so everyone is clear on what's expected.

This would include things like, how much time the Volunteer can commit to, the task to be completed, responsibility, etc.

It is also important that the staff team (where relevant) are aware of the role description so that everyone understands how all roles can blend together.

Recruitment

How are Volunteers recruited?

Volunteers can be recruited by:

- a) Local management
- b) Volunteer Coordinator
- c) HR Dept.

On initial contact by a Volunteer applicant information is given to them on what they need to do to become a registered Volunteer, and also an example of some of the opportunities that may be available.

All members of staff can encourage people they know or whom they think are suitable to apply. Brochures and contact details are available to share with people who are interested.

Volunteer Applicants are required to complete and provide the following:

- a) Application Form.
- b) Garda Vetting Form.
- c) Three written references. (Most relevant to Voluntary Work)
- d) Photo ID (to be supplied before taking up role as volunteer)

On receipt of a completed application an informal interview is arranged. This is a two way sharing of information and an opportunity to get to know each other's expectations and needs.

What happens next?

It takes approximately 6-8 weeks to process the Garda vetting and check references. Once this has been completed Volunteer applicants will be contacted again to explain the outcome of their application. The Volunteer Coordinator/ Local manager are still available during this time if there are any further clarifications needed. Contact will be maintained with the Volunteer to keep them updated on their application.

If the application is successful, the Volunteers skills, hobbies and availability are matched with a suitable family/individual/Service. There may be a number of meetings with the Volunteer to ensure we get the right match between the volunteer and the person being supported.

Once a placement has been agreed the Volunteer can be issued with an agreement of their involvement which will set out their commitment in terms of hours and time and the Association's commitment to support them as a Volunteer.

Volunteers under the age of 18

Volunteer Applicants over 16 and under 18 do not need to go through the Garda Vetting process but do need to supply two references and have written parental consent.

Students who are getting involved as part of their school work also need written agreement/confirmation from their teacher.

What kind of training is provided?

Formal and informal training opportunities will exist for any Volunteer.

Formal is any event that is planned e.g. meeting with the local manager, attending an organised training event around a specific need, receiving "on the job" mentoring from an individual or parent/family member with more experience etc. Informal are those opportunities that occur where significant learning takes place without being formally planned e.g. through observations made.

Prior to a Volunteer commencing their role, they will meet with the local manager (or staff member as assigned by the manager) who will share any information they need to know how to successfully fulfil the role.

A one day training event will be available to all who volunteer. This is organised by the Volunteer Coordinator and ETD. Local managers from the relevant area are invited to present at this training day also. Volunteers are selected from the Volunteer register and the event is held in different parts of the county. This day will contain:

- Background to the Organisation.
- Key values.
- What you can expect and what will be expected of you.
- Protection and Welfare Guidelines.
- Dignity at Work.
- Any other relevant procedures.

It is also an opportunity to meet with other individuals who have chosen to volunteer.

As the Volunteer develops in their role, the manager may identify other specific training needs which may be required. These can be assessed on individual merit and where possible supported by the ETD.

How are Volunteers supported?

Volunteers receive initial support and direction from the Volunteer Coordinator/Local Manager who will explain how the process works.

Once a volunteer is placed the manager will go through a local induction with them, which includes what they need to know about where they are working and the people they will meet.

During the induction the Volunteer role is outlined and agreed. As time goes on there will be on-going opportunity for the Volunteer and the Manager to talk about how it's going.

There is also support from the staff team and in some situations the Manager might assign a specific staff member to be the point of contact for the Volunteer if they have a question.

The Volunteer Coordinator is also available as an additional support to the Volunteer and also to the Manager and their team if it is required, at any stage.

What happens if a placement isn't working out?

Sometimes this can happen for various reasons. The important thing is that the Volunteer is able to talk to someone about it. If during the initial period the Manager thinks that this isn't the most suitable placement for a Volunteer, then the Manager can address this with the Volunteer by referring back to the original role agreement. The Manager can also seek support from the Volunteer Coordinator should this situation arise. Volunteers in this situation should be encouraged to link again with the Volunteer Coordinator to discuss the possibility of a new opportunity.

