

# **BURMA EDUCATION PARTNERSHIP**

## **VOLUNTEER POLICY**

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**Written by:** Miriam Addy and Bob Anderson

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Registered Company number 5664251 Registered Charity No: 1115837  
Registered Company address: 8 The Precinct, Tunstall, Sunderland, SR2 9DN

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## **1.0 INTRODUCTION**

### **1.1 Objectives of the volunteer policy and procedures**

The principal objective of this policy is to define good volunteer practice, offer support and guidance and explain what is expected from volunteers. This document should be read together with all other BEP current policies.

### **1.2 Definition of a Volunteer**

For the purpose of this policy, the word ‘Volunteer’ is used to mean all people who carry out voluntary work for the charity such as teaching, undertaking presentations, attending meetings and carrying out an activity which requires meeting with our beneficiaries, other organisations or the public rather than those members who take a non active role in the charity.

A Volunteer may be a Director of the charity or volunteer without Director status. The word ‘Director’ is used within the policy when the capacity of the role as a Director is relevant.

## **2.0 SELECTION OF VOLUNTEERS**

### **2.1 Introduction**

This section explains how the BEP selects volunteers. The BEP will consider the support of people who will meet the selection procedures and comply with all current BEP policy. Enquiries about volunteering should generally be made to the Volunteer Co-ordinator (Director).

### **2.2 Skills, motivation and teamwork**

The primary aim of the BEP is the provision of education support and therefore teaching qualifications and experience are desirable. The BEP provides a range of educational support across all age groups and abilities including teaching, preparation of materials and curriculum development.

However, volunteers with other related and useful skills are also required such as charity management, finance and accounting, fundraising, administration, legal, public speaking, web design, data base management and graphic design.

## **2.2 Skills, motivation and teamwork (continued)**

The BEP works very closely with a number of organisations in Britain and in Thailand. Our work relies on maintaining and developing these relationships and requires excellent communication skills, sensitivity and diplomacy during teaching and other areas of our work, between organisations and members.

The BEP seeks volunteers who wish to work towards the charity objects and towards the wider development of the charity. Volunteers must be team players.

The suitability of applicants will be considered based upon both professional and practical skills that they can offer, their motivation, commitment and willingness towards working the wider development of the charity.

## **2.3 Application procedure**

### ***Co-ordination***

The volunteer recruitment procedure and the maintenance of records shall be maintained by the Volunteer Co-ordinator.

### ***Application form***

All volunteers are required to complete the application form in full and enclose a current CV. The application form is contained at Appendix 1. The Policy Statement on the Recruitment of Ex-offenders shall be issued if requested. Parental or guardian consent is required for volunteers under the age of 18. Completed application forms shall be submitted to the Volunteer Co-ordinator.

### ***Disclosures***

The application form includes a self declaration to be signed to declare that the applicant has not been involved any prior abuse conviction, or the subject to any investigation or enquiry into child abuse or any inappropriate behaviour.

### ***Volunteer references***

Applicants are required to provide the name and contact details of two referees, one of which must be an employer (paid or voluntary). A written reference shall be requested by the Volunteer Co-ordinator.

## **2.4 Interview and documentation**

### ***Interview***

All suitable applicants will be invited to attend an interview. The interview should, wherever possible, be carried out by two charity Directors. The interview process shall be co-ordinated by the Volunteer Co-ordinator although he/she may not necessarily attend the interview him/herself.

## **2.4 Interview and documentation (continued)**

### ***Qualifications***

Applicants may be required to show original relevant qualifications at the interview.

### ***Identity***

Applicants are required to show either their original passport or driving licence and a recent utility bill (last 3 months) at the interview to demonstrate proof of identity and address.

## **2.5 Assessment process**

### ***Assessment of Application***

The Volunteer Co-ordinator will assess the application and together with other Directors involved in the recruitment process. The date of interview shall be advised to all Directors to enable comment on the application, meet the applicant or take a greater role in the process.

### ***Appropriate activities***

At the interview, the suitability of the candidate will be considered and the nature of appropriate volunteer activities discussed. Volunteers under the age of 18 will not be allowed to represent the BEP outside of Britain.

