



Cheshire
Fire & Rescue Service

Volunteer

Information Pack

www.cheshirefire.gov.uk

**Thank you for showing an interest in becoming a
Volunteer with Cheshire Fire and Rescue Service.**

Please find enclosed a copy of our application pack, which will tell you about our activities and the ways in which you can become involved. After reading the pack, if you are still interested in joining, please complete the application form and return it to:

Volunteer Programme Manager
Cheshire Fire and Rescue Service
Sadler Road
Winsford
Cheshire
CW7 2FQ

Tel: 07785 248439



Contents

- Introduction and Objectives 1
- The Role of a Volunteer 2
 - Principles 2
 - Support 2
 - Expenses 2
 - Insurance 3
 - Confidentiality 3
- Volunteering Activities 4
 - Safety Central 4
 - Cadet Leader 5
 - Historical Society 5
 - Youth Activity 6
 - Road Safety 6
- The Recruitment Process 7



CHESHIRE'S INTERACTIVE

Safety Central!

LIFESKILLS CENTRE

KEEP WELL

BE HAPPY

HAZARD

IMPACT

Be active

GIVE

Tell a trusted adult

2p 2 - Rtg 2 - Mark 2 - Do 2

think

BE WATER SAFE

close doors at night

lock doors at night

lock doors at night

lock doors at night

lock doors at night

lock doors at night

lock doors at night

lock doors at night

lock doors at night

lock doors at night

lock doors at night

lock doors at night

lock doors at night

lock doors at night



Introduction and Objectives

The common image of the Fire and Rescue Service is naturally one of firefighters turning out in fire appliances and fighting fires. It is true, of course, that some of the work involves attendance at fires, but the role of the Service is much wider and the needs of the community much more varied.

The Fire and Rescue Service responds to all emergency calls from the public for assistance, primarily to protect life and save injury to individuals, but also to prevent and restrict damage to property. Many emergency calls however are not to fires, but to incidents where members of the community are trapped in vehicles following road traffic accidents or trapped in machinery or less life threatening circumstances; as well as being called to chemical spillages and toxic emissions.

The Fire and Rescue Service is also required to deal with many other domestic situations, such as flooding, storm damage, people unable to gain access to premises, animals in distress etc. Currently, approximately 8,035 emergency calls are received each year, 2,714 of which relate to fires, 1,895 to other incidents and 3,427 to false alarms, including unfortunately 101 malicious calls.

Volunteers are co-ordinated by Cheshire Fire and Rescue Service. The teams support Cheshire Fire and Rescue Service to create safer communities and protect economic, environmental and community interests. The objectives are to:

- Provide a friendly and accessible focal point of contact between the local community and Cheshire Fire and Rescue Service
- Help raise fire and safety awareness within all sections of the community
- Promote diversity within Cheshire Fire and Rescue Service
- Promote community cohesion and wellbeing

Cheshire Fire and Rescue Service recruits and trains volunteers to provide new skills and perspective, enhance and complement the service in meeting the needs of our local communities and help build closer links with them.



The Role of a Volunteer

Cheshire Fire and Rescue Service (CFRS) have an increasing number of volunteers who come from a variety of backgrounds and bring various skills and experience to the organisation. All are valued because they give their time and skills freely to assist people in various activities.



Volunteering is rewarding as it offers the opportunity to meet new people, undertake new challenges and experiences and provides the special pleasure that comes from making a real contribution to the safety of the Cheshire Community.

When you join Cheshire Fire and Rescue Service as a volunteer you will be given a basic outline of your role. You will receive an induction into the volunteer programme and ongoing relevant training for the role. A uniform and Identity Card will also be provided.

Principles

The Cheshire Fire and Rescue Service Policy for Volunteers is underpinned by the following principles. As a volunteer you will be expected to:

- Make sure you have the necessary skills and time to carry out the activity before committing yourself
- Discuss and agree any support needed with your contact officer
- Observe the relevant requirements of the Authority's policies including:
 - Code of Conduct
 - Health and Safety
 - Equality and Diversity
 - Safeguarding

Support

You will be provided with the name and telephone number of a member of staff who will be your point of contact. They will guide you on your tasks and give feedback on your activities. They will also be available to discuss any problems or issues that you may have. Training will be provided to support you in the activities you undertake as a volunteer.

Expenses

Mileage expenses will be reimbursed for travel in personal vehicles to and from the location of the volunteering opportunity within Cheshire, if there is no alternative cheaper form of transport available. Any distance covered outside of Cheshire will need prior permission from the department lead officer. Volunteers and cadet leaders will need to complete a "Mileage Claim Form", which is available from the volunteer coordinator. On the first claim volunteers and cadet leaders will need to include a witnessed copy of their driver's licence and insurance policy along with a current MOT certificate. Please note it is the responsibility of the volunteer or cadet leader to ensure that they are legally covered by their insurance company, they must contact their insurers to check that they are covered before using their vehicle for volunteering duties. To find out more, visit http://www.abi.org.uk/Information/Consumers/General/Volunteer_Driving_.aspx

Insurance

All of Cheshire Fire and Rescue Service's volunteers are covered by insurance whilst on Fire Service property or engaged on any task on behalf of the Service. This insurance will cover a volunteer in the event that the Service has acted negligently towards the volunteer leading to injury. It must be stressed that this insurance policy will only cover an individual if they adhere to their role and responsibilities and act in accordance with Service instructions. The Service also has an additional no fault Personal Accident Policy that may offer limited compensation for a volunteer in the event of an accident leading to injury whilst carrying out their duties. However this policy is discretionary and is capped at a maximum amount.

