

2026 Issue 01

# Bourne End Junior Sports Club

Volunteer Handbook



# Section 1 - Welcome



## Dear Volunteer

Thank you for choosing to volunteer with Bourne End Junior Sports Club.

If you have just joined us, I extend a warm welcome to you and hope that volunteering with us will be both rewarding and enjoyable. Those of you who have been giving your time and energy to us for sometime will know that our volunteers are invaluable to us and we couldn't carry out all the work we do without your support, thank you so much.

Bourne End Junior Sports Club is a local charity which operates out of our privately owned and managed Sports Hall in New Road and our other satellite facilities around the South Bucks area and we simply cannot provide the opportunities we do without volunteers like you.

As a volunteer, you are given the opportunity to gain new skills and make a really positive impact in your local area by highlighting the importance of 'Sport for All' for children and young adults.

You are a valued member of the BEJSC team working towards our goal of helping every child to achieve their full potential in life through sport, team spirit and leadership training.

Please refer to this handbook during your time with BEJSC and feel free to contact your named Section Leader, Club contact or the Trustees with any questions. Please do give any feedback you have about your voluntary work with us to the Section Leaders, Club contact or Directors as we are eager to hear about your experiences and opinions in order to ensure our volunteers have a great experience with us.

Finally, I would like to take this opportunity to thank all of you for your hard work to date. Your continued enthusiasm and support is greatly appreciated and your contributions in time are invaluable. By working together, we can increase our capacity to support and enhance the lives of children and young adults throughout the Bourne End area; let's take this chance to move young lives forward!

Best wishes



**Matthew Todd**  
Chairman, BEJSC

## Section 2 - Introduction

Thank you again for wanting to become a Bourne End Junior Sports Club volunteer! As a member of the volunteer network your help is vital to ensuring our young people gain access to the sport of their choice, the training, camaraderie and support they deserve. Whether it's through spreading the BEJSC message locally, raising funds, supporting a young person to gain life skills, supporting and ferrying to competitions or any other contribution, your input is invaluable.

As part of the volunteer network, you will be kept informed of developments within the organisation, gain opportunities for personal development and invited to "thank you" events.

This Handbook explains how BEJSC works and how the charity is organized internally. It outlines the main volunteering opportunities and includes the Volunteer Policy for guidance.

Now that you are part of the charity, it is important that you know about the BEJSC ethos and how to tell people about what we do as you may be representing the charity publicly and will need to follow the BEJSC policies and guidelines.

### Why volunteer?

As a volunteer you will be giving your time to help encourage our 'Sport for All' ethos to the children and young adults within the Bourne End and South Bucks area.

There are also personal benefits associated with volunteering, including:

- The chance to have fun doing something you have never tried before
- To support and encourage a healthier lifestyle incorporating sport
- The chance to change a young person's life
- To pass on life skills & learn new skills yourself
- Increasing your confidence
- A sense of satisfaction and achievement
- The opportunity to make new friends and contacts
- The chance to test out a potential new career
- Increasing your experience to be able to apply for a new job
- Making a fresh start

This booklet will give you some information on what it means to be a volunteer with the sports club. It sets out what we would expect from you as a volunteer and also our commitment to you and other information that you might find useful.

Bourne End Junior Sports Club is a volunteer-run charity which aims to work closely with national sporting associations, local youth organisations, local schools and the local authorities to deliver the best we can for the children and young adults in our community. Volunteers are the lifeblood of our club and very important in helping us to achieve our

goals.

There are many different opportunities to volunteer, for example you might want to volunteer to help in a sports section, in administration, in fund raising, in mentoring and coaching or to simply help get members to varying league competitions in the area.

If there are opportunities to volunteer which you find interesting then you will be asked to complete a short application form. An example is included at the back of this booklet.

