



VOLUNTEER APPLICATION

--- Date -----

Title ----- First Name ----- Last Name -----

Address -----

Phone (Home) ----- (Work) ----- (Mobile)-----

Email Address ----- DOB -----

Emergency Contact (Name) ----- (Phone) -----

Relationship -----

Are you an ex prisoner? _____ If yes, date of release _____
(Please note: This question is included for positive purposes. Former prisoners who are Christians have a vital contribution to make to Second Chances)

Marital Status Single Married – name of spouse _____

Are you in good standing with your church? Yes No

Name of home church -----

Address -----

Pastor/Priest ----- Phone -----

What are your areas of ministry and service at your home church? -----

Do you have experience as a volunteer? Yes No

Have you worked with prisoners and their families previously? Yes No

Why do you want to be involved with Second Chances SA? -----

In which area would you like to volunteer?

- Second Chances Opportunity Shop Second Chances Furniture Warehouse
- PK Family Care Team PK Mentoring Camps
- In-Prison Volunteer Other -----

List three of your skills/strengths

1. -----

2. -----

3. -----

List your personal interests -----

Please submit three references. (Note: Do not include relatives)

1. Pastor or Elder
2. A person who knows you in a work capacity
3. A person who knows you as a friend

Reference 1 (Pastor/Elder):

Name ----- Phone -----

Address -----

Reference 2 (Work capacity reference):

Name ----- Phone -----

Address -----

Reference 3 (Personal/friend reference):

Name ----- Phone -----

Address -----

Circle times when you can volunteer						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Am / Pm	Am / Pm	Am / Pm	Am / Pm	Am / Pm	Am / Pm	Am / Pm

Please return to:

Chief Executive Helen Glanville

GPO Box 1636, Adelaide SA 5001 (with signed Statement of DNA)

Or email to office@secondchances.org.au



DNA of Second Chances SA Inc

We believe people can change when given a ‘Second Chance’.

We are a Christian organisation, whose Members believe in God, the Father Almighty, Creator of heaven and earth.

We believe in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father Almighty; from where he will come to judge the living and the dead.

We believe in the person and work of the Holy Spirit as part of a person’s growth to maturity. We believe in the role of the Church in its search for constant renewal in truth, wisdom, faith, holiness, love, power and mission.

We believe prisoners and all people fall short of their full potential and require a Second Chance to achieve the best plan for their life. This is personally received by the free gift of Grace which Jesus provides.

We acknowledge that prisoners and their families may not share our faith. We offer assistance to all without prejudice.

We believe the cycle of recidivism can be broken and children of prisoners do not have to repeat the mistakes of their parents. We believe that the skills and abilities of prisoners and their families can be developed through mentoring and training to overcome a lack of literacy and numeracy skills.

We believe prisoners can be reconciled with their families and the community become productive law abiding members of society when given a second chance.

Name -----

Signature

Date

VOLUNTEER POLICY

Aims of the Policy: To encourage and facilitate the engagement of volunteers by Second Chances SA and the establishment of effective working relationships

Scope: All areas of SCSA in South Australia

Background: As Second Chances SA is largely a volunteer organisation, the South Australian Board of SCSA recognises the need to set out minimum standards, rights and responsibilities of all volunteers engaged in the Second Chances SA ministry. Furthermore, the Board recognises the need to formalise the procedure used in recruitment, selection, training and review of volunteers.

Volunteers will be recruited from Christian churches across the various denominations to reflect the trans-denominational nature of Second Chances SA.

Definition: A volunteer is anyone who donates their time, skills, knowledge and energy through SCSA to provide a service to the prison community and the work of SCSA.

Policy: This policy shall adhere to the following general principles:

- Volunteer service is given by free will as a ministry to the Lord in response to His calling
- Volunteer service is given without expectation of financial reward
- Volunteer service is given and accepted when both parties are in agreement
- Volunteer effort is to extend support of SCSA's vision, mission and purpose in a team environment
- Volunteers will be given every opportunity to grow and develop through service to others
- Volunteers will in one on one situations, minister to people of their own gender unless in a team context in Chapel Services.

Procedures:

1. Honorariums

The South Australian Board will not provide goods, services, or payments for volunteer services other than payments made for actual out of pocket expenses including travel re-imbursment which are **to be approved beforehand**. Any such claims for expenses must be made on the approved claim form and submitted to the Chief Executive, accompanied by documentary evidence e.g. receipts.

2. Recruitment

- a) **SCSA information session:** All intending volunteers must attend a Second Chances SA informal information session which will include the reading of necessary training notes.
- b) **Application form:** All intending volunteers must complete and submit the Volunteer application form to the Chief Executive. Upon receipt of the application, the application will undergo an assessment.
- c) **Assessment:** Upon receipt of a volunteer application, SCSA shall undertake a detailed assessment of the applicant's suitability for training and induction as a SCSA volunteer. This assessment procedure shall comprise;
 - 1 Obtaining confidential referee reports
 - 2 A personal interview

The applicant's suitability shall be at the discretion of the Chief Executive. The Chief Executive is not obliged to disclose his/her reason/s.

Applicants who do not agree with and sign the SCSA 'Statement of Faith' as contained in the memorandum of Association of SCSA will not be approved.

3. Training, Accreditation and Review

- a) **Training:** Prior to induction into the SCSA ministry, all applicants must receive basic training. All in-prison volunteers must;
 - 1 Submit a Police Check form to DCS.

- 2 Attend the recognised DCS orientation training for volunteers.
 - 3 Complete 'on the job' training at the Adelaide Remand Centre for 6 – 8 weeks.
 - 4 Attend mandatory training meetings – at least 2 per annum.
- b) **Accreditation:** Upon completion of the volunteer induction training, volunteers will be accredited as a SCSA volunteer. Accreditation will be subject to a probation period of 6 months and annual review.
 - c) **Probation period:** New SCSA volunteers will be on probation for a period of 6 months and during this period, volunteers will be orientated to the SCSA ministry by the Chief Executive and their performance reviewed at 3 or 6 months. The Chief Executive has final say over the approval of volunteers.
 - d) **Covenant Agreement:** Approved volunteers are asked to sign a Covenant for a minimum period of 12 months.
 - e) **Review:** For the purpose of future accreditation the volunteer shall be reviewed by the team leader at regular intervals. The Chief Executive has final say over the approval of volunteers.
 - f) **Awards:** Long service awards may be given to volunteers who have given faithful, continuous service over the years. Periods of ten years, 15 years, 20 years and 25 years and upon retirement may be recognised for service.
 - g) **Fellowship:** Volunteers will be encouraged, to take advantage of fellowship opportunities. These are; training meetings, team meetings, Friends nights of testimonies and information sharing, volunteer luncheons, annual prayer and planning days, and special events.
 - h) **Promotion of SCSA:** There is an expectation volunteers will endeavour to tell their friends and contacts about SCSA; encourage speaking appointments and deputations at their Church; (especially about Christmas Angels activities) and contribute story/reports/testimonies for the SCSA newsletter.
 - i) **Currency of SCSA knowledge:** It is expected every in-prison volunteer will read and keep abreast of SCSA information through reading the quarterly newsletter and all SCSA related emails.
 - j) **Email Protocol:** Respond to all SCSA related emails. Communication is the lifeblood of an organisation.
 - k) **Prayer:** There is an expectation volunteers be people of prayer and invite friends and Christians to support them in prayer.

4. In-Prison Volunteers

Four non-negotiable important don'ts for in-prison volunteers

1. **NINO: Nothing In / Nothing Out.** No items or written messages can be taken in or out of prison. This is trafficking and is taught at DCS training.
2. **SCSA GPO Box ONLY:** It is important that no personal address is used for any correspondence unless it is a PO Box, which has been previously arranged and approved by the Chief Executive. This protects all volunteers and their families.
3. **NO OPINION:** It is important and wise never to offer an opinion about the guilt or innocence of a prisoner. We must practice 90% listening and leave the justice issues with the Courts, as wrong advice may leave SCSA liable
4. **NO MONEY:** Under no circumstances is money to be given to a prisoner without the approval of the Chief Executive.

5. Media Spokesperson

No one other than the Chief Executive may speak to the media on behalf of SCSA unless this is approved by the Chief Executive and Board Chairman.

6. **Ending the Covenant Relationship** As volunteer service is based on mutual agreement by both parties, the volunteer or SCSA can end the volunteer Covenant relationship at any time.

7. Insurance

SCSA will maintain relevant personal and professional liability insurance for volunteers and maintain a register of current volunteers for insurance purposes.

All volunteers are covered by volunteer insurance via a national SCSA liability policy and Occupational Health and Safety legislation.