Thank you for your interest in BulliesOut.

Volunteers are a key part of our team and we value their commitment to our charity. Before completing the application form, please read through the information and FAQ’s in this brochure. It will hopefully answer any questions and/or concerns you may have.

BulliesOut believes in safety and equality of opportunity for all and our mission is to provide anti bullying help, support and information to individuals, schools, youth and community settings. We also aim to increase awareness and accountability through partnerships and networking.

All BulliesOut, Volunteers are trained and supported by us. BulliesOut policies and procedures are in place to guide your volunteering work and to help keep you safe whilst you are volunteering with us.

We aim to make sure that you will find your time with BulliesOut satisfying and rewarding.

Along with this information brochure is an application form. If you would like to apply to become a BulliesOut volunteer, please complete and return the form to us.

The form can be returned by post to:

**Volunteer Manager,**
**BulliesOut,**
**T109 Titan House,**
**Cardiff Bay Business Centre,**
**Lewis Road,**
**Cardiff**
**CF24 5BS**

Or by email to:

**volunteers@bulliesout.com**

Please note, as postal charges have changed, to ensure safe delivery it is advised to have the envelope weighed to make sure the correct postage is applied.
ABOUT BULLIESOUT

BulliesOut, an award winning anti bullying charity, was established in May 2006 and provides help, support and information to individuals, schools, youth and community settings affected by bullying.

Our Vision

Our vision is for all young people to recognise their self-worth and potential and to flourish in a positive, caring environment free from oppression and abuse.

Our Mission

To support individuals, schools, youth and community settings and the workplace through positive and innovative anti-bullying programmes and to empower individuals to achieve their full potential.

Our Values

Ambitious: We are ambitious, hardworking and dedicated to supporting those we work with.

Community: We will continue to collaborate with organisations and partners in the community to complement the existing resources available.

Empowerment: We will strive to deal with the systemic issue of bullying and empower our beneficiaries to speak out and inspire change.

Excellence: Leading the field in best practice and high standards. To continue to grow and deliver our services with experience, passion and skill.

Integrity: We are honest and fair and consistently act in-line with a moral code in all that we do.

We do our utmost to be ambitious and continue to deliver an excellent service to the young people with whom we work. The children and young people we work with are full of potential and we will continue to empower them to speak out against bullying and behave with integrity and as role models within their communities.

OUR WORK

Education

Through our innovative, interactive workshops and training programmes, we use our energy and enthusiasm to focus on awareness, prevention, building empathy and positive peer relationships, all of which are crucial in creating a nurturing environment in which young people and staff can thrive.

Training

BulliesOut provides unique and interactive training courses for youth, education professionals and the workplace. Our training can be centre based or delivered in-house. We can tailor trainings to meet the needs of your beneficiaries, exploring a range of mentoring and anti-bullying themes.

Awareness

Bullying is often talked about but can also be misunderstood. Developing a fuller awareness of how bullying can manifest, how it can be prevented and how it should be dealt with, will help both sufferers and perpetrators disengage from the bullying cycle.

Support

Children and Young People who are bullied or bullying need support and specific, practical tools to move beyond the position they find themselves in. BulliesOut is a time-limited, solution focused anti-bullying service which provides just that.
VOLUNTEER WITH US

Due to continuing expansion we are looking to recruit additional volunteers. We offer challenging and enjoyable opportunities in a variety of roles dependent on your interests, experience, skills and aspirations.

We offer:

- The opportunity to help and support those affected by bullying
- A variety of roles to suit your skills, interests and availability
- A chance to be part of a friendly team
- An opportunity to make new friends
- A chance to build on your skills and develop new ones
- Comprehensive induction and ongoing training
- Regular 1 to 1 and group support and supervision
- Reimbursement of appropriate expenses

Opportunities

We always have lots going on at BulliesOut. Our educational work in schools is delivered by our team of professional trainers but the rest of our work is delivered by our team of dedicated volunteers. They’re involved in many different areas of our work, such as:

- Fundraising and Marketing
- Research
- Community Workshops
- Community Events
- Youth Development
- Online Mentor
- Community Event
- Blogging

We also have a range of short-term opportunities for individuals seeking work based placements to satisfy course requirements and internship roles.