If you are going to be volunteering and working directly with children or young adults who may be vulnerable we will ask for a check to be made against the relevant 'barred' lists' as some people have been barred from working in these areas and we are legally required to check these lists before we allow people to start working or volunteering in such areas. We may also ask you to have a criminal records check or to give names of people who can give you a reference. If you already have a current DBS Certificate please let us know.

If you are accepted as a volunteer then you will be asked to sign a volunteer agreement, like the one at the back of this booklet or the web version at [www.bejsc.co.uk/volunteers](http://www.bejsc.co.uk/volunteers)

You will also be introduced to your Section Leader, a Club contact or a Trustee who will be your main point of contact whilst you are a volunteer.



# Section 3 – Our History

## A True Community Project

Back in the late 1960s the population of the area around Bourne End was increasing fast yet facilities for residents and young people were not. In 1970 a group of parents decided to get together to provide sport and recreational activities for their own children; remember there were no sports centres around at the time. Initially swimming in the outdoor pool of one family was offered; football on a local field, and country dancing in a school hall. The organisers very quickly recognised the popularity and advertised for children to sign on at Bourne End Community Centre on a Saturday morning – they were inundated and the number of members suddenly grew from 20 to 400 in one weekend.

A formal committee was set up to organise the development and BEJSC was born. Local premises were used to provide the activities for the members – schools, halls, pitches and the River Thames. Sports increased as the club grew to include judo, canoeing, gymnastics, table tennis, chess, photography, tennis, badminton, and drama. Fees were used to pay for rental of premises. The need for premises was recognised and work began to fundraise and to find a suitable site.

BEJSC was incorporated as a Company Limited by Guarantee in 1974 and became a Registered Charity in 1976.

## Community Support

Parents of the members were very supportive and eager to help with events to fundraise. The club itself was organised by a team of enthusiastic volunteers and still is to this day. Local schools and other organisations were very keen to support the initiative too, along with the corporate sector.

## Search for site for a Sports Hall

In December 1971 the search for premises on a permanent basis began. Various venues were considered including Slate Meadow at Cores End, but this was unsuccessful as it was Green Belt Land. Also the plot of land in Bourne End near the station, now known as Penny's Corner, but this was also turned down. Eventually the site at Deyncourt School became a real option. At the time it was an allotment area for the students although rarely used as such. The planning application received serious objections from neighbours regarding noise and obstruction of their view. Eventually in 1980 permission was granted but with considerable restrictions; hours of use were restricted to between 9.00 am and 10.30 pm; no social functions and no alcohol on the premises; the building roofline had to be dropped considerably so that it was below the level of the boundary hedge on New Road. This meant a large amount of earth had to be removed before foundations could be laid costing a great deal more than estimated. It is possible to see the amount of digging that took place by looking at the height of the bank beside New Road and the level of the tennis courts and playing fields at Wye Valley School (now Bourne End Academy).

## **Building the Sports Hall**

In 1981 work began but almost immediately ran into problems. Having removed so much earth when further digging took place to sink the foundations huge swallow holes appeared which had to be filled with concrete at great extra expense and delay. It was completed in January 1982 and officially opened by HRH Princess Anne on 7<sup>th</sup> May 1982; she remained our Patron for 4 years after that.

The plans for the hall were from the Sports Council and gave us a hall area of 500 square metres floor space, changing rooms, an office and a storage area. It cost £150,000 to build and the club had raised only £100,000. Trustees were able to take out a bank loan of £50,000 with the premises standing as collateral together with a trusting local Bank Manager who believed in what the club was doing. However, the interest rates at the time were very high – 16.5% which meant we spent all year raising money just to pay off the interest; we were running to keep still!

The money to build the hall was raised from grants from the DfES, BCC, Sports Council, plus fund-raising activities within the club. We carried the overdraft for years; it never seemed to drop below £45,000 – but we never gave up hope! We kept on fundraising with the help of parents, the community, local organisations, and the corporate sector. By the late 1980's interest rates began to fall along with loan and at one meeting of the Trustees we celebrated when we got the loan down to £25,000.