### ***Consideration of applicant***

Following the interview, the Volunteer Co-ordinator will request references and circulate a summary of the interview including whether the applicant appears to be suitable for volunteering, the key skills which they can offer, suitable volunteer activities, the outcome of the references, and any other relevant information to all Directors for comment.

Should any Director have any concerns about an applicant then this will be discussed with all other Directors at the next available opportunity.

Subject to successful references, the Volunteer Co-ordinator will advise the applicant and issue the current charity policies to the applicant together with the Volunteer Agreement (contained at Appendix 2) for the applicant to sign. Arrangements will then be made for an induction meeting with the Volunteer Co-ordinator or another Director. The offer will be made subject to a satisfactory CRB check.

## **2.5 Assessment process (continued)**

### ***Criminal Record Bureau Checks***

The BEP is entitled to undertake a CRB checks for Volunteers who will be working work with children. The level of Disclosure will depend upon the nature of the position.

The BEP will either carry out a new check or if a volunteer has a check and is willing to make this available to the BEP then the BEP may consider this so long as the following are met:

- The level of check is not less than the level of check required by the BEP (for example if an Enhanced check is required but only a Standard check has been carried out then a new Enhanced check will be required)
- The check is less than three years old
- You can provide the name and contact details of the Countersignatory who checked your original documents (and the BEP is able to contact them)
- The section stating 'other relevant information disclosed at the chief Police Officers Discretion' is marked 'None'.

If not, the BEP will carry out a new check.

The BEP will require a Standard check (disclosure) for Volunteers who will be volunteering with children and Vulnerable adults and an Enhanced check (disclosure) for Volunteers who will be either regularly caring for, training or supervising or in sole charge of children or vulnerable adults.

If the volunteer has been working outside of Britain we require volunteers to sign a declaration that they had received no criminal conviction whilst living outside Britain.

The BEP will incur the cost of the enquiry. The CRB check for all volunteers must be satisfactory for the position of volunteering. The dates and unique reference number shall be recorded in the Volunteer File.

The BEP will repeat CRB checks every 3 years. That is, the date on the disclosure will always be less than three years from date at that time.

A criminal record will not necessarily be a bar to obtaining a position. The BEP operates in accordance with the CRB Code of Practice (and a copy can be provided on request) and the Policy Statement for the Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information and the Policy Statement on the Recruitment of Ex-offenders which is contained at Appendix 6 and 7.

Legal obligations relating to CRB checks will change in October 2009 when the Independent Safeguarding authority is expected to start operating. At this time the BEP will review the situation and amend its procedures in accordance with good practice.

### **3.0 VOLUNTEER RESPONSIBILITIES**

#### **3.1 BEP Policies**

The BEPs policies and procedures are designed to give guidance and support to volunteers. Volunteers are required to follow and abide by the Volunteer Policy, the Code of Conduct, Health and Safety Policy, Policy for the Protection of Children and Vulnerable Adults and all other current BEP policies.

#### **3.2 Health and Safety**

All volunteers have a statutory duty to co-operate with the BEP with regard to Health and Safety.

All volunteers shall undertake activities in accordance with the current Health and Safety Policy. All volunteers shall ensure that they have a current policy and are familiar with the guidance and procedures within it. Should they have any specific queries, volunteers should contact the Risk Manager (Director) or any other Director.

#### **3.3 Copyright**

Volunteers must assign copyright of all materials prepared (hard and digital) on behalf of the charity to the Burma Education Partnership.

#### **3.4 Fundraising**

Volunteers must obtain written permission from the Treasurer (Director) in order for that Volunteer to fund raise on behalf of the Burma Education Partnership.

### **4.0 COMPANY RELATIONSHIP TOWARDS VOLUNTEERS**

#### **4.1 Volunteer support**

##### ***Personal support***

The BEP will offer information and support, where possible, to volunteers in order to assist with the aims and objectives of the charity.

#### **4.1 Volunteer support (continued)**

Volunteers will be kept updated of progress of existing projects, the wider situation on the border and will receive a monthly bulletin and a quarterly newsletter on charity activities. Additional information is available on the website.

#### **4.2 Induction**

All volunteers shall receive an induction and prior to any visit to Thailand. This will include induction into current BEP policies and provide an opportunity to discuss anything about the charity and volunteering. The induction can be undertaken by any charity Director who will advise the Volunteer Co-ordinator of when the induction will take place.

