



Eye to Eye Young People's Counselling Service

Registered Charity Number 1170631

Volunteer Application Pack

Eye to Eye Young Peoples Counselling Service is a registered charity, which offers a free confidential counselling service to young people between the ages of 10 and 25 years living within Rhondda Cynon Taff.

We provide counselling in primary, secondary, additional needs, EOTAS, online and at Community locations throughout RCT.

Eye to Eye Young People's Counselling Service is an organisational member of the BACP and Children and Young Peoples Division, as well being organisational members of ACTO. All our counsellors are registered, fully insured and trained to deliver counselling services to young people.

Please return this application to Elizabeth.s.owen@rctcbc.gov.uk

Safeguarding Statement

Eye to Eye is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across services

Community Counselling

Eye to Eye have numerous community bases across Rhondda Cynon Taff. Young people accessing this free service are between the ages of 11 and 25 years.

All counsellors within these bases are part of our volunteer team and come from a wide variety of professional backgrounds. Some of our counsellors are fully qualified, whilst others are students in their final year of study on placements from colleges and universities.

Should you be successful in your application to volunteer with our charity, you will be placed in a community base setting and working alongside another volunteer counsellor.

We require all our volunteer and student counsellors to work using an integrative and creative approach. We feel that it is preferable to have experience in working with young people and a desire to complete all training hours with our young client group.

School Counselling

Eye to Eye has a team of school counsellors who are employed by the charity. These counsellors are qualified to Degree or Post Graduate level. Many of our schools counsellors have been volunteers with the charity during their student training.

Referrals

We have ensured that our referral system into counselling is a simplistic one. The young people can self refer or parents and professionals can refer on their

behalf. Referrals into Community bases can be taken over the telephone, by letter, text or email and schools counselling can be made in the same way but can also be made directly to the school.

Confidentiality

Young people have the right to access a confidential counselling service. Our counsellors are expected to respect client's rights to privacy. As part of a counsellor induction into our service, full training will be given in confidentiality, child protection and safeguarding issues.

Training

Volunteer counsellors will be offered professional development training at regular intervals during their placement with the charity. All induction training must be attended as part of the volunteers' agreement with us. This includes any training, which is identified by the coordinator as forming part of the charity's function. It is strongly recommended that volunteers attend all additional training offered.

Supervision and Reports

Volunteers will be provided with individual and group supervision. It will be necessary to attend both forms of supervision and this forms part of our commitment to excellence within our service. Supervision is compulsory for all counselling practitioners and we reserve the right to withdraw our clients from volunteers who do not attend.

Reports for student counsellors: Only reports with complete information from the student counsellor will be accepted by our staff. We require two weeks' notice for all student reports.

Volunteer and Student Counsellors seeking employment

All volunteers or student counsellors who wish to seek employment with the charity will be required to have attained a qualification at degree or post graduate level. In exceptional circumstances an appointment could be made in the form of a training contract this is at the discretion of the trustees and will be for the benefit of the charity and its clients.

Student Counsellors

It is not the policy of the Charity to offer initial counselling training to students. All volunteers must, as a minimum, be working towards a Level 4 Diploma from a recognised examination board at a college, university or established training provider. Our student counsellors must have experience of working with young people and/or a previous counselling placement.

Client Groups

Our client group within community bases are between the ages of 11 and 25 years. Volunteer and student counsellors will be allocated clients who are within this age group.

Eye to Eye cannot guarantee that all counselling hours will be carried out in compliance with any course age restrictions, therefore student counsellors may wish to consider another placement alongside Eye to Eye.

Counsellor Voluntary Specification

Job Title:	Counsellor Voluntary
Placement:	To be based within a community setting with Eye to Eye Young People's Counselling Service
Time Commitment:	2 to 3 counselling hours per week Individual and Group Supervision sessions Induction training and ongoing professional development
Supported by:	Co-ordinator and Community Base Manager

As a member of our charitable team and in line with our delivery policies, we would ask that you:

1. Be an active member of a counselling rota team, (one rota per week)
2. Attend group and individual supervision sessions
3. Adhere to the charity safeguarding policies and procedures
4. Keep accurate records of each counselling session undertaken.
5. Keep and retain client records securely and confidentially
6. Attend ongoing training and support.
7. Adhere to all Eye to Eye internal policies and procedures
8. Adhere to the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy
9. Adhere to and sign our Confidentiality Policy Statement

We are looking for people who:

1. Who understand the importance of Safeguarding
2. Are warm, open and honest.
3. Able to take on new ideas.
4. Flexible in their thought processes.
5. An understanding of mental health issues
6. Have a positive attitude towards others.
7. Supporters of young people.
8. Able and willing to work with young people between the ages of 11 and 25 years.
9. Hold a current level 4 diploma or above and working towards a Post Graduate or Degree qualification within a recognised college or university setting.
10. Have experience of working with young people and/or have completed at least 50 hours within a previous counselling placement.
11. Are able to counsel using an Integrative and creative approach

GDPR Information

Data controller: Alison Theaker 01443 202940 alison.theaker@rctcbc.gov.uk

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment

The organisation will also collect personal data about you from third parties, such as references supplied by former employers possibly from employment background check providers and as part of its Safer Recruitment Policy, information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For Counselling roles, the organisation is obliged to seek information about criminal convictions and offences. The charity does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the organisation will keep your personal data on file for one year in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the management and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers and your referees, to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. We may also share your information with external employment law and HR advisers to produce a contract of employment or to take advice on issues, for example the scope of reasonable adjustment.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for one year after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on file for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file [and retained

during your employment]. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact alisontheaker@rctcbc.gov.uk or you can make a subject access request by completing the organisation's Form for a subject access request.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.



Volunteer Application Form

- Please complete in black ink or typescript
- Please complete ALL sections of the form in as much detail as possible
- Clearly mark your name on any sheets you enclose or attach to this form
- Eye to Eye is committed to equal opportunities. The enclosed Equal Opportunities Form will be removed before short-listing and will remain confidential.
- If you are successful in your application, we will keep this form on your personal file. (Please see GDPR Statement)
- Please return your completed application form to Eye to Eye:

Eye to Eye Young People's Counselling Service

Bryncelynnog School

Beddau

CF38 2AE

Or Email to:

Elizabeth.s.owen@rctcbc.gov.uk

How did you hear about volunteer opportunities with Eye to Eye Young People's Counselling?

College Tutor	College Presentation	College Peers	Website (please state)	Advert (please state)	Word of mouth (please state)	Other (please state)

Personal Details

Title: <i>(Mr/Mrs/Miss/Dr/Other)</i>	First Name(s):	Surname:
Address:		
Home Telephone Number:	Mobile Telephone Number:	
Work Telephone Number: <i>(and are you contactable at work?)</i>	Email:	
Which is your preferred method of contact?		

Placement Preference

We work in the following areas around RCT, please tick the box next to the area in which you would prefer:

Beddau CEC	Aberdare Community School	Ysbyty Cwm Cynon	Y Pant School	Valley's Kids, Penygraig	Ton Pentre Infants	Keir Hardie, Merthyr	Dewi Sant Hospital

Availability *(please tick)*

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
am	am	Am	am	am
pm	pm	Pm	pm	No availability

Eye to Eye Information	
Have you ever made an application to work for Eye to Eye previously, in a voluntary or paid capacity? <i>(if yes, then please provide details below to include dates)</i>	
Have you ever worked or volunteered for Eye to Eye previously? <i>(if yes, then please provide details below to include dates)</i>	
Although you will not be paid to undertake a Volunteer Counsellor placement at Eye to Eye Young People's Counselling Service, we are still required to know that you are eligible to work in the UK <i>(Please tick the appropriate statement below)</i>	
Yes I am eligible to work in the UK	No I am not eligible to work in the UK

Academic and Counselling Qualifications	
Which of the following statements best describes you? <i>(please tick one)</i>	
I am a trainee counsellor/therapist	
I am a qualified counsellor/therapist	
I am a qualified counsellor/therapist in post-qualification training	
I am an accredited counsellor/therapist	
I am a member of the BACP (please provide membership number)	
Other <i>(please specify)</i>	

Starting with your most recent qualification, please list the relevant courses you have completed, currently studying and any you intend to study in the forthcoming academic year

University/College/School	Dates from and to	Course Title and awarding body	Qualification and grade

Current Course Requirements

Many of our volunteer counsellors are working towards qualification or accreditation. In order to do this they need to accumulate a number of clinical hours.

Do you wish to use this opportunity to gain credit towards clinical hours?

All our supervisors are qualified and experienced counsellors and your supervision will meet BACP and UKCP regulations. However, some colleges/universities have certain requirements for their student placements, such as an accredited supervisor or a supervisor with a particular theoretical orientation. If this is the case we will do our best to accommodate your needs. Please check with your establishment/tutor if you are unsure.