## **Development of BEJSC**

Throughout the search for a suitable site, the fundraising and then the building of the Sports Hall the club continued to grow. By December 1971 the membership had risen to 552 with over 10,000 attendances. Profits of £727.70 were recorded by end of year. The search for land continued.

In 1973 premises at Old Claytons School were home for drama, and canoe building. Gymnastics was held at Great Marlow School. Football pitches were regularly used at Deyncourt School (now Bourne End Academy) and Furlong Road Recreation Ground. Later St Paul's School housed the Judo Section. Also in 1973 the first Activity Holiday was organised for members in the Wye Valley, Wales at a PGL Centre,

Fees were always kept to a minimum to ensure accessibility for all. Initially the fee for membership was 25p – with subs 10p per section per member!

With the opening of the hall in 1982 the club really felt it had come together with the majority of sports taking place in the hall. Members began to feel they were part of the whole club.

In 1987 we developed the Junior Committee consisting of representatives of the different sections to enable Trustees to consult with members as well as to help with communication between sections. This continues as a thriving group today with the club members contributing to the continuing development of the club as well as gaining

valuable experience for their own personal development. This matches perfectly with the aims and objectives of the club as a whole.

## **Premises**

Our Sports Hall is heavily used with very little down-time. The majority of the daytime use on weekdays is students from Bourne End Academy or community groups such as U3A etc using the hall during the day. These are followed by club members; later in the evening adult clubs hire the facilities for various sports – badminton, basketball, football, and keep-fit. During weekends it is club members and adult hire.

As a result in 1989 we had an unexpected problem with the floor covering in the main hall wearing out proving not to be the everlasting carpet we had been sold! After extensive research we replaced the floor with 'Gransprung Flooring' at a cost of £25,000. Our supporters in the community came to our rescue with loans from Bourne End Community Centre, Bourne End Residents Association, plus grants from Wycombe District Council, BABC Clubs for Young People, parents and local organisations such as the Rotary Clubs, and Round Table. With their help and our efforts the new floor was fully paid in 18 months.

By 1991 all debts were cleared in spite of the new floor, roof repairs £4,000, tarmac of car park at a cost of £6,000, and a general upgrade of the premises costing £2,000.

## **Development Plan**

Also in the late 1980s we began to look to the longer term future of the club and produced a 5 year Development Plan. This identified our strengths but also identified the need to increase our facilities to achieve our aims and objectives more effectively.

In 1991 we launched the Local Hero Campaign to raise £250,000 that we required to build an extension to the hall to include a climbing wall, a club room, a small hall area, additional changing rooms and storage. The response was yet more amazing fundraising activities in the community with again tremendous support from all aspects of the community. We also were successful with a National Lottery Sports Council bid in December 1995 granting us 62% of cost - £156,000. We went out to tender only to find the costs had risen to £350,000. Following a Lottery re-application we were promised the same % increase bringing the total grant to £266,000. Additional funding came from The Foundation for Sport and the Arts but we still needed to raise the rest – however, our staunch supporters stepped in to help us again.

The final cost of the extension was £420,000 (more swallow holes appeared again!) and again we had a shortfall of £30,000. We were delighted to receive loans from NABC Clubs for Young People, Bourne End Residents Association, and Wycombe District Council.

On 23<sup>rd</sup> April 1997 – the new premises were opened by Sir Steve Redgrave CBE – who remains our Honorary President to this day.

The new facilities created a sports complex worth £2.3m which has come about through the community co-operation and partnership of people in the local area. It has been a massive and exciting journey which has proved successful in every way creating a true community asset that is heavily used by local people. It is still run entirely by volunteers although Trustees employed the first member of staff to manage the hall from 1997.

## **Current situation**

The National Lottery inspection in 2000 found we had successfully met all our stated aims, and congratulated us on the way the club is run – we passed with flying colours.

All debts from building the extension were cleared by 2001. Since then the climbing wall has also been extended to meet demand and this was also quickly fully paid.

There are continuous repairs, maintenance and up-grading to be done and these follow a careful pattern, mostly being completed in the summer holidays when the daily usage reduces. In 2012 Trustees agreed to do roof maintenance again before installing solar panels to reduce the electricity costs.

In 2015 the floor was once again refurbished at a cost of £ 10,000 with a further revarnish completed in 2022. New energy efficient lights costing £ 20,000 were installed in the hall in 2022 and plans are afoot to decarbonise the building making the building more energy efficient and cheaper to run, subject to fund availability.

In 2025 we have invested over £ 250,000 in reducing our carbon footprint. Activities such as new heating, insulation, new solar, insulated fire and entrance doors, upgraded double glazing and insulated flooring have all been undertaken,. In addition we have installed a new kitchen area to provide facilities for our volunteers and members.

## **Future Plans**

The swimming pool project is currently on hold. We are still intending to build a £ 6M swimming pool for BEJSC and the community. As a volunteer we hope you will help support the trustees and the team to make this happen and look forward to welcoming you the opening party, hopefully sometime in 2030.

Our immediate priorities remain the upgrade to the boiler, the renewal of the boys and girls' toilets and the re-surfacing of the car park. In 2026 or 2027 we will also need to do a maintenance on the hall floor.



## *Section 4 – Our Sections*

### **Badminton**

Section Leader: Matthew Hayward  
Contact Number: 07768 975161  
Sessions: Monday (Currently not held due to volunteer shortage)  
Thursday 6:00pm to 7:30pm

### **Basketball**

Section Leader: David Ferris  
Contact Number: 07753 738703  
Sessions: Friday 5:00pm to 7:00pm

### **Canoeing**

Section Leader: Currently Vacant  
Contact Number: TBC  
Sessions: Tuesday  
Saturday

### **Climbing**

Section Leader: Currently Vacant  
Contact Number: Mob - TBA / 01628 528110  
Sessions: Juniors.....  
Seniors.....

### **Football**

Section Leader: Adrian Gatcombe  
Contact Number: 07955 030176  
Sessions: See football website

🏓 **Table Tennis**

Section Leader: Hayden Gruby  
Contact Number: 07902 995563  
Sessions: Tuesday 4:00pm to 6:00pm (on hold for 2025)  
Saturday 1:00pm to 6:00pm

🏊 **Swimming**

Section Leader: Helen Fisher  
Contact Number: 07986 565191  
Sessions: Court Gardens  
Wycombe Abbey  
Handy Cross

🏓 **Pickleball**

Section Leader: Tony Lapuerta  
Contact Number: 07538 805372  
Sessions: Thursday 4:30pm to 6:00pm

# Section 5 – Commitments

## Our commitment to you

As a volunteer, you can expect to be:

- 🌀 Given a copy of this handbook when you start volunteering
- 🌀 Receive support and guidance from your Section Leader or Club contact and to be given chances to meet with them on a regular basis
- 🌀 Given a clear idea of the things you are being asked to do and the time commitment and responsibility that it will mean
- 🌀 Given training to be able to do your volunteering
- 🌀 Treated with dignity and respect
- 🌀 Asked to do genuine volunteering not 'unpaid' work
- 🌀 Provided with the appropriate tools and/or equipment
- 🌀 Have the chance to discuss any changes which may affect your volunteering and to be able to give your views
- 🌀 Provided with a reference on the basis of your voluntary work

## What we expect from you

As a volunteer, we expect you to:

- 🌀 Be reliable
- 🌀 Be honest
- 🌀 Treat people with dignity and respect
- 🌀 Follow Club Policies and Practices
- 🌀 Report any issues of concern to your Section Leader or Club contact, especially in relation to concerns over the safety of children and vulnerable young adults.
- 🌀 Give reasonable notice of absences where appropriate (e.g. when you go on holiday) or of your intention to stop volunteering.
- 🌀 Inform your insurer if you are going to use your car during your volunteering.
- 🌀 To undertake a DBS check and to notify your Club contact if you are being investigated by the police or receive a criminal caution, conviction or reprimand at any time whilst you are still a volunteer with the club.

# Section 6 – Code of Conduct for All

## What can children expect from parents, leaders and helpers?

Always remember our club ethos is 'Sport for All'

### Children can expect adults / guardians or parents not to-

- ⦿ Attempt to 'coach' or manipulate the players while they are playing
- ⦿ Shout, argue, swear, become violent or use sarcasm
- ⦿ Ignore children who need help
- ⦿ Attempt to 'referee' by appealing for free kicks, fouls, extra time etc.
- ⦿ Assess players by their incompetence
- ⦿ Abuse or argue with the referee, umpire or linesman

### But children can expect adults to-

- ⦿ Praise effort and performance more than results
- ⦿ Look for aspects to praise particularly in players who might not otherwise attract attention
- ⦿ Give them clear examples of excellent behaviour
- ⦿ Show consistency
- ⦿ Assess players with regard to their skills and attitudes
- ⦿ Praise good behaviour quickly to show that adults value it
- ⦿ Help, encourage and support

**REMEMBER CHILDREN DO NOT MEAN TO MAKE MISTAKES**



# Section 7 – Policies & FAQ's

## What Club Policies & Procedures will I need to follow?

As a volunteer with BEJSC we will expect you to follow all of our Policies and Codes of Practice. Your Section Leader or Club contact will be able to give you more details on these and arrange access to them (they are available on our website), but the main policies which you need to know about are:

### Policies

- 🌀 **Equality & Diversity:** We are committed to providing real equality of opportunity for all and we also expect our employees and volunteers to treat everyone with dignity and respect.
- 🌀 **Health & Safety:** We aim to keep people safe and as a volunteer, you will be expected to behave in a way which is safe for you and others. You will also be expected to report anything that may appear to be unsafe practice.
- 🌀 **Smoking:** You will not be able to smoke in any BEJSC building or place of work
- 🌀 **Protecting Children & Vulnerable Adults:** The club has strict policies for the protection of children and vulnerable young adults which you will be expected to follow if you are volunteering to work in our sports sections.
- 🌀 **Confidentiality:** In order to ensure that all members are protected, and in particular children and vulnerable young adults, volunteers are required to maintain confidentiality when carrying out voluntary work with the club and after voluntary work has come to an end. As such you should not under any circumstances discuss any confidential information with any unauthorized person. If you are unsure what information you can discuss and with whom you should ask you Club contact.

### Procedures

- 🌀 **Accident & Incident Reporting:** All accidents/incidents and dangerous occurrences to Trustees, Leaders, Adult Volunteers, employees ("Adults"), club members, visitors and customers, however minor, must be recorded in the relevant Accident Book in the Main Office. Accidents/incidents and dangerous occurrences off-site must be recorded in the First Aid Book and the Chairman informed. The Trustees and Leaders must make themselves aware of reporting under RIDDOR.
- 🌀 **Risk Assessments:** As it is a legal requirement to undertake a Risk Assessment of the premises, any findings that may affect persons using the premises must be communicated to the Trustees. The trustees will then update the Risk Assessment and act accordingly.

- 🌀 **First Aid:** It is the policy of BEJSC that all Leaders be trained to the basic emergency First Aid level. First Aid Boxes must be the responsibility of each Leader who is to ensure there is one at each session. When taking groups off-site, a traveling First Aid Box should be taken by the Leader.
  
- 🌀 **Fire Drills:** Fire drills are a legal requirement and take place at various times. It is the responsibility of everyone to familiarise themselves with the fire procedure and relay that information to the people they are responsible for.
  
- 🌀 **Workplace Safety:** All adults and club members should familiarize themselves with the Codes of Practice, Safe Working Practice and information provided with regard to the area in which they are working.
  