#### **4.3 Resources and expenses**

The charity holds Public Indemnity, Employers Liability and Travel Insurance. The charity also provides health and safety support including the opportunity to attend an Emergency Aid Course, and a First Aid Kit and manual for those who travel.

All other expenses associated with volunteering are met by the Volunteer (unless otherwise stated) including funding for travel, accommodation, subsistence, health precautions and requirements teaching materials and any other expenses associated with volunteering.

In exceptional circumstances a contribution may be made to volunteer towards expenses. A written 'Request for Support' should be submitted to the Treasurer who will take the request to the Board of Directors.

#### **4.4 Managing Difficulties**

##### ***Difficulty with the volunteer role***

If a volunteer is encountering a difficulty with any aspect of volunteering they should approach a Director who will seek to provide support.

##### ***Complaints***

Complaints against the BEP by volunteers will be taken seriously and investigated in accordance with the company complaints and grievances procedure within the Code of Conduct.

#### **4.4 Managing Difficulties (continued)**

##### ***Complaints (continued)***

Concerns and complaints with regard to child protection issues must be reported to the Child Protection Director and shall be investigated in accordance with the Policy for the Protection of Children and Vulnerable Adults.

#### **4.5 Recording information**

The Volunteer Co-ordinator will maintain a Volunteer File in accordance with the Data Protection Act 1998.

Records regarding health and safety shall be maintained within the Health and Safety File. Records of travel placements will be kept within the Travel File.

#### **4.6 Recognising Volunteers' Work**

In recognition of the contribution volunteers make to our work, the BEP will provide on request, a written reference for volunteers. On completion of a volunteers' placement abroad, volunteers will receive a letter thanking them for their contribution.

### **5.0 PLACEMENTS IN THAILAND**

#### **5.1 Considering a Placement**

The BEP can arrange teaching placements to the Thai side of the Thai / Burma Border. Prior to considering a placement in Thailand it is important that each volunteer considers the risks and their own suitability for the placement. Each placement will be different and so arrangements should commence as early as possible.

The BEP requests a contribution of £50.00 towards the cost of charity insurance and arrangements.

Appendix 3 provides some general information about volunteering on the Thai / Burma border relating to the climate and living conditions, some risks and precautions.

## **5.2 Establishing a Suitable Placement**

Teaching placements will be the outcome of discussions between the Volunteer, the Teaching Placement Co-ordinator and the Volunteer Co-ordinator and must be agreed by the Teaching Placement Co-ordinator.

The BEP works with a number of organisations on the border and receives a numbers of requests for support. The charity will seek to find a placement which will meet the core needs of displaced communities; is through an organisation which shares the overall aims and values of the BEP; in a suitable location and meets the skills and interests of the Volunteer.

This process can take much time to organise and therefore as much time as possible should be allowed for establishing a suitable teaching placement.

***The Volunteer*** should advise the Teaching Placement Co-ordinator of:

- The duration and the dates of the placement required
- Their core skills and the nature of the teaching preferred
- Whether a refugee camp or urban, town or village context is preferred
- Whether there are any health reasons which may affect a placement.

The Volunteer must also seek advice from their GP with regard to the suitability of their health for the type of placement being discussed, and recommended vaccinations and medication.

***The Teaching Placement Co-ordinator*** will:

Liaise with suitable partner organisations regarding a suitable placement and advise the Volunteer of the nature, location and duration of the placement/s and information about the partner organisation/s.

The Teaching Placement Co-ordinator will liaise with the Volunteer Co-ordinator so that the Volunteer Co-ordinator can begin to organise the non-teaching elements of the placement.

***The Volunteer Co-ordinator*** will organise the general arrangements:

- Ensure that the Volunteer has a current acceptable CRB check in place.
- Ensure that the Volunteer has current charity policies and offer to discuss any uncertain areas.
- Advise the Volunteer of visa requirements.
- Offer the Volunteer the opportunity to attend an Emergency Aid Course.
- Advise the Volunteer of the current political situation on the border
- Liaise with the potential partner organisation in order to ensure, as far as is practical, that there are no foreseeable health and safety issues arising from the placement. Issue a copy of the BEP policy to the partner organisation.

