



ABINGDON

Volunteering with the Combined Cadet Force (CCF)



Information Pack

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ABINGDON

From the Headmaster: Michael Windsor BA, MA

Message from the Headmaster, Michael Windsor



Thank you for your interest in volunteering with our CCF as a Cadet Forces Adult Volunteer (CFAV). Our volunteers play a key role in supporting the work of our School and form an important part of our community. We value greatly the commitment shown by those who support us.

You will understand that the safety of our pupils is paramount, as is the safety of all adults who work here or visit us. With this in mind, it is important that we undertake relevant checks on all staff and volunteers who will be working with us. The following information pack outlines the volunteer application process.

Thank you again for your involvement with Abingdon. It is much appreciated.

Michael Windsor

Michael Windsor
Headmaster

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ABOUT THE ROLE

What is a Cadet Force Adult Volunteer?

Simply put, a Cadet Force Adult Volunteer (CFAV) is someone who helps instruct and advise Army or Air Cadets at their weekly training session. There will also be some weekend activities and an Annual Camp at Easter or the Summer. Don't worry about finding time for all of this at this stage, as there is some flexibility in the time commitment required.

You will work with other Adult Volunteers to deliver a programme of activities for young people aged 13 to 18 (CCF). These could include fieldcraft, all kinds of sports, shooting, canoeing, helping out in the community, first aid, music, organising a charity bike ride...and much, much more. At the heart of all the Cadet groups is adventure, challenge and most of all, fun!

There are different roles you can take – it's not all about physical activities. Wherever you want to get involved, whatever your strengths are, there is a place for you as an Adult Volunteer. Full training is provided – you will probably discover talents you didn't know you had.



Are the Cadet Forces part of the military?

No, the Cadet Forces are youth organisations. They use a military rank and structure and are sponsored by the Armed Forces, but are not part of the military. Cadets and Adult Volunteers are not subject to military call up. Whilst some cadets choose a career in the Armed Forces once they are old enough, it is certainly not expected of them and the majority do not join. Some cadets stay on as Adult Volunteers once they are 18 years old, as they don't want the cadet experience to end!



Do I need experience in working with young people?

No, but you do need to be understanding of what it's like to be a teenager! Our Cadets are aged from 13 to 18, from all kinds of backgrounds. Whilst previous experience of working with young people will help you, it is by no means a prerequisite – patience, tolerance and enthusiasm are more valuable to us.

Do I have to be physically fit?

We like our volunteers to be in reasonable health in order to be able to supervise the physical activities, but other qualities are equally important. We need people who can deal with paperwork and the pastoral care of cadets just as much as someone who can hike across the hills with them.

The Cadet Forces are inclusive organisations that support equal opportunities; therefore, people with disabilities are very welcome to apply to join.

What is the time commitment?

Typically, at school one afternoon a week, one field day a term and occasional weekends, although the exact time commitment can vary. Beyond that it is up to you how much time you want to give. Help is always needed on Easter and the summer camps and many consider this the highlight of the cadet year. We fully understand that all kinds of other commitments, such as family and work, can affect people's availability, so even if you can't commit to every weekend and camp, we would still like to hear from you.



APPLICATION PROCESS

If you decide that you would like to volunteer for us, there are a number of requirements which are detailed below:

1. **Enhanced Disclosure and Barring Service (DBS) check**

All unsupervised volunteers are required by the Department for Education (DfE) to undertake a criminal records check at an enhanced level through the Disclosure and Barring Service (DBS). In order to undertake the check you will need to provide original identity documents as specified on the enclosed DBS List of Valid Identity Documents. Please note that if you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you should bring documentary evidence of the change.

2. **Overseas Police Checks (if applicable)**

If you have lived outside of the UK for three months or more in the previous ten years then you will also be required to provide a police check from those relevant countries.

3. **References**

Due to the nature of the role, for example, CFAV volunteers may go on overnight trips with pupils, we ask volunteers to provide two referees who can comment on volunteers' suitability to work with children and young people. Referees should not be known only in a personal capacity (e.g. friends and family) but may be known in a capacity outside employment (e.g. volunteering, community groups, sports club).

4. **Volunteer Information Form**

All volunteers are required to complete and return the attached form.

5. **Policy Acceptance**

The School is required to ensure that certain documents and policies have been issued to, read and understood. The policies are:

- Keeping Children Safe in Education (September 2022) Part 1 and Annex
- Safeguarding Policy
- Staff Behaviour Policy (Code of Conduct)
- Health and Safety Policy (and induction document)
- ICT & E-Safety (Staff) Policy
- Data Protection Policy
- Equal Opportunities Policy
- Annual DBS Declaration
- Equal Opportunities Monitoring (optional completion)

An email link will be issued to enable you to view, read and e-sign to confirm your understanding.

6. **Generalist Safeguarding Training**

It is the School's Safeguarding Policy that all adults, including volunteers, attend safeguarding training on appointment and at three yearly intervals thereafter.



ABINGDON

VOLUNTEER INFORMATION FORM

The details in the following section will be stored by the HR Department.
It will also be on the School Database and available to other staff.

Volunteer Role:

CFAV

Title:

Surname:

Forenames:

Preferred known as name

(if different from above):

The details in the section below will be stored confidentially by the HR Department.