- 🌀 **Housekeeping & Premises:**
  - 🌀 Whether working in our own premises or outside, at all times we work to a very high standard.
  - 🌀 All areas are to be kept clean and tidy and cleaning schedules adhered to.
  - 🌀 All entrances, passageways and fire exit routes to be kept clear and free from obstruction.
  - 🌀 Fire doors are not to be propped open.
  - 🌀 A visual assessment of electrical equipment is to be undertaken before use and any extension leads or trailing cables are to be secured. Where it is found extension leads are being used on a regular basis the Manager must be informed so a more permanent arrangement can be made.

## Frequently Asked Questions

### Do I get paid expenses for volunteering?

If you need to use your car as part of your voluntary role, you will be paid mileage expenses through your Club Section. You must be insured to use your car on club business. Your Section Leader or Club contact will be able to give you information on this. Expenses cannot be claimed for travel to and from your volunteering role except in exceptional circumstances.

### Will I be insured by the club whilst I am volunteering?

The clubs main insurance (public liability and employers' liability) does cover volunteers when they are acting on behalf of the club. You will need to have your own insurance cover if you use your car on club business.

### **I am currently in receipt of benefits. Will volunteering affect these?**

Volunteering should not affect your right to benefits as long as the only money you receive is to cover your volunteering expenses. However it is always advisable to discuss this with your benefits adviser before you start volunteering. Your benefits adviser will vary depending on the type of benefit you receive. It could be the council (for benefits such as Council Tax and Housing Benefit), Job-Centre Plus or The Pension Service. There are no limits on the amount of time you can volunteer for as long as you continue to meet the conditions of the benefit or tax credit you are receiving. For example if you receive Jobseekers Allowance you must still be actively seeking a full-time job, able to attend job interviews at 48 hours' notice and be available to work at one week's notice.

### **Will I have to have a criminal record check to do volunteering?**

In many volunteer roles companies or charities will not ask you to have a criminal records check. Safeguarding children and young adults is of paramount importance at BEJSC and we will require you to have a criminal records check if you are working directly with children and young people as a volunteer. This DBS check is carried out in line with Bucks County Council and Action4Youth guidelines and procedures and at no cost to you. It may be that you have a current DBS Certificate already in place; if so you can simply let our Safeguarding officer see it for our records. We would want to talk to you confidentially about any past convictions or warnings you may have received before we could accept you as a volunteer in those areas. This is because we need to make sure children and young adults are as safe as possible. We understand, however, that whilst you may have had criminal record in the past, you may have put that behind you and moved on and we will take this into consideration. If you want to discuss this further you can ring the BEJSC office and arrange an appointment with one of the senior team.

### **What training will I receive as a volunteer?**

You will be given an introduction to the role and the club by your Section Leader or Club contact when you first start volunteering. There may also be courses you are required to attend which are relevant to the role you are volunteering in, such as sport coaching, first aid or safeguarding children for example. If this is the case your Section Leader or Club contact can discuss this with you. If there is a relevant training course that would be of benefit to you and the club we would like to hear from you and provide the support needed to obtain such approved training. If the training is a requirement of your role the club will pay the cost of the course.

### **What if I have any problems during my volunteering?**

Please raise any problems with your Section Leader or Club contact who will try to sort out any concerns. If you do not want to raise issues with your Section Leader or Club contact, you may prefer to raise these with another Manager or Director of the Club. Our Whistleblowers Policy is also a way that volunteers can raise issues of serious concern within the club if they do not feel they can raise these issues with their Section Leader or Club contact. Examples may include possible fraud or corruption, theft, dangerous procedures risking health and safety, suspected abuse of fellow volunteers or children, damage to the environment or discriminatory behaviour. All issues will be investigated as appropriate or referred to relevant organisations.

### **What if I no longer want to volunteer?**

If you decide that you no longer wish to volunteer, simply tell your Section Leader or Club contact. We would ask that sufficient written notice is given to allow for the club to try and find a replacement so that disruption to the Section is kept to a minimum. You may be asked to give us some information on your experiences of volunteering which we can use to help us improve in the future.