## **5.2 Establishing a Suitable Placement (continued)**

- Issue a copy of the BEP policy for the Protection of Children and Vulnerable Adults to the partner organization.
- Provide all Directors with a summary of the proposed placement for their comment.

## **5.3 Pre-travel arrangements**

Prior to travel the **Volunteer Co-ordinator** should:

- Provide the Volunteer with a First Aid Kit and First Aid Manual.
- Confirm that the Volunteer has made the appropriate visa arrangements.
- Provide the Volunteer with Travel and Accommodation Arrangements, if required.
- Agree a system of contact arrangements to be maintained throughout the placement with the Volunteer.
- Provide paper copies of the Accident form.
- Provide details of the travel insurance policy.
- Liaise with the Teaching Placement Co-ordinator in order to establish the details of the teaching placement.
- Meet with Volunteer to confirm arrangements, if necessary.
- Advise the insurers of the travel plans.
- Ensure that the Volunteer has signed the travel declaration and has provided contact details

Prior to travel the **Volunteer** should:

- Seek GP advice and act on it accordingly
- Attend an Emergency Aid course, if wish (this is recommended)
- Review the First Aid manual.
- Review current charity policies and forward any queries to the Volunteer co-ordinator
- Review risks associated with the placement and undertake Risk Assessments, as required
- Meet / Liaise with Teaching Placement (Director) to discuss education objectives, appropriate techniques and materials.
- Make arrangements for travel and accommodation
- Obtain any necessary visas
- Agree contact arrangements with the Volunteer co-ordinator during the placement
- Sign the Pre-travel Declaration and contact details and issue to Volunteer Co-ordinator.

**6.0 IMPLEMENTATION OF THE POLICY**

**6.1 Approval**

A copy of the current Volunteer Policy will be made available to all volunteers and the charity insurers.

**6.2 Review**

The Volunteer Policy and Procedures will be reviewed every other year by the Risk Manager (Director), issued to the Directors for comment, amended and adopted.

**6.3 Other policy**

The Volunteer Policy and Procedures shall be read in conjunction with all other current Burma Education Partnership policies.

**6.4 Comments**

Feedback on The Volunteer Policy and Procedures from volunteers are welcomed and should be directed to Risk Manager (Director).

# **APPENDIX 1**

## **APPLICATION FORM**



**Registered Charity No:1115837**

**Company No: 5664251**

Registered Company Address: 8 The Precinct, Tunstall, Sunderland, SR2 9DN

## **Volunteer Application Form**

The purpose of this application form is to help the Burma Education Partnership identify suitable Volunteers. It enables you to identify those areas of skills, experience and interests you have that may be useful in the context of providing education in the displaced communities on the Thai/Burma border and in Britain.

We are interested in volunteers with qualifications and experience in education and also other skills which you can bring to the charity including charity management, finance and accounting, fundraising, administration, legal, public speaking, web design, data base management and graphic design.

The BEP works very closely with a number of organisations in Britain and in Thailand. Our work relies on maintaining and developing these relationships and requires volunteers with excellent communication skills, sensitivity, diplomacy and a team ethic.

The BEP seeks volunteers who wish to work towards the charity objects and towards the wider development of the charity. The suitability of applicants will be considered based upon professional and practical skills that they offer and upon their motivation, commitment and willingness towards the development of the charity.

**Section 1: Personal Details**

1.1 Surname:.....

First Name:..... Middle:.....

1.2 Date of Birth:.....

1.3 Address:

.....  
.....  
.....  
.....  
.....  
.....

1.4 Telephone

work: .....

home: .....

mobile: .....

1.5 email address: .....

**Section 2: Area of Volunteering**

2.1 Area/s of Volunteering applied for:

.....  
.....  
.....  
.....  
.....

2.2 Would you like to teach on the Thai/Burma border?.....

How long would you be prepared to spend there?.....

When can you be available?.....

.....  
.....

**Section 3: Skills and Experience**

**Teaching Skills**

3.1 Teaching subject specialism/area of responsibility

What is your specialist subject area/area of responsibility?  
Do you have any particular interests, experience or responsibility within that area that you think you could offer?

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3.2 Outside of your main area do you have any other skills, interests or specialisms that you could offer?