WHY VOLUNTEER?

Many people volunteer their time, skills and experience to make a real difference to those who need it. However, volunteering doesn’t just have to be about what you can do for others - volunteers can get a lot out of the experience themselves. We believe that effective volunteering provides rewards for all those involved.

Volunteering can provide many benefits for you, and here are just a few of them:

Meet new people

- you will meet people from different backgrounds, cultures and areas who you may not otherwise meet.
- You will all be coming together with a common passion for the same cause and it will be an ideal way to broaden your horizons.

Improve confidence

- volunteering can be a fantastic way to boost your own confidence by doing new things and learning new skills and abilities.

Increase your employability skills

- for those who may be out of work, volunteering is a great opportunity to try out new things and enhance your professional experience - providing a referee for any further jobs you may consider applying for.

Health benefits

- keeping busy and giving of your time and energy to something you consider worthwhile can have health benefits for you. Volunteering can assist with helping you to sleep better and also can give a boost to your immune system.

Experience for your CV

- it is a well-known fact that employers who are looking at applications and CV’s through their recruitment process will favour someone who has volunteering experience as it shows commitment and dedication; skills and attributes an employee will always require.
FAQS - VOLUNTEERS

What is voluntary work?
The definition of volunteering used in the 1997 National Survey of Volunteering is “any activity which involves spending time, unpaid, doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives, or to benefit the environment”.

Although voluntary work is unpaid, reasonable expenses such as transport or meal costs, are normally reimbursed to the volunteer.

Why should I volunteer?
Different people volunteer for different reasons and no one reason is necessarily more valid than the next. Here are just some of the reasons people may choose to volunteer:

› To do something for a cause they feel passionate about or one which impacts their lives or the lives of a friend/family member in some way
› To make a difference - Volunteering gives people the opportunity to make a difference to people’s lives or the environment.
› To be able to ‘give something back’ to their community or the wider society
› To try something completely new, to enrich their lives with fresh experiences or even as a spur to taking a new direction
› To enhance existing or develop new skills
› To gain valuable and relevant work experience for future job applications

› To meet new people and make new friends: volunteering provides an opportunity to meet people you would not normally come across.
› To build confidence
› To have FUN!! Volunteering is also good for you! There is documented evidence that volunteering can improve your health. In “The Healing Power of Doing Good”, writer Allan Luks found medical and scientific documentation supporting the health benefits of volunteering, such as:
   - A heightened sense of well-being
   - An improvement in insomnia
   - A stronger immune system
   - Speedier recovery from surgery

Where will the volunteering take place?
BulliesOut does deliver work across the UK, but as we’re based in Cardiff, a lot of our volunteering activities are in South Wales so although we can’t guarantee that we’ll have an opportunity available in your area right now, we have new opportunities coming up all the time so if there’s nothing available, we can take your details and let you know as soon as we have something near you.

How can volunteering help my career?
A survey carried out by TimeBank through Reed Executive showed that among 200 of the UK’s leading businesses:

› 73% of employers would employ a candidate with volunteering experience over one without
› 94% of employers believe that volunteering can add to skills
› 58% say that voluntary work experience can actually be more valuable than experience gained in paid employment
› 94% of employees who volunteered to learn new skills had benefited either by getting their first job, improving their salary, or being promoted.

Additionally, volunteering gives you the opportunity to test out potential career choices by giving you hands on experience of how different professions operate. If you are already working, volunteering can help you change your career direction

You may come into contact with all kinds of professionals and people from every walk of life. In fact, the networking opportunities volunteering can provide are among the least publicised but most exciting benefits of all. A good network can guide your career pathway right through life and help you take giant steps towards your ideal job. Up to 60% of job vacancies are not advertised and end up being filled internally or through external networking.
Will I receive training?

BulliesOut has a mandatory induction training programme which includes Child Protection training and further training is role dependent. All training attended is recognised with an attendance certificate. As centre providers for UK Youth, some of our volunteers also have the opportunity to achieve accredited awards for their volunteering work with us.

As a self-funded charity, BulliesOut works hard to raise the funds needed to provide our excellent in-depth training so all of our roles have a minimum volunteering period that is required. If, after receiving the training you are no longer able to volunteer with us for the required time, you may be charged for the training received.

Do I really have time to volunteer?

One common misconception is that volunteering is only possible if you have a lot of free time on your hands. Some of our volunteering opportunities are quite flexible - it's possible to volunteer full time but many people opt for part time hours that can be arranged around other commitments such as paid employment or child care. Also your hours do not have to be regular - you might work Monday afternoon one week for example and Wednesday morning the next.

How much time will I need to give?

This really depends on the time you have to offer, but should be agreed, in advance, with our Volunteer Manager. Each of our roles have different requirements and you should ensure the time you have available matches your chosen role. Be honest with yourself and BulliesOut. It may be better to start with a few hours and build up from there.

Some of our volunteering opportunities require an on-going commitment, of perhaps 4 - 10 hours a week, over the course of a term or academic year, whilst others are available as one-off activities or only a few hours each month. If your time is more limited, you may be able to volunteer in the evenings or at weekends.

Our training is usually delivered at weekends and we also hold monthly volunteer meetings which all volunteers are encouraged to attend.

I'm working full-time. Will I still be able to volunteer?

Yes, we have a few opportunities that do not require you to be available Monday to Friday during the day. Don't be put off volunteering because you work full-time! We certainly need volunteers that are able to volunteer evenings, nights and/or weekends.

It is important however, to ensure you have the time to commit to your chosen role, training and meetings.

What if I change my mind after starting to volunteer?

As a volunteer you are free to leave whenever you like, however, due to the cost of our training programme, we would ask you respect our charity and make sure you are able to complete the volunteering hours required before committing to us.

There are no obligations for you to continue volunteering for us if you are unhappy or if your circumstances change to an extent that makes volunteering no longer possible and if this should happen, please talk to us as we may be able to help.

What expenses will I be paid?

You will not be paid for the time that you give to volunteer but you will not be left out of pocket, i.e. reasonable expenses incurred as a result of your volunteering, such as transport or meal costs, will be reimbursed. Please ask for our policy for a more detailed breakdown.

Can I volunteer if I have a disability?

Yes. We already have disabled volunteers in some of our roles. If you have particular concerns please contact us.
Do I have to disclose my disability?

It’s up to you whether you want to disclose your disability or not. But by telling us it gives us an opportunity to look at ways to support you to carry out your volunteering role more confidently and safely.

Disclosing your disability is also a great way to help raise the organisation’s awareness and understanding of how to involve disabled people as volunteers.

What skills will I need/can I develop?

That depends on the opportunity. Some don’t require any particular skills, while for others they are necessary. Every opportunity at BulliesOut provides volunteers with the chance to use or develop a wide range of skills and these are listed in the opportunity details for you to check before you apply to take part.

When can I start getting involved?

As soon as complete and application form we can start the volunteering process.

What is a DBS (Disclosure and Barring Service) check?

For most of our opportunities (usually a project that involves directly working with children or vulnerable adults) volunteers will need to apply for a DBS Check.

Applicants will be provided with a form to complete, and will be asked to provide various forms of personal ID (guidance will be provided on both the completion of the form and the types of ID required). The form is then sent to the DBS, where your details will be checked against the Police National Computer system.

If you have a criminal record it will be stated on your DBS disclosure certificate. A copy will be issued to you and the number and date will need to be passed to BulliesOut before your volunteering role can begin.

The clearance process can take some time, however, for some of our roles we may take on volunteers whilst the check is in progress, although you will not be left unsupervised.

NB: having a criminal record does not automatically prevent individuals from volunteering but if you are concerned or have any other questions, please contact us.

Further information can be found here: https://www.gov.uk/government/organisations/disclosure-and-barring-service

Who can I talk to if I have a question/problem?

If you are not clear about anything, or feel in any way uncomfortable about what you have been asked to do don’t be afraid to call our Volunteer Manager for an informal chat:

029 2049 2169

Or e-mail us at the following address: volunteers@bulliesout.com

We hope this information has answered all of your questions and we look forward to hearing from you.