NEW HOPE GLOBAL

VOLUNTEER PACK



**VOLUNTEER INTEREST LETTER**

Thank you for expressing interest in in becoming a Volunteer with New Hope Global.

For your information, I have enclosed the following:

* Volunteer Opportunities
* Volunteer application form
* Equality and Diversity form

In the additional section part of the document, please provide as much information as possible with regards to the reasons for volunteering, your skills, experience and knowledge and your expectations from volunteering with us.

Please note that the recruitment process for the volunteering opportunities with New Hope Global is an on-going process. If a particular volunteering post is filled, we shall inform you in advance and may hold your information up to 6 months on the waiting list, thereafter, all information will be destroyed to comply with Data Protection Act 1998. If you still wish to volunteer with us, then the process starts again.

Once your completed application has been received you will be contacted by our Project Coordinator.

If you require any further assistance with completing the form or want to query the volunteering opportunities further, please do not hesitate to contact the office on **0121 455 8144.**

We look forward to receiving your completed application form!

Warmest wishes,

Nawsher Ahmed Sikder (Volunteer Co-ordinator)

n.sikder@nhglobal.org.uk

**About New Hope Global**

New Hope Global was established in February 2014 by a group of passionatecommunity activistswith the primary goal of community development by empowering disadvantaged Black, Minority Ethnic groups (BAME) in some of the most deprived areas of Birmingham.

We work within the fields of education, career development, social cohesion, health, equal treatment and prevention of distress, sports and the advancement of arts, culture and heritage. Working at a grass root level with other partner organisations we help to alleviate the hardships of unemployment, language and cultural barriers and health and wellbeing in order to improve quality of life and help minority communities to integrate effectively into the wider community.

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**Volunteer opportunity: Volunteer Project Assistant**

**Hours:** 2 – 4 days a month for up to 6 months to get the best out of the experience

**Location:** Birmingham

**Days:** Flexible

**Responsible to:** Assigned Mentor

**About Us**

New Hope, Global is registered as a charity with Charity Commission of England and Wales, whose primary goals are to support and empower BAME Groups who are economically disadvantaged within Birmingham and its surrounding areas by providing services such as education, career development, health, equal treatment and prevention of distress, sports and the arts as well as culture and heritage initiatives to tackle local needs.

**About our Projects**

Here at New Hope we run a variety of community-based projects – so there is lots to get involved with! Our main project ‘Championing A Stronger Community’ is a 36-month project that hopes to engage the community members in social activities, promoting healthy living, empowering women, employment, cooking and baking, etc. During these workshops we will collect feedback and measure how these activities are improving the lifestyle of the community members.

We also are actively involved in other projects, including: Bright Future by Comic Relief Community Fund, Youth Welfare by Positive Futures Fund, Healthy Living by Awards for All, Employability Skills training by Norton Foundation and many more.

**Duties and Responsibilities**

The role of Volunteer Project Assistant is designed to be fun and engaging working as part of a small and lively team. In general, some of the duties will include the following:

General Tasks

* To work closely with Project Coordinator to help plan and coordinate marketing events, offering creative ideas and suggestions.
* To assist in delivering events for our projects across the inner-city Birmingham.
* Help with carrying out surveys and collecting people’s views.
* Support the celebration event of the lottery project.
* Taking part in group discussion as and when required.
* Support and attend events to promote New Hope Global by staffing the display stands and promoting the work of the charity.
* Support with dissemination of flyers, leaflets and word of mouth promotion of the project.

**Helping you achieve your goals…**

**Here at New Hope we value our volunteers and recognise that everyone is unique and can bring new and valuable skills to our team. As such, if you express an interest in a particular project or area of the Charity’s work, we will endeavour to alter your role accordingly.**

**Experience and Knowledge**

The information below is a guide only, to help you decide if the role is right.

Volunteers must:

* Be culturally sensitive to BAME groups and disadvantaged groups.
* Be honest and trustworthy individual who has a good understanding of confidentiality
* Be able to follow guidance and instructions
* Be friendly and approachable
* Have good communication skills with the ability to talk to a wide range of people face to face
* Have excellent team working skills with the ability to work on own initiative if required
* Be empathetic listener who does not impose own views and values
* Have non-judgemental attitude
* Be highly organised
* Be reliable and committed and volunteer for a minimum of 1 full day in a week, over 6 months

**Additional desirable skills which may be useful but not necessary:**

* Speak Bengali/ Sylheti or Urdu desirable but not essential

**Benefits / Training and development**

1. Volunteers will receive relevant free training – as required by an individual project
2. Gain experience of event planning and management, researching and public engagement
3. Actual reasonable expenses will be reimbursed so that you are never out of pocket
4. An opportunity to enhance your skills and boost your CV
5. An opportunity to attend further training and development opportunities to update your skills and experience.
6. You will be provided with on-going support and guidance by our Volunteer Coordinator who will enable you to build confidence and experience in this field of work.

**Please note that the volunteer role may be revised according to the demands of the project and its objectives.**

# Volunteer Guidelines

## Induction

When you commence your role at New Hope you will be given a full induction, which covers the following areas:

* discussion of your role with New Hope and a copy of the Task Description
* a general introduction to the work of New Hope
* meeting members of staff and other volunteers
* health and safety
* facilities
* how to claim expenses
* internal systems e.g. signing in and out
* how to use equipment/services e.g. computer network, photocopier etc if appropriate

## Signing in and Out

All volunteers must sign in and out when they are volunteering with New Hope. This should be done every time you enter or exit the building, so if you pop out for lunch, you must still sign in and out. This is to comply with Fire Regulations.

## Dress Code

Staff and volunteers are requested to dress appropriately whilst they are volunteering at New Hope. If you are unsure, please do not hesitate to ask your mentor or the Volunteer Co-Ordinator.

## Volunteer Task Descriptions

When you start at New Hope you will be given a task description for your role. When you go through your induction you will have opportunity to ask any questions you may have about your role.

## Expenses

When you start at New Hope, your mentor will explain how to claim expenses when you have your induction. Volunteers may claim travelling expenses to and from the New Hope office, and also to any events they help out with. This is claimed monthly on an expense claim form, to be signed by your mentor. Bus tickets are reimbursed, or a mileage allowance is paid if you use your own vehicle.

## Sickness/Holidays/Absence

We understand that there will be times when you are unable to come along to your volunteer placement, but we would be grateful if you could let us know. Should you be unable to reach the person you are volunteering with, please ring main reception on ***0121 455 8144*** and leave a message. It would also be helpful if you could let your mentor know if you are on holiday or not coming in for a while.

## Alcohol/Substance Misuse

New Hope wishes to promote the health and wellbeing of its team and ensure a safe environment for staff, volunteers and visitors to its premises. Volunteers will not be permitted to continue with their volunteering role if alcohol or substance misuse is suspected

Smoking

New Hope operates a strict ‘No Smoking’ policy and any volunteers who wish to smoke must do so off the premises.

Personal Property

Please look after your personal property and store it safely. If you are unsure where you may leave your belongings, please check with your mentor. Please do not bring large sums of money or valuables to your placement. New Hope cannot be responsible for any loss.

## Refreshments

You may help yourself to tea, coffee and water whilst volunteering in the office. There is a kitchen on each floor with a fridge, a toaster and microwave that you are welcome to use.

## Unreasonable Behavior

Using verbal or physical abuse towards other individuals, whether they be staff, volunteers or visitors is unacceptable behaviour and volunteers may be required to terminate their volunteering, if they behave in this manner.

## Equal Opportunities and Diversity

New Hope is keen to ensure that no member of staff, volunteer, visitor or other person will receive less favourable treatment on the grounds of age, ethnic origin, faith, disability, employment status, nationality, sexual orientation, marital status or gender, or will be disadvantaged by conditions or requirements that cannot be shown to be relevant or fair. Volunteers are required to adhere to this code in addition to paid staff.

## Supervision and Support

When you start at New Hope you will be allocated a mentor, who will usually be a member of staff, to help you throughout your volunteering at New Hope. If you have any queries or concerns, please do not hesitate to contact this person, who will try to help. Should they be unavailable, please do not hesitate to contact the Volunteer Co-ordinator.

When you have been at New Hope for a few months, you will start to have regular supervision sessions with your mentor, when you will have chance to raise any queries or concerns you may have. This is a good opportunity to see how you are enjoying your volunteering experience and the following areas will be discussed:

* what is going well
* what is not going so well
* what training or support do you feel you need
* are there any areas of work you would like to move into?
* any other concerns/queries

## Training

Some placements or tasks may require specific training in addition to the general induction. This will be discussed with you prior to you commencing your placement.

##

## Confidentiality/Data Protection

New Hope Global is a *General Data Protection Regulation 2018* compliant organisation. When someone gives us any confidential information, they need to be sure that the organisation will not pass this information on to anyone else without their permission. It is also important for the work of the organisation that people feel confident about giving us information, as it enables us to give the most appropriate and best possible service to the organisations and individuals we see.

In the course of your volunteering, you may have access to confidential information, and it is a condition of your voluntary placement that you must not disclose or discuss such information, except in the proper performance of your normal duties.

For these reasons we ask all volunteers in the organisation to sign a confidentiality statement, showing that they understand the need for confidentiality and will agree to keep information confidential to the organisation.

## Comments/Suggestions

New Hope welcomes comments, suggestions or complaints which people may have about their services as they provide New Hope with opportunities to develop or improve their services. If a volunteer has something of this nature they wish to discuss, they should contact the Volunteer Co-Ordinator initially and not attempt to resolve the matter themselves.

## Benefits

If you are in receipt of benefits you may volunteer for as many hours as you wish, so long as it does not affect the conditions under which you claim your benefit e.g., if you have a bad back and claim Incapacity Benefit, volunteering as a gardener would not be advisable! We always recommend that you talk to your Benefits Advisor to establish whether or not your benefits will be affected by volunteering. Normally you are asked to complete a form, which is completed and signed by the organisation you volunteer for.

## Notification of Changes

Volunteers should notify the Volunteer Co-Ordinator of any changes to personal details e.g. name, address, next-of-kin, contact telephone numbers etc.

## Ceasing Volunteering

We understand that you may wish to end your voluntary placement with us at some time and would be grateful if you could speak to the Volunteer Co-Ordinator, so we can arrange for an exit interview to find out why you may wish to leave. Sometimes things may happen which you are unhappy about and if you have any issues or concerns with your placement, please discuss this with your mentor or if you prefer, with the Volunteer Co-Ordinator.

## Contract or Relationship of Employment

Your voluntary role with New Hope does not in any way constitute a contract or relationship of employment.

## Policies and Procedures

New Hope has a full range of policies and procedures e.g. Health & Safety, Equal Opportunities etc in addition to its Volunteer Policy. If you would like to look at any of these policies, please ask the Volunteer Co-Ordinator, who will obtain copies for you.

## Volunteer Policy

The New Hope Volunteering Policy is underpinned by the following principles:

* New Hope will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the organisation’s work.
* New Hope, in whichever project it places volunteers, will not introduce volunteers to replace paid staff.
* New Hope expects staff to work positively with volunteers at all levels and where appropriate, actively seek to involve them in their work.
* Volunteer involvement and time commitment will vary according to individual projects. All volunteers, however, will be treated equally by paid members of staff and volunteers alike, during the duration of their voluntary work.
* New Hope recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing training for them to do their voluntary work effectively.

All volunteers to be treated equally and in line with guidance outlined in this policy.

Each project will have a nominated member of staff responsible for the management, supervision, support and training of volunteers. These staff are responsible for ensuring that volunteers are aware of their rights and responsibilities.

In the event of any problems between volunteers and projects, the Volunteer Co-Ordinator and/or Community Development Officer – New Hope, will mediate to seek and overcome any disputes.