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**Non Teaching Skills**

What non-teaching skills and experience can you offer to the charity?

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**Section 4: Reasons for Volunteering**

4.1 Please could you give some brief details on why you would like to volunteer with the BEP.

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.....

**Section 5: References**

5.1 Details of two referees

Referee 1

Name:.....

Address:.....

.....

Position:.....

telephone:.....

email:.....

Referee 2

Name:.....

Address:.....

.....

Position:.....

telephone:.....

email:.....

**Section 6: Criminal Records Bureau**

We will require a CRB check for many Volunteer positions. We repeat CRB checks every 3 years. The type of disclosure required will depend upon the nature of the position. Enhanced check (disclosure) for Volunteers who will be either regularly caring for, training or supervising or in sole charge of children or vulnerable adults.

*Burma Education Partnership: Volunteer Policy*

A criminal record will not necessarily be a bar to obtaining a position. The BEP operates in accordance with the CRB Code of Practice (and a copy can be provided on request) and our Policy Statement for the Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information and the Policy Statement on the Recruitment of Ex-offenders which is contained as Appendix 6 and 7 of the Volunteer Policy.

The BEP will either carry out a new check or if a volunteer has a check and is willing to make this available to the BEP then the BEP may consider this so long as the following are met:

- The level of check is not less than the level of check required by the BEP (for example if an Enhanced check is required but only a Standard check has been carried out then a new Enhanced check will be required)
- The check is less than three years old
- The contact details of the Countersignatory who checked your original documents (and the BEP is able to contact them)
- The section stating 'other relevant information disclosed at the chief Police Officers Discretion' is marked 'None'.

If not, the BEP will carry out a new check.

If the volunteer has been working outside of Britain we require volunteers to sign a declaration that they had received no criminal conviction whilst living outside Britain.

**Section 7: Declaration**

To the best of my knowledge the above information is true and correct.

I confirm that I have not been the subject of any conviction, investigation or enquiry into child abuse or any inappropriate behavior.

signature .....

date.....

Please return this form and a copy of your current C.V. to:-

**APPENDIX 2**

**VOLUNTEER AGREEMENT**



## Volunteer Agreement

*This volunteer agreement outlines the reasonable expectations which the Burma Education Partnership has for its volunteers and explains what you should expect from the Burma Education Partnership.*

*This agreement is not intended to be a legally binding contract between us. Neither of us intend any employment relationship to be created either now or at any other time in the future.*

**The Burma Education Partnership will:**

1. Provide you with information outlining the aims, objectives and policies of the Burma Education Partnership.
2. Bring to the attention of volunteers known risks or dangers associated with volunteering.
3. Provide you with induction and training in order to assist your role as a volunteer.
4. Treat any complaints and grievances you have seriously and take action.
5. Listen to your views about your role as a volunteer.

**The Burma Education Partnership expects you to:**

1. Treat the beneficiaries, Volunteers and Directors with dignity and respect.
2. Follow the Code of Conduct, Volunteer Policy, Health and Safety Policy, Policy for the Protection of Children and Vulnerable adults and all other BEP policies at all times.
3. Take all necessary steps in order to protect yourself and others from injury, accident and disease. You must report all dangerous events to the Risk Manager (Director).
4. Restrict your volunteering activities to those agreed with a Director.
5. Not divulge outside The BEP details concerning individual beneficiaries or other volunteers.
6. Assign copyright of all materials prepared (hard and digital) on behalf of the charity to the Burma Education Partnership.
7. Advise one of the directors if you have a complaint or grievance.

I have read and understood this agreement and agree to abide by the policies.

Signed.....(Volunteer)                      Date.....  
Print name.....

Signed.....(Director)                      Date.....  
Print name.....

Registered Company number 5664251 Registered Charity No: 1115837  
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**APPENDIX 3**

**VOLUNTEERING ON THE  
THAI BORDER**

## **Volunteering on the Thai/Burma Border**

### **Recognising the Risks**

This section identifies only some of the risks as an introduction. It is essential that volunteers undertake Risk Assessments and act in accordance with them.

- *Political situation*
- *Health and disease*
- *Climate*

### ***Political background***

Burma is run by a military dictatorship which is responsible for serious human rights abuses. Burmese villages have been burned, people killed, raped and tortured and required to provide forced labour. These activities continue today. For this reason many Burmese have fled their homes and live in refugee camps in Thailand.

The Royal Thai Army control access to the camps and the check points are controlled by border control police.

Prior to travel to the border, The Chair (*Director*) will provide advice, and to the best of his/her knowledge, an account of the current situation. However, it is a volatile situation and circumstances can quickly change.

### ***Health and Disease***

Whilst conditions within the camps are quite basic, they are generally kept very clean. There is very little litter and toilets and bathing areas are clean.

When outbreaks of infectious disease occur, they can spread quickly owing to the close proximity of people living in some camps. In addition, some of the camps are situated a long way from any hospital.

### ***Climate***

The climate on the Thai-Burma border is sub tropical. The temperature and humidity is generally high. The hottest period is from January to May and the monsoon rains fall from May to September. The air temperature is generally lower from October to January. Nights can be cool.

## **Necessary Precautions**

### ***Political background***

Volunteers must assess the risks associated with visiting an area of political instability, read pre-trip briefing issued from the BEP outlining the current situation and take decisions accordingly.

Volunteers must make their own decisions as to whether they feel comfortable travelling to this area.

If the Thai authorities advise that there shall be no access to a camp, then a volunteer must abide by this rule and not enter.

A volunteer must not enter Burma under the name of the BEP. The BEP accepts no responsibility for those that do so.

### ***Health and Disease***

It is important that a volunteer is in good health prior to travel. It is encouraged that minor conditions are brought to the attention to a Director. All necessary medication should be taken from Britain.

All volunteers must take advice from their GP with regard to inoculations and medication advised for that particular area to which they will travel and for the nature of accommodation and act in accordance with these recommendations.

Some of the camps are situated within mountainous areas, surfaces within the camps are uneven and some of the tracks leading into the camps are heavily pitted. Conditions become very slippery in the rainy season. A general level of fitness is required.

### ***Climate***

Temperatures and humidity can be high. A sun hat, sun screen, sun resistant clothing is recommended.

## **Assessment of Risks**

The BEP requires Risk Assessments to be undertaken for all activities, undertaken as part of the charity, whether in the UK or abroad.

*Burma Education Partnership: Volunteer Policy*

Risk Assessments for activities associated with many general activities undertaken within the UK and in Thailand are contained within the Health and Safety Policy. For each activity, potential Hazards and their Effects are identified, the Risk Rating identified and mitigating action identified (Control Measures to Reduce Risk). Volunteers must act in accordance with these 'Control measures'.

Volunteers must undertake a Risk Assessment for all activities undertaken on behalf of the BEP. Assistance is available in carrying out risk assessments from a Director.

**APPENDIX 4**  
**TRAVEL DECLARATION**

### Travel Declaration

**Prior to travel on behalf of the Burma Education Partnership, each Volunteer or Director must agree to the placement with the Teaching Placement Co-ordinator and the Volunteer Co-ordinator and complete the following declaration and submit a signed paper copy to the Volunteer-Co-ordinator.**

*I have advised my GP of the location and nature of travel, have sought advice upon recommended vaccinations and medication and my general health for the proposed activities and have acted upon their advice.*

*I have agreed my placement arrangements with the Volunteer-Co-ordinator and the Teaching Placement Co-ordinator.*

*I have advised the Volunteer Co-ordinator of the travel dates in order that BEP insurers may be notified of travel plans.*

*I have been in receipt of information introducing issues regarding working on the Thai/Burma Border and have undertaken additional steps to make myself aware of some of the risks associated with working on the Thai/Burma Border.*

*I have received and read current charity policies and shall represent the charity in accordance with them.*

*I have reviewed the Risk Assessments within the current Health and Safety Policy within a month prior to travel. I have assessed the risks of my proposed activities and submitted new Risk Assessments to the Risk Manager, as relevant.*

*I have reviewed the First Aid Manual within a month prior to travel.*

*I have received the First Aid kit including First Aid Manual which will be available during travel.*

**Name**.....

**Signed**.....

**Date**.....

Registered Company number 5664251 Registered Charity No: 1115837  
Registered Company address: 8 The Precinct, Tunstall, Sunderland, SR2 9DN

*Burma Education Partnership: Volunteer Policy*

	<b>Travel Details</b>
<b>Name of Volunteer</b>	
<b>Dates of travel</b>	
<b>Email address</b>	
<b>Contact telephone number during travel</b>	
<b>Contact in Britain:</b> Name Relationship Contact telephone number Email address	
<b>Placement details</b>	
Dates	
Partner Organisation: Name Address  Contact Name Contact number Contact email	
Accommodation Name Address  Telephone number	

*Should the placement involve working with more than one organization or staying at more than one location, complete additional sheets.*

Registered Company number 5664251 Registered Charity No: 1115837  
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**APPENDIX 5**  
**POST TRAVEL REPORT**

**POST-TRAVEL REPORT**

Following each visit to Thailand, please complete the following form and return it to the Chair and attach any relevant documents.

The purpose of the form is to keep a record of teaching delivered for the purpose of charity records, for our funders and also to assist future preparations for delivering similar programmes. The record of meetings with other organisations will assist our understanding of what other organisations do, how they deliver initiatives and will be useful in assessing which future projects to support.

Name of Volunteer	
Dates of trip	
Objective / Purpose of visit	

**Teaching delivered**

Date	Location and school	Main contact

*Please complete attached forms*

**Meetings attended**

Date	Location	Attendees and organisation

*Please complete attached forms*

**MEETINGS**

*Please complete a table for each meeting and attach minutes of meeting, if taken.*

Date		
Location		
Names and organisations of attendees		
Purpose of meeting		
Discussion		
Summary		
Action points		
List of associated documents		

**TEACHING / TEACHER TRAINING**

Date/s		
Location		
Name of School		
Name of Head / contact Teacher		
Partner organisation		
Origin of request		
Objective / aim of programme		
Age / age range		
Range of ability		
Main content of programme		
Success of programme:		
Written documents used / prepared		
Successful techniques		
Less successful techniques		
Action points		

## **APPENDIX 6**

# **POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION**

## **Policy Statement on Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Disclosure Information**

It is a requirement of the CRB's Code of Practice that a body involved in countersigning and handling CRB information has a written policy.

### **General Principles:**

As an organisation using the Criminal Records Bureau (CRB) Disclosures service to help assess the suitability of applicants for positions of trust, the BEP complies with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with the Data Protection Act 1998.

### **Storage and Access:**

Disclosure Information should be kept securely, in lockable, non-portable storage container with access controlled and limited to those that are entitled to see it.

### **Handling:**

Disclosure is only passed to those who are authorised to receive it. We maintain a record of those to whom Disclosure information has been revealed and it is a criminal offence to anyone who is not entitled to receive it.

### **Usage:**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention:**

Once a recruitment (or other relevant decision has been made, we do not keep disclosure information for any longer than is necessary. This is generally for a period of up to six months to allow consideration and resolution of any disputes or complaints. If in every exceptional circumstances, it is necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and the human rights of the individual before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

### **Disposal:**

Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed by secure means i.e by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of the disclosure. However, notwithstanding the above, we may keep a copy of the date of issue of the Disclosure, the name of the subject, the type of Disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

## **APPENDIX 7**

# **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

**Policy Statement on the Recruitment of Ex-offenders**

It is a requirement of the CRB's Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also requires registered bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given to Disclosure applicants at the outset of the recruitment process.

As an organisation, using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, BEP complies with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

BEP is committed to the fair treatment of its volunteers, potential volunteers and beneficiaries regardless of race, gender, religion, sexual orientation, responsibilities for dependent, age, physical/mental disability or offending background.

This policy will be made available to potential volunteers at their request at the beginning of the recruitment process by reference within the application form.

We actively promote equality of opportunity for all including those with criminal records. We select volunteers on their skills, qualifications, experience and suitability for the position.

A Disclosure is only requested if relevant and proportionate to the position as identified within the Volunteer Policy and on the application form and advert.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called to interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the BEP. This information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the BEP to ask questions about your criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders act 1974.

At interview, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of CRB Disclosures aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer a volunteer placement.

Having a criminal record will not necessarily bar you from volunteering with us. This will depend on the nature of the position and the circumstances and background of your offences.