We ask Volunteers to always keep in mind the relationships they may have formed with individuals so that if they are moving on, we are given enough time to do this in a way that is sensitive to those relationships.

Are Volunteers insured while they are working?

There are three types of insurance that apply to Volunteers and they are as follows:

- Public Liability.
- Employers Liability.
- Motor Insurance.

Public Liability

Western Care Association has public liability insurance which covers the legal liability of the Association for accidental bodily injury to third parties and damage to third party property caused by the negligence of the Association. This covers all employees or Volunteers

Employers Liability

Western Care Association has an employer's liability policy which covers the legal liability of the Association for accidental personal injury to our employees or Volunteers injured during the course of their employment or voluntary work.

Motor Insurance

Volunteers must have their own motor insurance. The limitation as to use of their vehicle can be social domestic and pleasure purposes and the policy does not have to be extended to indemnify the Association. This cover should be sufficient to enable Volunteers carry service users in their car. In the event that the Volunteers insurers refuse to provide cover for the carrying of service users in their car, then the Association's Motor Contingency Policy would cover the Association's contingent liability for third party claims arising from accidents involving Volunteer driver's vehicles which are being used on the business of the Association.

It is important to note that this policy does not afford any protection to the volunteer/driver/owner of the vehicle and it remains his or her primary responsibility to arrange motor insurance.

Any claim arising while the Volunteer is driving on the business of the Association will be met by the Volunteers own motor insurance.

For record purposes, it is necessary that each Volunteer planning to use their private motor car to carry individuals as part of their voluntary work supply details regarding their insurance policy to the Volunteer Coordinator or local Manager.

Are Volunteers Insured to Drive Western Care Transport?

Volunteers are insured to drive Western Care Transport, as long as the procedures which are in place for staff are followed, i.e.

MPV's - A copy of a Drivers Licence is provided for record.

Buses- A copy of the relevant category of licence is provided

It is also important that Volunteers are familiarised with the vehicle and what to do in an emergency, before carrying passengers.

Are Volunteers Covered Under The Safety, Health & Welfare Act?

Policy Statement

It is the intention of Western Care Association to ensure, as far as is reasonably practicable, the safety, health and welfare of **all employees, service users, visitors and all who come in contact with the Association's work activities**. This will be done through the provision and maintenance of a **safe place of work**, safe access and egress, safe equipment and safe systems of work, in accordance with the Safety, Health & Welfare at Work Act 2005.

Volunteers will be familiarised with all risks associated with the activities that they are being asked to undertake, by the manager including those within our premises or elsewhere, and risk management plans must be put in place, where necessary, to assist them carry out those tasks safely and effectively.

Are out of pocket expenses covered for Volunteers?

The Organisation is not in a position to offer travel expenses to Volunteers.

However, decisions on other out of pocket expenses are at the discretion of the Manager and are negotiated locally. Generally, a rule of thumb is that where arrangements are in place for staff, then the same should apply for Volunteers.

If you need further clarification on any of these questions you can contact the Volunteer Coordinator.

Volunteer Role Description

1. Role Title: _____

2. Accountable to: _____

3. Outline of Volunteers Responsibilities or List of Tasks:

4. Purpose of the Tasks:

5. Support Plan:

- How will the Volunteer prepare for the work?

- Who will supervise the Volunteer?

- How will this happen?

- How is this reviewed?

6. Time Commitment:

- Expected duration of Voluntary Work.

- Hours of Work.

7. Important policies and procedures that the Volunteer needs to know about,

e.g.

- Protection and Welfare Guidelines and any local relevant Risk Management

Plans. _____

- Have the appropriate registers for these been signed by the Volunteer?

8. Does the Volunteer understand and accept the importance of confidentiality of

people's personal information?_____

9. What are the benefits to the Volunteer in this assignment?_____

Signed: _____

Volunteer

Manager

Date to be reviewed: _____



VOLUNTEER APPLICATION FORM

Contact Details of Applicant:

Name: _____

Address: _____

Phone No: Home _____ Mobile: _____

E-mail: _____ Work (if you can be contacted there) _____

Education and Employment Details:

Relevant Education Background: (General information regarding qualifications gained):

Current Occupation: _____

Skills, Interests/Hobbies: _____

Volunteering:

Have you had any previous experience in volunteer work: YES NO

If Yes, please outline: _____

Why do you want to volunteer? (What do you want to gain from your volunteering experience?)

What experience have you had that may prepare you to work as a volunteer in the area of learning disability?

Availability:

What is your time availability for volunteer work - please outline below?

How many hours per week/month are you available: _____

	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>	<i>SUN</i>
Morning							
Afternoon							
Evening							

Outline the length of time you can commit to Volunteering (tick most relevant):

- Specific Project Work
- Greater than six months

Reference:

Please provide contact details (names and numbers) of three people we may contact for referees - written references should be supplied by you from those listed below.

1. _____
2. _____
3. _____

Do you suffer from, or have you in the past, suffered from any medical condition, please outline:

Please outline if you have any special requirement that we should be aware of:

Signed: _____ Date: _____

<p>Return Completed Forms to: Ms. Noreen McGarry, Volunteer Coordinator, Western Care Association, John Moore Road, Castlebar, Co. Mayo or to the Manager in your local area. Tel: 094 9025133 Fax: 094 9025207 e-mail: nmcgarry@westerncare.com</p>

GUIDELINES FOR COMPLETING GARDA VETTING FORMS
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Following are a list of guidelines to assist in accurately completing the attached Garda Vetting Enquiry Form. Please read carefully before completing and note that any errors or omissions in data will result in delays in processing.

Enquiry Forms for Garda Vetting must be completed and processed in relation to the following persons taking up employment with Western Care Association

- Permanent
- Temporary
- Contract
- Voluntary Work
- Work Placement/Experience

➤ Please complete the following information in **full**:

Surname
Forename
Former Name/Alias (if any)
Maiden Name (if applicable)
P.P.S. Number
Date of Birth
Place of Birth
Current Address
Previous Addresses*

* Include **all** previous addresses (if any) **from birth** and the **Year From & Year To** for each address (*please use rear of form only for additional information if needed*).

- Please provide details of any previous convictions
- Sign form in space marked "**SIGNATURE OF APPLICANT**" and **DATE** using date you are completing form
- Do not write anything below the box marked **DECLARATION**. This is for official Garda use only.

<i>RETURN COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT, WESTERN CARE ASSOCIATION, JOHN MOORE RD., CASTLEBAR, CO. MAYO.</i>

If you need further assistance with this form, you should contact the Human Resources Department.

DATE: January 2006

Western Care Association

John Moore Road, Castlebar, Co. Mayo

Telephone: (094) 9025133

Fax: (094) 9025207

e-mail: info@westerncare.com



ENQUIRY FORM (applicable a/o 30/01/06)

PLEASE COMPLETE THIS FORM AND RETURN IT TO HR DEPARTMENT, WESTERN CARE ASSOCIATION FOR PROCESSING

Surname:		Maiden Name:					
Forenames:		ALIAS:			P.P.S. No.		
Date of birth:		Place of Birth:					
Have you ever changed your name? YES		<input type="checkbox"/>		No		<input type="checkbox"/>	
If yes, please state former name:							
Current address:							
Please list all previous addresses from BIRTH below – use rear of form <i>only</i> for additional information							
House No.	Street	Town	County	Country	Post Code	Year From	Year To

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No Yes Please provide details

Date	Court	Offence	Court Outcome

DECLARATION

TO Garda Central Vetting Unit, Racecourse Road, Thurles, Co. Tipperary.

I the undersigned, who have applied to work as **VOLUNTEER** hereby authorise An Garda Siochana to furnish to the **HR Department, Western Care Association** a statement that there are no convictions recorded against me in the Republic of Ireland (State) or elsewhere or a statement of all prosecutions, successful or unsuccessful, pending or completed in the State or elsewhere, as the case may be.

Signature of Applicant: _____ Date: _____

Authorised Signatory: _____ Date: _____
(HR Department)

According to Garda records there are no previous convictions recorded against the above named applicant:
OR the following convictions appear on Garda Records:

NOTE: Checks were carried out by this office based on the information supplied. The convictions supplied may apply to the subject of your enquiry. Please verify before use.

Signed: _____ Member I/C

C.V.U.

Individual Community Connections Map

