

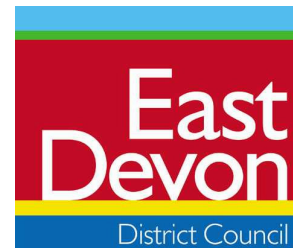
Volunteer Play Workers

The Play Development Team are looking for community volunteers in 10 identified rural areas. The volunteer will work alongside Specialist Play Workers developing skills to enable them to organise free time activities for children 7-15 years old. If you would like to find out more please contact Jane Sharp / Polly Mercer Specialist Play Workers, East Devon District Council on 01395 571556 or email jsharp@eastdevon.gov.uk / pmercerc@eastdevon.gov.uk

Visit our website for further information / application form: www.eastdevon.gov.uk

Closing Date 31/03/08

Mobile Play Volunteer
For East Devon District Council



Responsible to: Jane Sharp and Polly Mercer (EDDC Specialist Mobile Play Workers) Play Development , East Devon District Council, Knowle, Sidmouth Tel No: 01395 571556

Hours: 16 hours voluntary during the summer holidays plus various training to be provided in addition

Area and Location: Various across the East Devon District

Job Purpose: To provide a caring, safe and secure, fun 'play' environment through individual and group activities for children aged 7-15 years initially during the summer holidays. To assist the Specialist Mobile Play workers to achieve the objectives of the project.

Principle Duties and Responsibilities(once appropriate training is received through the Big Lottery Fund) The Following are types of activities that you will be working towards:

- Take part in the play training that will be provided by the Specialist Play Workers as well as external bodies.(all will be funded through the Big Lottery).
- To lead/supervise safe, creative and appropriate play opportunities for a range of age groups within a rural community of East Devon
- Plan sessions/ organise programmes/prepare activities with other volunteers and with the support of the Specialist Mobile Play workers

- Ensure that activities are inclusive for all children/young people to take part and that they may freely choose between activities that are on offer
- To develop a good relationship with the community to facilitate the needs of the children/young people in the area and keep the local parish informed
- The children/ young people should be consulted as to what activities they would like to do and be involved in the advertising process.
- Encourage use of local recreational land
- Promote Environmental awareness

General

- Activities should not be forced/ unstructured manner. Free play increases physical; intellectual; emotional and social skills improving self esteem.
- Children should be '**Free**' to choose what they are going to do and should have the opportunity to lead during some of the activities.
- The older children should be encouraged to lead the younger children in certain activities where appropriate (with the possibility of leading them to further volunteering/career in Play in the future.)
- Perform any other relevant activities in negotiation with the Specialist Mobile Play workers
- Knowledge of the importance of play for all children/young people
- Due to the nature of the work a good level of physical health is expected
- Successful applicants will be appointed subject to successful police checks which will be undertaken by East Devon District Council

'Big Play' Volunteer Application



Name: _____

Address: _____

Post Code: _____ Telephone No: _____

Mobile No: _____ Date of Birth _____

Email _____

1. Would you be able to commit to running a 2 day play scheme in the summer in your local village?

Yes No

2. Do you have any previous experience of working with children?

3. Do you have any health problems that may restrict your involvement?

4. Are you a car driver or have transport available?

**5. Which area would you be interested in volunteering for(please circle)
Axminster rural – Millwey Rise, Woodbury,
Kilmington/Musbury, Aylesbeare, Upottery,
Branscombe/Beer,Upton Pyne/Bramford Speake,
Uplyme, Newton Poppleford and Payhembury**

I consent / do not consent to the Specialist Play workers sharing my contact details with other volunteers and official helpers within the Play department (Please delete as appropriate)

Signed: _____ Dated: _____

Thank you for taking time to complete this information. Polly Mercer/Jane Sharp – Specialist Play workers will be in touch soon to arrange a meeting.

**Please return to : Jane Sharp/Polly Mercer Arts Development – Rm 62 East Devon District Council, Knowle, Sidmouth, EX10 8HL –
jsharp@eastdevon.gov.uk /
pmercerc@eastdevon.gov.uk**

Policy Statement

East Devon District Council is working towards equality of opportunity and welcomes applications for employment from all candidates

Information for employees and potential employees

1. We recognise that employing ex-offenders can help to prevent re-offending and we will observe guidance issued, or supported, by the Criminal Records Bureau (CRB).
2. We will co-operate with the CRB and enable them to undertake assurance checks and will report any suspected malpractice or suspected offences relating to the misuse of information.
3. Application forms – applications for employment will only be accepted on the Council's standard application form which will exclude questions about criminal offences.
4. Only candidates called for interview will be asked questions about their criminal records. The questions will include disclosure of spent convictions only when applying for a post which is *excepted* by the Rehabilitation of Offenders Act (as amended). Otherwise, you will be asked to declare unspent convictions only.
5. We will advise all applicants, in advance, if the post advertised is *excepted* from the Rehabilitation of Offenders Act (as amended) and will request a check (disclosure) of criminal records before an appointment is confirmed. The fee for the disclosure by the Criminal Records Bureau (CRB), Liverpool, will be paid by the Council.
6. Having a conviction will not necessarily bar you from employment with us as we will assess the relevance of any conviction to the particular post for which you apply. This assessment will include consideration of the nature of the work and the working environment.
7. Information on convictions will be kept strictly confidential and on a need-to-know basis.
8. Records showing details of convictions will be destroyed 6 months after they are used for decision-making purposes. The 6 month period is to allow time for any challenge.

Notes

“Rehabilitation periods”

The Rehabilitation of Offenders Act (ROA) (as amended) refers to periods of “rehabilitation” after which a sentence is considered “spent”. Rehabilitation periods vary according to the original sentence and age. For example, for a person aged 18 or over sentenced to imprisonment for a period of between 6 months and 2½ years the period to become “rehabilitated” is 10 years. The period for a person aged 17 or under, sentenced to the same period of imprisonment, is 5 years.

Suspended sentences (treated as having taken effect) are treated the same as for a custodial sentence.

“Spent convictions”

Once a conviction is “spent” the rehabilitated person normally does not have to reveal its existence in most circumstances and can answer “NO” to the question “Do you have a criminal record?”

“Exceptions”

Whilst the “spent” provision normally applies, there are certain occupations which are excepted (see below) including working in positions of trust with children and other vulnerable groups; the intention of which is to ensure that they are protected from those in positions over them. No exceptions apply to “unspent” convictions and candidates for all appointments can be asked to disclose such convictions.

“Unspent convictions” (no exceptions)

Unspent convictions are custodial sentences of more than 2½ years.

They are also those sentences of less than 2½ years where the rehabilitation period has not yet expired.

“Disclosure”

Is a means of checking criminal records which is carried out by the Criminal Records Bureau (CRB), Liverpool. Any offer of appointment to an “excepted” post is subject to disclosure and satisfactory outcome of assessment.

Examples of the exceptions include those listed below but, in any event, we undertaken to advise all applicants (see also Job Description) when an advertised post is “excepted” and subject to “disclosure”.

Examples of excepted occupations include:

Any employment or other work which is concerned with the provision of care service to vulnerable adults and which is of such a kind to enable the holder of that employment or the person engaged in that work to have access to vulnerable adults of such services in the course of his normal duties.

Employment concerned with the provision to persons under 18 of accommodation, care, leisure and recreational facilities, schooling, supervision or training.