



VOLUNTEER PROGRAMME

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.

Below please find the application form that you are required to complete. Once you have completed the volunteer application form, please send it to sarah@dch.org.za.

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.

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 GUIDELINES

- **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.**

- **AGE GROUPS:**

Unfortunately, the programme does not allow children 15 years or younger to participate. Should you need to complete community service hours for school, please look at our Community Service programme.

Children 16-17 years need to be supervised by a teacher/ group leader.

- **AUTHORITY:**

The authority of the Child Care Manager and Child and Youth Care Workers must be respected. Each child has a routine, and we would appreciate your support in adhering to it. Please do not request the staff to change their routine to accommodate your visit. Understand that any personal information that you may be exposed to must be kept confidential.

- **COMMITMENT:**

On arriving at a unit, announce yourself to the child and youth care worker on duty, and sign the volunteer register.

We would appreciate volunteers who can commit themselves to regular service. It would be of most value to us if we can count on you. Notify the Child Care Manager should you be unable to attend on your allocated day and time.

- **CHRONIC ILLNESSES:**

Please be aware that some of our children have chronic illnesses. Should there be an accident or incident please allow our Child and Youth Care Workers to handle the situation.

A few basic rules should be followed:-

- Never touch anyone's blood or any other form of discharge.
- If you have a scratch or open sore, please cover it with a plaster.
- If you are not feeling well, please do not come in.

- **ACTIVITIES:**

Permission from the Child and Youth Care Workers on duty must be sought before starting an activity with the children, feeding them, taking them outside etc.

- **REFRESHMENTS**

Volunteers should bring their own refreshments. Many of the groceries are donated to the home for the sole benefit of the children. We all bring our own eats and drinks.

- **ROUTINE:**

In general, one should follow the daily routine (which will be shown to you by the Child and Youth Care Worker on duty). Should there be any changes to the routine, the Child and Youth Care Worker will inform you.

- **STRANGERS/ UNAUTHORISED PERSONAL:**

We will not let strangers onto the property unless we understand their association with the home. If you are uncertain please speak to the Child Care Manager or Child and Youth Care Worker. At no time leave an unknown person alone with the children; please do not assume they are known to us.



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		
Previous Volunteer Experience (Please include organisation you volunteered for)		
Interest (Tick what you would like to assist with)	Mentoring of a child/children	
	Homework supervision for both groups and individuals	
	Extra lessons for children (such as maths, English)	
	Motivational reading programs for older children	
	Story time with pre-schoolers during homework time	
	Accompanying children to afternoon programmes or activities	
	Assistance with coaching different sports	
	Arts & crafts activity groups	
	Swimming lessons	
	Sewing e.g. Mending, making basic clothing items	
	Braiding of girls hair	
	Running the food gardens	
Other:		

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2. PREFERENCES IN VOLUNTEERING

Is there a particular group with which you are interested in working with? -Please tick as many as you like.	Girls & Boys	2-5 years	
	Girls & Boys	5-12 years	
	Girls	12- 18 years	
	Boys	12- 18 years	

3. AVAILABILITY

At what times are you interested in volunteering – please tick as many as you like.

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Morning	n/a	n/a	n/a	n/a	n/a		
Afternoon							
Evening						n/a	n/a

4. BACKGROUND

Why do you want to volunteer for Durban Child and Youth Care Centre?	
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

To complete your application, we need you to supply us with two people who know you well enough to comment on your suitability for this role. They should not be family members. If you are not sure about who to put we are happy to discuss this with you

Name	Phone Number
1.	
2.	



Waiver of liability and release

Volunteer assumes all risk of injury, including death, to Volunteer's person and property arising from the services as a Durban Child and Youth Care Centre volunteer. Volunteer further releases, discharges and holds harmless, for Volunteer and Volunteer's heirs, administrators, executors and assigns, Durban Child and Youth Care Centre, its directors, officers, employees, agents, administrators, insurers, successors, and assigns, from all liability and claims of any and every kind of nature, whether arising out of negligence or otherwise, for any injuries, including death and loss of property, and including but not limited to theft, loss, negligence, invasion of privacy, fire or other acts, and Volunteer hereby waives all current and future claims, whether or not known and whether foreseeable, against such parties arising from any loss, damage or injury, including death, to Volunteer's person and property arising from the services as a Durban Child and Youth Care Centre volunteer.

Indemnification

Volunteer agrees to indemnify, hold harmless and defend, to the fullest extent permitted by law, Durban Child and Youth Care Centre, its directors, officers, employees, agents, administrators, insurers, successors and assigns from and against any and all demands, claims, liabilities, suits, causes of action, judgments, damages, losses, penalties, and/or expenses of any kind or nature whatsoever, including attorneys' fees on attorney and own client scale, arising, directly or indirectly, from or resulting, directly or indirectly, from Volunteer's performance of volunteer services hereunder, however caused and regardless of any actions or omissions of the Durban Child and Youth Care Centre. This document and any dispute arising from it whether contractual or non-contractual will be governed by the laws of the Republic of South Africa. Volunteer certifies that Volunteer has reviewed and understands this entire document and all information is true and correct.

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:

Clearance received: _____ Date references checked: _____

Date of initial interview: _____

Details of work confirmed: _____