**Volunteering for the**

**Child Law Advice Service**

**Colchester**

**Application pack**

**For more information email us at** [**CLAS@coramclc.org.uk**](mailto:CLAS@coramclc.org.uk)**.**

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| **Introduction** |

**Coram Children's Legal Centre** (CCLC) is a national charity committed to promoting children's rights in the UK and worldwide. CCLC provides legal information and advice to children, young people, their families and carers.

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| The Child Law Advice Service has operated a telephone helpline offering legal advice to parents, carers and young people for **over 10 years**. The **Child Law Advice Service** was launched on the 1st April 2015 as a digital first service with an intensive legal advice line available for clarifying questions: [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk).  We provide free legal resources with advice and information on all aspects family, child and education law affecting children and families.  We also operate a limited intensive support telephone line for complex matters and clarifying questions and we have recently launched an email advice service.  In January 2017 we launched a new website called LawStuff [www.lawstuff.org.uk](http://www.lawstuff.org.uk). This website is aimed solely at young people for them to find out their legal rights and information on a variety of topics from education to police and the law as well as children services and online safety. Young people are able to contact us via a contact form to seek clarification on points as well.  It is hoped that LawStuff will increase young people’s knowledge surrounding their rights and that they will be able to have somewhere to contact for free legal information and advice.  Thank you for your interest in volunteering for **The Child Law Advice Service**. You will find information about CCLC, voluntary placements and how to apply in this application pack.  **"I want to say a big thank you to all the staff here, I would not have known what to do without having you at the end of the phone. You are a great and invaluable service and I am very grateful for your help.”**  **Caller to the Child Law Advice Service**  **“I spoke with a gentleman [adviser] in respect of ongoing issues I am having with contact with my child and application for a Child Arrangements Order. I wanted to say a huge thank you in respect to the advice provided as well as the manner with which [the adviser] dealt with my case.”**  **Caller to the Child Law Advice Service** |

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| |  |  |  | | --- | --- | --- | |  | |  | |  |  | |   **"I called today for some advice. I spoke to a lovely lady. I have been calling around all different numbers to get the information I needed but [the adviser] was the only person who could help me, she listened to my very long story and gave me the most helpful advice and I am grateful to have spoken to her. Thank you.”**  **Caller to the Child Law Advice Service**  **If I could give a higher score I would! The advisor gave me everything I needed to take the case forward. I wish I had found you guys sooner!**  **Caller to the Child Law Advice Service** | | |
| **About our work** |

In today’s financial climate and following cuts to legal aid, services such as the Child Law Advice Service are crucial to ensure that those most vulnerable in our society continue to receive access to justice. With no access to government funding for legal aid, nor the disposable income to afford legal representation, without us, our clients would not be able to fight for their rights and those of their children.

In 2017-18 **we helped over 1,600,000 parents, carers, children and young people** with issues relating to family, child and education law.

We provided advice via our telephone line to **17,000** parents, carers, children and young people and there were **1,590,000** downloads of an individual information page on our website.

The Child Law Advice Service carries out research to influence policy developments in areas of education, child and family law as part of our work with Coram Children’s Legal Centre. We have recently provided data in support of a consultation led by the Department For Education investigating unlawful exclusions/off-rolling.

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| **Top five matters in Family and Child law:** | **Top five matters in Education law:** |
| * Contact, i.e. access to children * Residence, i.e. who the children live with * The court process * The law on smacking children * Parental Responsibility | * Secondary school Exclusions * Attendance and Absence * School Admissions * Special Educational Needs * Bullying |

**Results from a 2018 survey:**

100%of callers surveyed felt better prepared having sought advice from the Child Law Advice Service

93% of people contacting the Child Law Advice Service were VERY SATISFIED with the advice they received

100% of people were SATISFIED or VERY SATISFIED

94% of service users found the navigation of our website either GOOD or VERY GOOD

100%of our service users would recommend the Child Law Advice Service website to a friend experiencing a similar issue

100% of our callers would recommend us to a friend experiencing a similar issue

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| **Why Volunteer with us?** |

* Become a part of the UK’s first children’s charity
* Help to protect and promote children’s rights
* Learn skills relevant to working on a helpline
* Interact with new people in a friendly, motivated environment
* Gain work-based training and experience in the legal field
* Help support vulnerable children and families in need of advice and guidance
* Obtain academic credit for your placement with us through your University
* Gain a reference for future employers
* Update information pages on our website and take a role in producing new information pages

**Previous volunteers say:**

“I found volunteering for CLAS was an invaluable experience. I volunteered with CLAS whilst completing my law degree and found it complemented my studies. The placement enabled me to develop my knowledge in family law and learn about education law which is not a course covered by most universities. Volunteering gave me the opportunity to develop my communication and research skills which are essential for a career in law. The placement was rewarding as I was able to help people to tackle their legal problems. It is vital to obtain as much experience as possible as this will put you in a good position for a future in law.”

“Volunteering at CLAS for a few months before attaining a permanent position in the organisation proved to be an invaluable experience in my legal career. One of the unique aspects about CLAS is the exposure to direct client contact very early on working with a range of people who call into the service. Consequently my interviewing and advising skills have improved significantly which forms an integral skill for a legal professional.”

**An advisor has said of the volunteer project:**

“The CLAS volunteer project has been very popular. We have taken on law students as well as legal professionals returning to work or seeking a career change. Volunteers are fully trained in child, family and education law and supported by a team of trained professionals. Our volunteers develop key communication skills, drafting skills and legal research skills and are given a lot of responsibility. They are not simply making the tea!”

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| **F.A.Q’s** |

Here are some FAQs on our volunteering opportunities:

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| **What sort of things can I get involved in?** | You can volunteer as a legal helpline assistant, advising callers on education, family and child law. Assisting on this advice line provides a lifeline to clients who without our assistance would not be able to access justice. |
| **Do I need a legal background?** | You must have studied or be studying for a law degree or equivalent qualification in order to volunteer as a legal helpline assistant. You also must have studied or be studying family, child or education law. |
| **How much time do I need to give?** | We ask that each volunteer gives us at least 1 day a week for a minimum of 3 months. |
| **Do I need to come to the office?** | Volunteer legal helpline assistants are **based in the Colchester CCLC office** for support and supervision reasons. You will need to ensure you can get to and from the office.  The CCLC office is based near the centre of Colchester town and has good access to bus and train services. There are also nearby car parks for those who do drive. |
| **Will I be paid?** | Unfortunately, we do not pay a wage but we can cover travel expenses to and from the office up to the value of £10 per day (upon submission of valid receipts). |
| **Will I receive training?** | The supervisor will offer full training and guidance in the relevant law and provide regular reviews of your progress. You will work with a member of the team who can help train and provide support. |
| **Can I do a placement through my University?** | We have had LLB students from Essex University who can gain academic credit for their placement. We also take on volunteers from the University of Law studying their LLB, GDL and LPC. |

**Please note we can only offer volunteer opportunities for the Child Law Advice Service. If you are interested in any other department within Coram Children’s Legal Centre, please email** [**info@coramclc.org.uk**](mailto:info@coramclc.org.uk) **and state the department you are interested in volunteering with.**

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| **Selection process** |

**Our selection process**

We are committed to providing the best possible selection process which includes working to remove barriers to Equal Opportunities at each stage of the process.

We use a standard and fair system to assess suitability to any role at CCLC.

We will:

* Be polite and try to give you as much information that we can regarding your application and answer any relevant questions.
* Treat your personal information confidentially and only share it with those involved in the selection process.
* We will endeavour to make any reasonable adjustments to the selection process to enable applicants to participate equally.
* Advise you as soon as possible whether your application has been successful or not.
* Aim to arrange a mutually convenient time for a face to face discussion following a successful application.
* Need to obtain 2 references before we are able to offer a placement as a volunteer. We will not contact your referees unless you give your permission to do so.

You will be asked to complete an equal opportunities form when you apply. This is for monitoring purposes only and will be kept confidential. You will also be required to complete a DBS disclosure before beginning your volunteer placement with CCLC.

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| **Application** |

**Making an application for a voluntary placement**

To apply;

* Complete the application form at the end of this guide and return it to us by email to [CLAS@coramclc.org.uk](mailto:CLAS@coramclc.org.uk). Please note we cannot accept CVs or applications in any format other than that provided.
* Please ensure that your application demonstrates that you have the skills to meet the requirements set out in the volunteer role description (found at the end of this guide) and please read the instructions carefully.
* We will contact you as soon as possible to discuss your application and let you know whether we will be calling you for an informal discussion.

**If you have questions regarding the application process or anything you have read in this guide, please contact us at** [**CLAS@coramclc.org.uk**](mailto:CLAS@coramclc.org.uk)**.**

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| **Volunteer Helpline Legal Assistant Role Description** |

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| **Role Title:** | Helpline Legal Assistant |
| **Service:** | Coram Children’s Legal Centre |
| **Project:** | Child Law Advice Service (CLAS) |
| **Reporting to:** | Team Leader |
| **Hours** | Requested 1 full day per week |

Following successful completion of CLAS’s Volunteer Training Programme; the purpose of this role is to support parents, carers and young people who are experiencing difficulties accessing legal advice and representation in the areas of Family, Child and Education law. You will join a team of experienced legal advisors responsible for providing legal advice via our telephone helpline.

**Main tasks:**

**Telephone Advice**

* Providing legal advice on family, child and education law to our service users;
* Carry out legal research to ensure accuracy of advice given and/ or liaise with our in-house solicitors on more complex issues;
* Accurately record full details of all telephone callers and other contacts and further action recommended, according to Coram Children’s Legal Centre procedures;
* Liaise with the Safeguarding Officer on all concerns regarding child protection;
* Signpost users to our legal practice and external organisations when appropriate;
* With training, ensure that own knowledge and expertise are as up to date as possible in the relevant fields of law.

**Other**

* Maintain the standard of professional service in line with Coram Children’s Legal Centre’s Standards and Procedures documents;
* Comply with other relevant policies and procedures, i.e. Coram Children’s Legal Centre’s Health & Safety policy and confidentiality agreement;
* To arrive on time to commence work at the start of the shift and give suitable notice of any shifts you cannot work.
* Form effective working relationships with all staff members, volunteers and outside organisations.

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| **Application Form** |

Please complete the following application (in black ink or type) and return to:

**Child Law Advice Service**

**Coram Children’s Legal Centre**

**Riverside Office Centre, Century House North,**

**North Station Road,**

**Colchester, Essex, CO1 1RE**

[**CLAS@coramclc.org.uk**](mailto:CLAS@coramclc.org.uk)

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| Role Applied for | Volunteer Legal Advisor |
| Surname |  |
| First Name(s) |  |
| Title (Mr, Mrs, Miss etc.) |  |
| Home Address |  |
| Post code |  |
| Contact Telephone Number |  |
| Mobile Number (if different from above) |  |
| Contact Email Address |  |
|  | |
| National Insurance Number |  |
| Are you eligible to work in the UK?  (please tick appropriate box) | Yes No |
|  | |
| **Qualifications:**  **Please list any relevant qualifications for this role (most recent first)**  **You can continue on a separate sheet where necessary** | |
| Qualification: |  |
| Institution: |  |
| Date Achieved: |  |
| Grade Awarded: |  |
| Have you or are you studying Family/Child or Education Law (please specify) |  |
|  | |
| Qualification: |  |
| Institution: |  |
| Date Achieved: |  |
| Grade Awarded: |  |
| Relevant module: (if any), e.g. Family Law Elective |  |
|  | |
| Qualification: |  |
| Institution: |  |
| Date Achieved: |  |
| Grade Awarded: |  |
| Relevant module: (if any), e.g. Family Law Elective |  |
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| **Experience:**  **Please list any employment, work experience or voluntary experience you have that is relevant for this role (most recent first)**  **You can continue on a separate sheet where necessary** | |
| Name of employer: |  |
| Dates of employment: |  |
| Your role: |  |
| Brief description of duties: |  |
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| Name of employer: |  |
| Dates of employment: |  |
| Your role: |  |
| Brief description of duties: |  |
|  | |
| Name of employer: |  |
| Dates of employment: |  |
| Your role: |  |
| Brief description of duties: |  |
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| **Please use this space to comment on any other skills or information you feel would be relevant for this role:** | |
|  | |
| **In 300 words or less, please tell us why you applying for this role:** | |
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| **Please tell us if you have any preferred days or time commitments that may impact upon your volunteering (Please note we request 1 day per week, please contact us if you would like more information):**  **Please let us know if you have any preference of day you would like to volunteer (We are open Monday to Friday 8am-6pm):** | |
|  | |
| **Reference 1** | **Reference 2** |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| How long have you been known to this referee? (Month/Year) | How long have you been known to this referee?  (Month/Year) |
| Address: | Address: |
| Postcode: | Postcode: |
| Contact Telephone: | Contact Telephone: |
| Contact Email: | Contact Email: |
| May we contact before interview?  Yes No | May we contact before interview?  Yes No |

Declaration:

I declare that all information provided on this application is true and correct. I understand that any falsification of information will result in the application being withdrawn from the selection process.

The information that you provide on this form and that obtained from relevant sources will be used in the administration of your placement. The personal information that you give us will be used in a confidential manner to help us monitor the selection process.

We may also use the information if there is a complaint or legal challenge relevant to this selection process. We may check the information collected with third parties or with other information held by us. We may also pass information to third parties to prevent or detect crime, to protect public funds or in any other way permitted by law.

By signing this application form you declare to understand that the information provided will be retained in a secure and confidential manner and agree to the processing of sensitive personal data (as detailed above) in accordance with the Data Protection Act 1998.

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| Signature: | Date: |

**Criminal Records Declaration Form**

All applicants must complete this form in full and return it with their application form. Please refer to the guidance notes on pages 17, 18 and 19 before completing the following sections.

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| **Full Name (Block Capitals):** | |  | | |
| **Post applied for:** | |  | | |
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| **Please answer the following questions:**   1. **Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of offences, penalties and dates in the table below.\*** (Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act (Exceptions Order) 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.   Please ✓ as appropriate: Yes  (Please provide details) No  (Proceed to Q2) | | | |
| Date | Details | | |
|  |  | | |
| \*If any circumstances change which would affect your response to this question, you must inform the Human Resources department of the details without unnecessary delay. | | | |
| 1. **Have you ever been disqualified from work with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body?**   Please ✓ as appropriate: Yes  (Please provide details) No  (Proceed to Q3) | | | |
| Date | Details | | |
|  |  | | |
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| 1. **Are you registered with the Disclosure and Barring Service (DBS) Update Service?**   Please ✓ as appropriate: Yes  No  Do you agree to provide Coram with your current original DBS Certificate?  Please ✓ as appropriate: Yes  No  Do you give Coram permission to carry out a status check of your DBS certificate? *This will enable us to carry out an instant online check of any new information which has come to light since your original DBS certificate was issued*  Please ✓ as appropriate: Yes  No  **If Yes**, please provide:   |  |  | | --- | --- | | **Full Name:**  *as documented on DBS certificate* |  | | **DBS Certificate Reference Number** |  | | **Date of Birth** |  | | | | |
| 1. **Failure to complete this declaration will result in your application being withdrawn.**   I confirm that the information I have given on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. I understand that any offer of employment made to me will be subject to a further check with the Disclosure and Barring Service (previously Criminal Records Bureau) and I hereby give my consent for Coram to carry out the relevant DBS status checks in line with the DBS Code of Practice.  I declare that I am not currently on the DBS Barred List and that I will notify the Human Resources department immediately if I do become barred in future. | | | |
| **Signature:** | | | **Date:** | |

*For HR Office use*

**DBS Online update service:**

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| Please confirm that you have seen a copy of the applicants original DBS certificate | |  |
| **Name**: | **Date**: | |
| **Signature**: |  | |

##### Guidance Notes for Applicants

### Statement of commitment to safeguarding children and young people

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

### Why we need you to declare your criminal convictions and other related information

The post you are applying for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared.

We therefore ask you to complete the Criminal Records Declaration Form as fully as possible and return it with your application form. The only people who will see the information will be those directly involved in the recruitment process. All information will be handled in accordance with our Criminal Records Code of Practice. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS).

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offences, as set out in our Criminal Records Code of Practice. We also comply with the Disclosure & Barring Service’s Code of Practice, which is available on their website at <https://www.gov.uk/government/publications/dbs-code-of-practice>.

We ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences.

### What will happen at the interview stage?

If you are invited for interview, we shall assess issues relating to safeguarding and promoting the welfare of children and young people including:

* your motivation to work with children and young people;
* your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* your emotional resilience in working with challenging behaviours; and
* your attitude to the use of authority and maintaining discipline.

We will also ask you to confirm that you have correctly completed the Criminal Records Declaration Form and discuss with you any information that you have declared.

* **What will happen if you are offered the post?**

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK and your qualifications. We will ask you to complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service (DBS) or, if you are subscribed to the DBS Update Service, we will check your certificate online.

We will also check:

* whether you are barred from working with children in a regulated activity by the Independent Safeguarding Authority. It is a criminal offence for someone who appears on the Children’s Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
* your professional registration, if relevant; and
* that you are medically fit to undertake the role.

We will also take up detailed references from your current and previous employers. If you have worked with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection allegations or concerns and if so, the outcome of any investigation and how the matter was resolved.

# False Information

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

* **Retention of Information**

The information that you provide in this declaration form will be processed in accordance with the *Data Protection Act 1998*. It will only be used for the purpose of determining your application for this position. The declaration will be kept for no longer than necessary and then destroyed following receipt of a DBS Disclosure and a recruitment decision being made. This is generally after a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

**DBS Check Agreement**

All applicants must sign this agreement and return it with their application form.

The DBS (Disclosure and Barring Service) check is a criminal record check that Coram undertakes as part of our safer recruitment and undertaking a DBS check is an essential part of our safer recruitment checks.

The DBS Code of Practice sets out Coram’s specific obligations in respect of making these checks and can either be found at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

The DBS Privacy Policy explains how they will use your personal data, outlines your rights under the GDPR and can be found at: <https://www.gov.uk/government/publications/consent-privacy-policy>.

Applicants undertaking DBS checks with Coram will need to inform us when the completed check is received as **copies of the outcome of the check are only sent to applicants. We will need to see the original and obtain a copy for our files.** We will not be able to take your application further without this.

**When your DBS check is returned to you please contact us to arrange a time for us to view the original.**

Please sign below to confirm that you agree to show Coram your DBS check and take a copy for our records.

**Privacy Policy - Standard/Enhanced checks declaration**

I have read the standard/enhanced check [privacy policy](https://www.gov.uk/government/publications/consent-privacy-policy) for applicants and I understand how DBS will process my personal data and the options available to me for submitting an application.

|  |  |
| --- | --- |
| **Name of Applicant:** |  |
| **Signature:** |  |