## Volunteer Application Form & Agreement



- 🌀 To apply to be a volunteer please complete SECTION1 of this form and return it to [office@bejsc.co.uk](mailto:office@bejsc.co.uk)
- 🌀 SECTION2 will be completed with your Section Leader or Club contact
- 🌀 If you have a previous DBS reference number, please enter it below with the date
- 🌀 SECTION3 to be completed by current volunteers

### SECTION1:VOLUNTEER APPLICATION (BLOCKCAPITALS PLEASE)

|  |               |
|--|---------------|
| Full Name  |               |
| Address  |               |
| Any previous DBS Number and date?                        |               |
| Do you hold a full driving license?                      | <b>YES/NO</b> |
| Home Phone Number  |               |
| Mobile Phone Number                                      |               |
| Email Address  |               |
| What type of volunteering are you interested in and why? |               |

## SECTION 2: VOLUNTEER AGREEMENT

This section should only be completed with your Section Leader or Club contact. A copy should be given to the volunteer and one retained by the club secretary.

|   |  |
|---|--|
| <b>How long have you been volunteering with BEJSC?</b>                      |  |
| <b>Have you volunteered in any other Section?</b>                           |  |
| <b>What training have you completed since you started volunteering with</b> |  |
| <b>Voluntary role to be undertaken</b>                                      |  |
| <b>Usual place of volunteering activity</b>                                 |  |
| <b>Volunteering days and times:</b>   |  |
| <b>Club Section in which volunteering will take place:</b>                  |  |
| <b>Section Leader or Club contact name, phone number, &amp; email</b>       |  |

As a volunteer, I agree to:

- Undertake volunteering in accordance with Bourne End Junior Sports Clubs' Codes of Practice, Policies, aims and objectives
- Provide up to 2 references on request
- Meet with my Section Leader or Club contact at mutually agreed times to review my role
- Participate in relevant training opportunities and activities including child protection training
- Notify my Section Leader or Club contact of any absence and provide reasonable notice of my intention to stop volunteering
- Respect the privacy of staff and service users and confidentiality at all times
- Carryout agreed activities to the best of my ability

- ⦿ Safeguard the children and young adults within the club and report any issues surrounding the safety and welfare of the children or young adults
- ⦿ Have a full criminal records check when required, I also agree to tell my Section Leader or Club contact (named above) should I receive any criminal cautions, convictions or reprimands or if I am the subject of any allegations or investigation relating to the safety or welfare of children or adults.

In signing this agreement, I understand that this document is not an employment contract and is subject to review at anytime.

Volunteers Signature\_\_\_\_\_Date\_\_\_\_\_

### **SECTION3: VOLUNTARY WORK ALREADY BEING UNDERTAKEN**

This section should only be completed if you are already volunteering with BEJSC. It will be very helpful to us to ascertain the correct number of volunteers and the kind of roles they are doing, as well as the length of their voluntary service.

|  |  |
|--|--|
| <b>Voluntary role being undertaken</b>   |  |
| <b>Usual place of volunteering activity</b>  |  |
| <b>Volunteering days and times:</b>  |  |
| <b>Club Section in which volunteering will take place:</b>                         |  |
| <b>Your contact name, phone number, &amp; email</b>                                |  |
| <b>How long have you been volunteering with BEJSC?</b>                             |  |
| <b>Have you volunteered in any other Section?</b>                                  |  |
| <b>What training have you completed since you started volunteering with BEJSC?</b> |  |



# BEJSC Accident Report Form

To be completed as soon as possible after the accident

Name of person completing form

Site where incident/accident took place

Date and time of incident/accident

Name of Injured Person

Age if under 18 years

Address:

Details of Accident/Injury – What happened?

Action taken and treatment given

Name of person reporting accident/incident and date

Signed – by a witness (could be the person involved)

**Once completed please deliver to BEJSC Office for safe and secure storage.**