Confidentiality

Volunteers are bound by the same requirements for confidentiality as paid staff. Further information on policies and procedures is available in the Cheshire Fire and Rescue Service policy document.

Volunteering Activities with Cheshire Fire and Rescue Service

We are continually seeking to expand the activities and roles that volunteers can become involved in. The following provides a brief description of the various roles currently available in Cheshire Fire and Rescue Service:

Safety Central

Safety Central is an interactive lifeskills education centre which opened in 2017 as part of Cheshire Fire and Rescue Service's work to keep our community safe. The ground-breaking new centre houses four immersive learning zones and activity space which will be used to educate visitors about staying safe, keeping healthy and being happy.

We need volunteer Rangers, who will guide people of all ages around the centre, running simple activities that enable them to think about how they can avoid coming to harm in a range of life-like situations.

Duties will include:

- Greeting and welcoming visitors, who will range from primary school children to older adults
- Escorting visitors around the centre, delivering and reinforcing key safety messages
- Answering questions from the visitors during the tour
- Assisting with set up and set down of activity equipment if necessary



Cadet Leader

Cheshire's first cadet unit started in Cheshire in 1992 with the first area office opening at Poynton Fire Station. A cadet unit consists of up to 20 cadets and 4 leaders which can include fire service personnel and volunteers from the community. All time and effort is given on a voluntary basis.

A typical Cadet unit consists of 50/50 girls and boys. The scheme provides young people aged 12 -17 with an insight into working within a uniformed service, encouraging the young people to develop both personally and socially whilst promoting self discipline, team work and citizenship.

The scheme promotes physical, mental and emotional wellbeing by taking part in structured activities one night a week at a Fire Station local to the young person. The Cadets make a positive contribution to the community by supporting local initiatives.



Historical Society

Cheshire Fire and Rescue Service have restored back to their original condition several fire appliances. The oldest goes as far back as the steam age. Volunteers of the Historical Society refurbish and maintain these original vehicles back to their former glory in order to proudly display them.

The vehicles attend rallies in Britain by kind permission of the Chief Fire Officer.



Youth Activity

Supporting enthusiastic teams, this is a key face to face opportunity to engage in activities that help guide young people in developing new skills and working as a team.

As a volunteer you will assist young people in a variety of environments using creative transferable skills. CFRS are looking for those who have the necessary skill and temperament to work in rewarding and sometimes challenging environments.



We are looking for anybody who has transferable life skills that can support the development of young people and will assist in their personal development within our youth teams.

Road Safety

Your role will be to actively participate in various community events, which focus on the reduction of Road Traffic Collisions (RTCs). During these events you will support the CFRS Road Safety Unit, the Road Safety Units of the four unitary areas throughout Cheshire and Cheshire Police in order to deliver a consistent message to the community.

You will also be in close contact with other Fire and Rescue Service personnel at your local fire station to help assist in local road safety initiatives.

A crucial part of this activity will be to assist in the delivery of current RTC projects, such as Engagement Days (in conjunction with the Police). These days cover motorists on general highways, motorways and specific motorcycle engagement days, which involves stopping drivers for offences such as using a mobile phone, or not wearing a seatbelt and educating them on the dangers involved with these actions.



The Recruitment Process

Guidance note for applicants

Cheshire Fire and Rescue Service is embracing change. Cheshire Fire and Rescue Service is embracing change. We are striving to be an excellent organisation in all areas. An excellent organisation however needs excellent employees and volunteers at all levels. We are committed to providing the best possible recruitment service and are working to remove barriers to Equal Opportunity at all stages of the recruitment process.

The common Our commitment to you is:

- We will treat you in a polite, helpful and friendly manner at all times.
- When we write to you, a contact name and number will be clearly provided.
- Information that you provide will be treated as confidential and will be seen only by those involved in the recruitment process.
- Any disabled applicant that meets the essential requirements of the role will be invited to the next stage of the process and not de-selected for any other reason.
- If you are selected to progress to the next stage you will be advised as soon as possible.
- We will aim to give you at least one week's notice prior to interview.
- We will make any special arrangements needed to enable you to attend.
- We will ask you to complete an equal opportunities questionnaire – this information is only used for monitoring purposes.
- We will not contact your referees unless you give your permission. We will however need to obtain references before offering a volunteer position.
- A decision will be made as soon as possible after interview and you will be informed, normally within 1 week.
- Unsuccessful applicants will be offered feedback.

Completing your application

You may submit either a typed or hand written application. If you hand write your Application please ensure that your handwriting is clearly legible. Online applications are also available on the Cheshire Fire and Rescue Service website.

Please read the guidance notes prior to completing the application. It is important that you complete the [Equal Opportunities](#) section as this helps us to monitor our recruitment process. Please ensure that your 'personal information' is completed, including a contact phone number. We require [2 referees](#) who will not be contacted without your permission, but will be required before you can be offered a role as a volunteer.

All applicants are required to disclose details of any unspent convictions in accordance with the [Rehabilitation of Offenders Act 1974](#). Any disclosure of an unspent conviction will not automatically disqualify your application unless the nature of the offence renders you unsuitable for the role. All such disclosures will be considered on an individual basis.

All volunteers will be required to undertake an enhanced [Disclosure and Barring Service check](#). For further information on DBS checks, please refer to www.homeoffice.gov.uk/dbs

If you would like any further information, please contact us at:

Volunteer Programme Manager
Cheshire Fire and Rescue Service
Sadler Road
Winsford
Cheshire
CW7 2FQ

Tel: [07785 248439](tel:07785248439) or via the website www.cheshirefire.gov.uk



Join our Facebook page
CheshireFRS



Follow us on Twitter
@CheshireFire



Follow us on Instagram
CheshireFRS



Cheshire
Fire & Rescue Service