Former surname(s):

Current Address (including postcode):

Telephone Numbers:

Home

Mobile

Contact Email Address:

Have you lived outside the UK for more than three months in the past ten years?

Yes

No

If yes, please specify which countries and the month and year those stays started and ended:

REFEREES

Please provide at least two referees. One of the referees should be ideally be from your current or most recent employer. If your current/most recent employment does not/did not involve working with children, but you have previously done so, then the second referee should be from the employer or organisation (e.g. charity, youth group, sports club) with whom you most recently worked with children.

If you are or have been employed or have volunteered within a school, then one reference must be from the Head of your current school, or the last school at which you worked or volunteered. Neither referee should be a relative or someone known to you solely as a friend but they may be known to you in a capacity outside employment (e.g. volunteering, community groups, sports club).

	REFEREE 1	REFEREE 2
NAME:		
POSITION:		
ADDRESS: (including postcode)		
TELEPHONE NUMBER:		
EMAIL:		
In what capacity does this person know you?		
Please indicate if you are happy for the school to contact your referee prior to interview:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

DATA PROTECTION ACT

The School is registered under the Act and will only seek information from you that is relevant to the appointment.

DISCLOSURE AND BARRING SERVICE

The position involves regular contact with children and therefore any successful applicant for this position will be required to have an Enhanced Disclosure from the Disclosure and Barring Service.

DECLARATION

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on the Barred List, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council), and either *(select as appropriate)*

- I have no convictions, cautions, bind-overs or allegations
- I have attached details of any convictions, cautions, bind-overs or allegations in a sealed envelope marked confidential

I declare that the information I have given in this application is accurate and true.

Signature:

Date:

Please return these forms to hr.team@abingdon.org.uk or bring to Park Lodge Reception together with three original identity documents as detailed on the list of valid documents for the Disclosure & Barring Service (DBS) attached below. The Receptionist on duty will arrange for a member of the HR Team to come and meet with you.

EMERGENCY CONTACT INFORMATION

Please provide contact details for an appropriate person/people with whom we may make contact in the case of an emergency. They do not need to be your next of kin/a close relative.

By providing this information, you consent that they may be contacted in the case of an emergency.

These details will usually be stored **confidentially** by the HR Department and will ordinarily only be viewable by HR staff. However, they may also be provided to senior managers if required in an emergency. This information will also be provided to the CCF Contingent Commander for risk assessment purposes.

Main Contact

Name	
Relationship to you	
Address	
Contact Telephone Number (s)	

Additional Contact

Name	
Relationship to you	
Address	
Contact Telephone Number (s)	

Please add below any medical information that you think it would be important for us or the emergency services to know in case of an emergency (e.g. allergies, relevant medical conditions)

--

I consent for this emergency medical information to be shared with:

- the Health and Safety Department
- the School Health Centre
- the CCF Contingent Commander

(note: all those accompanying trips have a responsibility to ensure that the trip leader has any relevant information required to complete a risk assessment effectively)

Please contact the HR Department if you have any questions or concerns regarding consent to share this information.



How many documents do I need to produce?

All applicants must produce the following:

- 1 document from Group 1 **and**
- 2 further documents from group 1, 2a or 2b; one of which must verify their current address.

List of Valid Identity Documents

Group 1 – Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current Driving Licence – photo card	UK/Isle of Man/Channel Islands and EU (full or provisional) All licences must be valid in line with current DVLA requirements
Birth Certificate – issued within 12 months of birth	UK and Channel Islands – including those issued by UK authorities overseas, e.g. Embassies, High Commissions and HM Forces
Adoption Certificate	UK and Channel Islands

Group 2a – Trusted Government Documents

Document	Notes
Current Driving Licence – photo card	All countries (full or provisional) All licences must be valid in line with current DVLA requirements
Current Driving Licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional) All licences must be valid in line with current DVLA requirements
Birth Certificate – issued more than 12 months after birth	UK and Channel Islands
Marriage/Civil Partnership Certificate	UK and Channel Islands
HM Forces ID Card	UK
Firearms Certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside the UK. Visa/permit must relate to the non EEA country in which the role is based

Please turn over.....

Group 2b – Financial and Social History Documents

***** IMPORTANT NOTE *****

**Documentation printed from the internet is not acceptable
e.g. internet bank statement**

Document	Notes	Issued date and validity
Mortgage Statement	UK or EEA	Issued in last 12 months
Bank or Building Society Statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or Building Society account opening confirmation letter	UK	Issued in last 3 months
Credit Card Statement	UK or EEA	Issued in last 3 months
Financial Statement e.g. pension, endowment, ISA	UK	Issued in last 12 months
P45 / P60 Statement	UK and Channel Islands	Issued in last 12 months
Council Tax Statement	UK and Channel Islands	Issued in last 12 months
Work Permit or Visa (residence permit)	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility Bill - not mobile telephone bill	UK	Issued in last 3 months
Benefit Statement – e.g. Child Allowance, Pension	UK	Issued in last 3 months
Central or Local Government, Government Agency, or local council document giving entitlement, e.g. from the Department of Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID Card		Must still be valid
Cards carry the PASS Accreditation logo	UK and Channel Islands	Must still be valid
Letter from Head Teacher or College Principal	UK – for 16 to 19 year olds in full time education Only used in exceptional circumstances if other documents cannot be provided	