Please provide us with details of any specific requirements below:

Personal Counselling and Psychotherapy

Please give details of any counselling or psychotherapy you have received or are currently receiving with dates and the orientation of your therapist(s).

Employment History

Please start with your most recent employment, including any voluntary work you have done. Please include all relevant experiences of working with young people.

Name and address of employer/organisation	Job Title and main responsibilities:	Dates from and to:

Relevant knowledge, experience and skills

Please provide any additional information in support of your application. Our selection of

volunteers is based on personal qualities, experiences and qualifications. Please provide details of information that you feel is relevant.

References

Please provide name, address and contact details for two people unrelated to you who are able to provide us with a reference.

Reference 1: *If you are currently training as a counsellor, we ask that one of your referees is your course tutor. If you are a qualified counsellor, we ask that one of your referees is your clinical supervisor.*

Reference 2: *This should be an employer (preferably an existing employer) who has known you for at least 2 years. If you be unable to provide an employer reference, for example, because you have worked for a relative or have not worked for some time, then please provide the name of someone who is able to provide a character reference. This should ideally be a professional person such as a doctor, teacher, religious representative, lawyer, police or other. If you have lived in the UK for less than 2 years, we will accept one overseas reference. This referee must have known you for at least 2 years. Please also provide an email address for both referees.*

Name:				
Address (including postal code)				
Position				
Relationship to you				
Contact details	Telephone		Email	

Name:				
Address (including postal code)				
Position				
Relationship to you				
Contact details	Telephone		Email	

Criminal Record

Have you ever been arrested, cautioned for or convicted of a criminal offence or other offence, which would appear in a DBS enhanced disclosure? **YES/NO**

Note:

If yes, please give details and an explanation of the offence and sentence or penalty imposed (including suspended sentences, warnings etc) in a separate file marked 'confidential' including an explanation of how you have consequently demonstrated you are a suitable person to work directly with children. As the voluntary placement will involve access to children, the placement is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 and you will be required to undertake an Enhanced Disclosure from the Criminal Records Bureau which will show all records. Please contact us if you would like further information. Any placement offered would be conditional on the receipt of an enhanced DBS which satisfies the criteria of Eye to Eye.

I declare that the information I have given is accurate and true and any false or misleading information given on this form may lead to my placement being withdrawn.

Signed:		Date:	
Print name:			

Equal Opportunities

The Equal Opportunities Commission, Commission for Racial Equality and the Disability Rights Commission strongly recommend that monitoring is effectively carried out and Eye to Eye Youth Counselling Service fully supports this.

Eye to Eye actively monitors the selection process to ensure that no one applying for a post with Eye to Eye receives less favourable treatment on the grounds of sex, marital status, gender, disability, race, ethnic or national origin, age, sexual orientation, or religious or political belief. Equality of opportunity, fairness, acceptance of differences and the rights of individuals, including the right to work in an atmosphere free from intimidation, are important values held by Eye to Eye and we are committed to tackling them in all aspects of our work.

In order to enable us to regularly monitor and assess whether equality of opportunity is being achieved, please complete this form and return it with your application form.

Rehabilitation of Offenders Act 1974

As Eye to Eye meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants offered employment/placement will be subject to a criminal record check from the Criminal Records Bureau before appointment/opportunity is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Post/opportunity applied for:					
Male			Female		
<u>Age</u> Are you:					
Under 20		21 to 24		25 to 29	
30 to 34		35 to 39		40 to 44	
45 to 49		50 to 54		55 to 59	
60 plus					

The Disability Discrimination Act 1995 defines a disable person as someone with a physical or mental illness impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal, day to day activities.

Do you consider yourself to have a disability which may affect your employment/placement? **YES/NO**

If yes, then please provide details below:

Please provide details of any special adjustments and/or personal considerations you might need in order for you to be able to fulfil the duties required.

Please provide details of any special adjustments and/or personal considerations you might need in order for you to be able to attend and fully participate in the selection process.

Ethnicity

Please choose one section from (a) to (e) and then put a cross or tick in the appropriate box to indicate cultural background.

a) White				
English	Scottish	Welsh	Irish	Other
b) Mixed British or Group				
White and Black Caribbean	White and Black African	White and Asian	Other mixed background	
c) Asian or Asian British				
Indian	Pakistani	Bangladeshi	Other	
d) Black and Black British				
Caribbean	African	Other		
e) Chinese or Chinese other ethnic				
Chinese	Other			