All New Hope employees and volunteers must adhere and have access to New Hope policies and procedures.

If you would like a full copy of the Volunteer Policy, please ask the Volunteer Co-Ordinator.

# Volunteer Problem Solving and Grievance Procedure

If a volunteer feels that they have been unfairly treated, it is important to have some way of dealing with this. A grievance procedure simply sets out a process for allowing both sides of the situation to be heard fairly. It is also a method of coming to a decision about what occurred and about what should be done about it.

Of course, we hope that the majority of grievances will be dealt with to your satisfaction by an informal discussion with a member of staff who is responsible for the project. Where this is not possible, or the grievance concerns that member of staff, the procedure is intended to ensure that any grievance is settled as fairly and quickly as possible.

The stages are:­

* Matter brought to the attention of the Volunteer Co-Ordinator or Community Development Officer – Core Services. If not resolved or this is a serious matter, then.
* New Hope Project Coordinator/Community Development Officer - if not resolved at that stage then
* Grievance heard at Executive Committee Meeting or meeting with a group of people drawn from the Executive Committee. The group would have the FINAL DECISION.

# Volunteer Disciplinary Procedure

In the rare event of a complaint being made against a volunteer, the Volunteer Co-Ordinator will establish all relevant facts (as far as possible) and interview the people involved. If the complaint is serious it may be necessary for the Senior Development Officer to become involved.

There are 5 types of action that can be taken, depending upon the seriousness of the complaint. These are: ­

* A verbal warning
* A written warning
* A suspension
* Three warnings may lead to dismissal
* Summary dismissal

New Hope operates a Volunteer Agreement Policy and volunteers can be summarily dismissed for the following: ­

* Theft of property
* Acts of violence
* Malicious damage to property
* Disclosure of confidential information
* Sexual harassment
* Racial harassment

# Volunteer Complaints Procedure

If a complaint is made about a volunteer or their work, whether by another volunteer, an employee or member of the public, it will be initially discussed between the volunteer and their named Mentor. This discussion will focus on the basis for the complaint and any changes that may be required (e.g. additional training or support).

If the matter cannot be resolved it should be referred to the Volunteer Centre Development Officer for discussion. The Volunteer Centre Development Officer may issue an informal warning to improve performance or conduct.

A review will take place to ascertain progress. If sufficient progress has been made then the matter will be considered resolved. Should insufficient progress occur then the volunteer will be given a written notice of this warning and advised that if progress is still not made their volunteering with New Hope will cease.

A volunteer has the right to appeal to the Chief Officer whose decision on the matter is final.

# Health & Safety

New Hope has a duty of care to volunteers and will ensure that, as far as is reasonably practicable, adequate training facilities and arrangements for risk avoidance are in place.

All New Hope volunteers are required to comply with relevant Health and Safety legislation and New Hope’s policies relating to Health & Safety and Risk management. In particular, they have a duty to:

* Take reasonable care of both their own and others’ health and safety
* Report any adverse incident (including “near misses”) in accordance with New Hope policy.
* Report any concerns regarding both general health and safety and the wellbeing of staff, volunteers or visitors in accordance with New Hope policies.
* Undertake or participate in risk assessments, as appropriate.
* Support New Hope in complying with relevant legislation and/or directives from relevant external organisations, such as the Health & Safety Executive.
* To use facilities and equipment provided in the interests of health and safety in an appropriate manner, in order to minimise risk and avoid compromising health and safety. This will include not intentionally or recklessly misusing facilities and equipment.

## Potential Hazards

Volunteers will be made aware of all potential hazards, and the standards and procedures necessary for their control. In particular, please note the following:

* Fire risks and the need to keep all escapes routes clear of obstruction at all times
* Ensure that the No Smoking rules are adhered to
* Report any equipment you believe to be faulty to a member of staff, and do not use this equipment
* Never run
* Do not stand on anything other than proper steps and never more than 3 steps high
* Do not leave drinks on powered items
* Wear suitable clothing and footwear
* Avoid the wearing of hanging jewellery, such as earrings, large bracelets, etc, as it can cause injury to both yourself and others

Violence and Aggression

In order to reduce risks, try to be aware of warning signs – raised voices, clenched fists, etc. Try to acknowledge that you respect the other person’s frustration. Volunteers should never be in a situation where they feel threatened with violence or aggression and should remove themselves immediately from the situation. All incidents must be reported to the Volunteer Co-Ordinator.

Fire procedures

These will be explained at induction and must be adhered to.

# Fire Action

* Any person discovering/suspecting a fire must sound the alarm.
* Leave the building by the nearest fire exit and proceed to the Fire Assembly point.
* Do not stop to collect personal belongings.
* Do not return to the building until you are told it is safe to do so.

**Appendix 1**

# Volunteers Charter

## Volunteers' Rights

* Every individual has the right to volunteer and volunteers have rights, which should be met in the course of their volunteering.
* Volunteering is a legitimate activity in its own right and not a substitute for paid work.
* To be given a clear idea of their tasks and responsibilities within the organisation.
* To be given the name of someone in the organisation who will look after their interests and who will offer them appropriate support, and supervision on a regular basis. They should have regular access to this person to ensure adequate support in the course of their work.
* To be assured that any information shared with the organisation is kept confidential.
* To be given the same protection under health and safety regulations and public liability as paid employees.
* To be offered opportunities for training and skills development, appropriate for the voluntary tasks involved.
* To be given the chance to play a part in decision-making within the organisation.
* To be given recognition for the time they give.
* Volunteers should not: -
	+ Be used to replace paid workers
	+ Have unfair demands made on their time
	+ Be asked to do something which is against their principles or beliefs
	+ Not to be out of pocket through doing voluntary work. Travel and other out-of-pocket expenses should be offered by all funded organisations.

##

## Volunteers' Responsibilities

* To support and embrace the organisation’s aims, values and objectives.
* To do what is reasonably requested of them, to the best of their ability.
* To treat information obtained whilst volunteering in a confidential manner - this can be information about clients or other workers, paid and unpaid.
* To recognise the right of the organisation to expect quality of service from all its volunteers.
* To recognise that they represent the organisation and therefore need to act in an appropriate manner at all times.
* To honour any commitment made to the best of their abilities, notifying the organisation in good time should they be unable to keep that commitment e.g. for holidays.
* To be willing to undertake appropriate training with respect to Health and Safety issues, Insurance liability and general good practice as necessary for the voluntary work undertaken.
* To offer suggestions for changes/improvements in working practices with the Volunteer Organiser.

**Volunteer Application Form**

**Personal Details**

|  |  |
| --- | --- |
| **Preferred Title** |  |
| **Full Name** |  |
| **Address** |  |
| **Post code** |  |
| **Telephone Number (Day time)** |  |
| **Telephone Number (Evening)** |  |
| **E-mail** |  |

**We will contact you via email unless you notify us otherwise. Please check the box if you wish to receive correspondence via post **

**Availability**

Please provide the times you are available. Actual hours will be agreed with you before you start.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Morning** **(please specify times)** | **Afternoon** **(please specify times)** | **Evenings****(please specify times)** | **Weekends****(please specify times)** |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday  |  |  |  |  |

**Additional Information**

Please tell us why you want to volunteer at New Hope Global and what you hope to get from your experience with us. This can include any relevant voluntary or paid experience that you have had that would help you undertake the role you are applying for. (Please use additional sheet if required but no more than one side of A4 paper)

|  |
| --- |
| **Why are you interested in being volunteering with New Hope Global?**i.e. meeting new people, making a difference to your community or improving your volunteer profile |
| **Please provide a brief summary of your work/volunteering/life experience:** This can include anything from helping your neighbour or a more formal structure role |

|  |
| --- |
| **Please identify the personal qualities you have that you will be able to bring to the role of New Hope Global.** |

|  |
| --- |
| Please detail any needs that you may have and would like us to take into account *(e.g. disability, health issues, caring responsibilities etc. This information will be treated in strictest confidence.)* |

**References**

Please provide us with the names of two people over the age of 18 who can provide you with references and have known you for over 12 months. ***This must not be a family member.*** These can be personal acquaintances, former/current colleagues, employers or anyone else that would be able to comment on your suitability for this volunteer role. Referees will only be contacted once a formal offer of volunteering agreement has been made.

|  |  |
| --- | --- |
| ***Referee One*** | ***Referee Two*** |
| **Full Name (including title, if used)** | **Full Name (including title, if used)** |
| **Address (including postcode)** | **Address (including postcode)** |
| **Telephone** | **Telephone** |
| **E-mail** | **E-mail** |
| **How do you know this person?** | **How do you know this person?** |

Can we contact your referees before interview? Yes No

***Disclosure and Barring Service (DBS)***

***As your role may involve working with young people and vulnerable adults we will require you to complete a DBS disclosure.***

Are you willing to undertake a DBS check? Yes No

**Data Protection Statement**

The information provided in this application will be processed (as defined under the Data Protection Act 1998) for New Hope Global Birmingham monitoring purpose. All information contained within the application form will remain in strictest confidence and will not be passed on to third party without your permission only.

The facts contained in this application form and the supporting information is, true and accurate to the best of my knowledge.

I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application to volunteer may be disqualified, or if I have been appointed I may be dismissed.

I consent to the processing of my information as part of recruitment and selection.

**Signed........................................................... Date............................**

**Thank you for completing this application form. Please sign and return it to:**

**New Hope Global, 2nd Floor (Above Birchfield Library) 3 Trinity Road, Birmingham, B6 6AH by post or email to** **n.sikder@nhglobal.org.uk** **or** **info@nhglobal.org.uk**

**PLEASE MARK THE ENVELOPE ‘PRIVATE AND CONFIDENTIAL’**

# Volunteer Agreement

**This volunteer agreement describes the arrangement between New Hope for Voluntary Service**

**And:**

**Your volunteer role is:**

**Based with:**

**And starts on:**

**Your Mentor is:**

**The Volunteer Co-Ordinator is: Nawsher Ahmed** **Sikder**

**PART A:**

**New Hope for Voluntary Service** **is committed to the following:**

## Induction and training - To provide you with induction on the work of the New Hope, its staff, your volunteering role and appropriate training to meet the responsibilities of your role. The Volunteer Handbook provides full details of the organization.

## Supervision, support and flexibility

* To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
* To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.
* To do our best to help you develop your volunteering role with us.

Health and Safety - To provide adequate training and feedback in support of our health and safety policies, details of which can be found in the Volunteers Handbook. Copies of the New Hope Health and Safety Policy are available from the Volunteer Centre Development Officer.

Insurance - To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

## Equal Opportunities - To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, details of which are set out in the Volunteers Handbook. Copies of New Hope Equal Opportunity Policy are available from the Volunteer Centre Development Officer.

##

## Problems - To try to resolve fairly any problems, grievances or difficulties you may have while you volunteer with us. In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook.

**PART B:**

**The Volunteer**

**I, agree:**

* To help New Hope fulfil its services
* To perform my volunteering role to the best of my ability
* To follow the organisation’s policies, procedures and standards, including those relating to health and safety and equal opportunities, in relation to its staff, volunteers and the public.
* To meet time commitments and standards agreed to and to give reasonable notice so that other arrangements can be made.
* To provide referees, as agreed, who may be contacted and to agree to a police check being carried out where necessary.

**My agreed voluntary commitment is:**

**This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.**

**Volunteer signature:**

**Please print name:**

**Date:**

**Volunteer Coordinator: Nawsher Ahmed Sikder**

**For Office Use Only**

Date application received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interview date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References sent (name and date)

 1) Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send date: \_\_\_\_\_\_\_\_\_\_Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Received date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2) Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send date: \_\_\_\_\_\_\_\_\_\_\_\_\_Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Received date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disclosure and barring check completed

Date: