



VOLUNTEER INFORMATION LETTER

Thank you for taking an interest in our organisation.

The Durban Child and Youth Care Centre places great value on the services rendered by volunteers as the organisation is keenly aware that the rich and vibrant programme on offer to the children in our care, would not be possible without the contribution of volunteers.

Attached please find the application form that you are required to complete. In addition to completing the application form you will need to have your name cleared against the National Child Protection Register, as is required in terms of section 209(1)(6) of The Children's Act 2005.

To obtain Clearance against The National Child Protection Register, you are required to;

- provide us with an original certified copy of your Identity Document.
- the copy must not be older than 3 months.
- the copy must be dropped off at reception, 222 Lena Ahrens Road, Glenwood, Durban.
- we will send the copy to the Department of Social Development for processing.
- we will inform you once the clearance has been received.

Once we have confirmed that you have been cleared against the National Child Protection Register you should submit your application form to sarah@dch.org.za for processing.

Should your application be successful, you will be contacted by the Child Care Manager who will set up an appointment to meet with you.

Should your application be unsuccessful, you will be notified in writing by the Director.

Kind Regards,

The DCYCC Team

Disclaimer: Any action you take upon the information offered is strictly at your own risk and the Durban Child and Youth Care Centre will not be responsible for any losses and damages.

DURBAN CHILD AND YOUTH CARE CENTRE – NPO 002 363

222 Lena Ahrens Road, Glenwood, 4001 / P.O. Box 52556 Moore Road, Glenwood, 4083

Tel: 0312011301 Fax: 086 685 8623 Email: info@dch.org.za Web: www.dch.org.za



Volunteer Application Form

Date: _____

Name and Surname	
ID Number	
Email Address	
Address	
Contact Number	
Person to contact in case of emergency (Name & number)	

1. Skills & Interests

Educational Background	
Current Occupation	
Employer	
Hobbies & Interests	
Previous Volunteer Experience (Please include organisation you volunteered for)	
Skills	
What do you understand about volunteering?	
Interest (Tick what you would like to assist with)	Homework supervision for both groups and individuals
	Provision of relief work when there is a shortage of staff (staff are ill or attending trainings etc.)

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	Planning & implementing activities with children	
	Sign language interpreter for group sessions for children who have hearing disabilities	
	Assisting with preparing meals over weekends	
	Story time with pre-schoolers during homework time	
	Accompanying children to afternoon programmes or activities	
	Extra lessons for children (such as maths, English)	
	Assistance with coaching different sports	
	Motivational reading programs for older children	
	Arts & crafts activity groups	
	Swimming lessons	
	Sewing e.g. Mending, making basic clothing items	
	Driving over weekends and in the evenings (a valid PDP is required)	
	Braiding of girls hair	
	Running the food gardens	
	General Gardening	
	Cleaning up the grounds with children on a weekly basis	
	Other:	

2. Preferences in volunteering

Is there a particular group with which you are interested in working with?	2-10 years	
	5-12 years	
	13- 18 years	
	12- 18 years	
	Siyakhula Rehabilitation Centre (11- 17 years)	
Is there any groups that you would not be interested in working with? (such as girls or boys etc.)		



3. Availability

At what times are you interested in volunteering?		Y/N	Specify times
	Flexible		
	Weekends		
	Weekdays		
	Evenings		
Other:			

4. Background

Why do you want to volunteer for Durban Child and Youth Care Centre?	
Do you have a driver's license?	
Do you have any physical limitations or are you under any course of treatment which might limit your ability to perform certain types of work? If yes, please explain	
Is there anything else that you would like to disclose to the organisation?	

5. References

Name:	Phone number:
1.	
2.	

Conditions attached to providing voluntary services to the Durban Child and Youth Care Centre:

The following are a list of expectations, of you as a volunteer of the Durban Child and Youth Care Centre.

You are expected to:-

- Abide by the organization's policy and procedures.
- Work within the Child and Youth Care Codes of Ethics.
- Observe and adhere to prohibited behavior measures.
- Develop and maintain open relationships with staff and young people.
- Contact the Child Care Manager should you experience concern, difficulties or require support and guidance.
- On arriving at a unit, announce yourself to the child care worker on duty, and sign the volunteer register.
- Fit in with the routines and activities, which have been set for the day.
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- Consult with the Child Care Workers, should you wish to do something different with the young people.
- Report any unethical practice directly to the Director.
- Direct any concerns regarding young people to the Child Care Worker on duty.
- Notify the Child Care Manager should you be unable to attend on your allocated day and time.
- Understand that any personal information that you may be exposed to must be kept confidential.

I understand:-

- No remuneration will be paid for voluntary services.
- No travelling allowance is provided.
- No accommodation is provided.
- No Photographs may be taken of children.

I understand and agree to abide to the above conditions.

Signed:

Date:

For office use:

Clearances received:

Date references were checked:

Date of initial interview:

Details of work confirmed: