



Princess Alice Adoption Home
A facility of Jo'burg Child Welfare

VOLUNTEER APPLICATION FORM 2019

Thank you for your interest in serving the community. As a non-profit organisation with limited resources, we rely heavily on the support we receive from committed individuals like you.

OUR VOLUNTEER PROGRAMME

A volunteer is someone who offers an organisation his/her services of his/her own free will. S/he is not paid but is nevertheless expected to follow the guidelines and regulations set out by the organisation and upheld by its management.

This document outlines the opportunities available to volunteers at Princess Alice Adoption Home. It also explains our high standard of expectations. Continuity and consistency are a priority. Continuity builds relationships and consistency maintains them. We believe it is important for our volunteers to be aware of the commitment and responsibility required for the positive development of our babies, as well as the success of the organisation.

We believe that every volunteer can make a difference in the lives of the children we serve.

If you are interested in becoming a volunteer at the Home, please do the following:

- Complete the enclosed application form,

- Attach a recently certified copy of your identity document or passport,
- Police clearance and proof of residence
- Submit your forms and attend the next possible orientation.

To make the most of your time with us, please let us know what skills or expertise you are able to offer and what type of commitment you are willing to make. Open communication between the volunteer base and the Home's management will ensure maximum mutual benefit.

SOME OF THE WAYS TO GET INVOLVED ARE:

Getting involved with the babies in the nursery (This is detailed on pages 2 & 3)

Fundraising

Our need for funding has increased with our service and its social impact. If you would like to become a fundraising ambassador for PAAH, please speak directly to our Manager. It is important that any volunteer fundraising activities are discussed before they are implemented as we do have a formal strategy in place. All fundraising activities are subject to the manager's approval.

It is also easy to become involved in fundraising in the following ways:

- **Debit order donations:** Would you, or someone you know, consider becoming a monthly debit order donor? Small, regular donations make a BIG difference in helping us meet to our expenses. If you would like more information or would like to receive a debit order form, please send an email to manager@princessalice.org.za or ask at reception.
- **Wish list and donations in kind.** A monthly wish list is circulated and outlines our regular and most urgent needs. Donations in kind assist us in containing our expenditure and accessing resources that we cannot afford to buy.

- **Networking.** Tell your contacts about us, you never know when they might be interested in providing us with a pro bono service or making a donation to PAAH.
- **Assist with fundraising events by helping plan, work at or participating in them.** We organise events and functions periodically throughout the year. Let us know if you are keen to be involved, and PLEASE TELL YOUR FRIENDS ABOUT THEM.
- **My School/My Community card.** Once you have applied for a MySchool/MyCommunity/MyVillage card and nominated PAAH as your beneficiary, a donation is made back to us when you shop at a participating store (the biggest being Woolworths). Easy online registration can be done at <https://www.myschool.co.za/supporter/apply/>.

Getting Stuck In

- **Reception:** Can you spare an hour a week (during office hours Monday to Friday) to take a turn in reception?
- **Sort incoming donations:** We rely heavily on donations in kind. Donated goods are sorted on a daily basis under supervision.
- **Maintenance:** We have frequent odd jobs that need doing around the house. Please let us know if you are able to assist with basic DIY.

Getting involved with the babies in the Nursery

The babies and toddlers at Princess Alice Adoption Home are consented for adoption, abandoned, or temporarily removed from their family, awaiting a court decision. Each is assigned to a social worker who works to provide the best possible future within the confines of the law. **We do not discuss the children's backgrounds with volunteers and ask that any acquired information pertaining to the children is kept strictly confidential. The Children's Act of 2005 is used when going through the Children's Court and emphasizes the importance of maintaining confidentiality and respecting the privacy of all children.**

Do's

Once registered with us, please visit the nursery during the following times:

Monday to Friday –

07h30 – 12h30: During this time volunteers assist with mealtimes and entertain babies and toddlers.

14h30 – 17h00: During this time, volunteers assist with feeding at 15h30 as well as the care and stimulation of babies and toddlers

Please note that our Granny Programme runs on weekdays, between 09h00 and 13h00. The Grannies (or gogos as they are known) follow a structured programme focused on stimulation and bonding. This is a HUGE benefit to our babies and toddlers and we are very grateful to the funder who has made the programme possible.

Saturday and Sunday –

07h30 – 09h00: During this time volunteers assist with breakfast and entertain toddlers and assist as necessary.

11h00 – 17h00: During this time, volunteers assist the nursery staff with the routine or by interacting with the babies and toddlers.

Wash your hands before touching any of the babies. Continue to wash your hands throughout the day.

Play with the babies and talk to them for stimulation.

Ask for permission to take children into the garden. Small babies are not permitted to go outside. Older ones benefit from some exposure to the sun. Please make sure to apply sun tan lotion or hats if staying outside for an extended period of time.

Ask the nursery staff which bottle is for which baby when feeding. Each child has its own nutritional requirements. Feeding a child from the wrong bottle could cause harm.

Sign the volunteer register at the front door on each visit.

Apply universal precautions when dealing with blood and any body fluids from the babies. Any first aid required should be done by the staff on duty.

Don'ts

Take photographs of the babies and toddlers. If photographs are required, please ask the manager to take them for you.

Handle the newborn babies without permission from a qualified staff member.

Purchase or provide any food or drink for the children without obtaining permission from the Nursing Sister/Nursery Supervisor.

Discipline the children verbally or physically. If troubled by certain behaviour, please tell the team leader on duty.

Take any child off the property. If you would like to take a child out for a walk or a pram ride, you must request permission from the manager and stay within the boundaries assigned.

Administer any type of medication or first aid. If you notice a problem, report it to the team leader. She is trained to take necessary action or may consult with our nursing sister if needed.

Administer any alternative therapies or massage on the babies without permission from the nursing sister or manager.



Visit the Home if you are ill.

Wake sleeping children unless instructed to do so by the nursery staff.

Change nappies. If a baby needs a nappy change, ask a staff member to change the nappy.

COMMUNICATIONS



Follow us on  or  for regular updates. Join our mailing list to receive newsletters and our monthly wish list.

OUR DETAILS

Physical address:

Kerr Muir House; 36B Pallinghurst Road; Westcliff, 2193; Johannesburg

Postal address:

PO Box 62606, Marshalltown, 2107

Manager/Fundraiser: manager@princessalice.org.za

Nursery Supervisor: nurse@princessalice.org.za

Office/Volunteer Coordinator: office@princessalice.org.za

Telephone: (011) 646 5641 Fax: (011) 646-1553

Email: manager@princessalice.org.za

Website: www.princessalice.org.za



Princess Alice Adoption Home (Non Profit Organisation)



Princess Alice Adoption Home

Banking details: Bank: Standard Bank, Branch: Library Gardens, Branch Code: 00 10 05, Account No: 000788910, Account Name: Princess Alice Adoption Home

Head Office: Jo'burg Child Welfare, 1st Floor Eaura House, 41 Fox Street, JHB.

Tel: 011 298-8500

VOLUNTEER APPLICATION FORM FOR PRINCESS ALICE ADOPTION HOME

NAME	
SURNAME	
PHYSICAL ADDRESS	
TELEPHONE (H)	
TELEPHONE (W)	
TELEPHONE (MOBILE)	
EMAIL ADDRESS	
DATE OF BIRTH	
STUDENT?	WHAT?
	WHERE?
WORKING FULL TIME?	WHAT POSITION?
	WHERE?
WORKING PART TIME?	WHAT POSITION?
	WHERE?
EMERGENCY CONTACT NAME AND NUMBER	

TELL US ABOUT YOU

What is your motivation in applying to do voluntary work?
Are you involved in community work at the moment? If so, please give details.

How would you describe yourself?
Write a little about your family background.
How would you describe the atmosphere in your parent's home when you were a child?
Have you suffered any major trauma/crisis recently?
Have you had any personal experience of child abuse (physical, sexual, emotion or neglect)? If so, how did you handle it?
Have you had any medical condition of serious nature? If so, when?
How many children do you have?
How many (more) children would you like to have?
Have you ever suffered a miscarriage, stillborn death, cot death or termination of pregnancy?
Have you ever experienced the death of a child?
Are you or any of your children adopted?
Do you intend to adopt a child in the future?

Are you on medication for depression or any other mental condition? If so, please indicate which medication and the name of your psychiatrist/doctor.

VOLUNTEERING

How did you hear about Princess Alice Adoption Home?

Are you prepared to give 2 hours of service per week to PAAH?

What would your family's reaction be to your involvement with PAAH?

Are there any specific times you would not be able to do Voluntary work?

Please indicate days and times you would be available to volunteer for us.

Please indicate in which areas you would be willing to volunteer (e.g. baby care, fundraising etc).

If you have experience in a particular area that you are willing to offer to PAAH, please indicate.

Would you like to receive our monthly wish list for your own use or to distribute to friends, family or colleagues?

Please list the names and contact numbers of two references.

Please detail any other information that you feel we should know.

I _____ (name) confirm that the above information is correct.

Signature: _____ Date: _____

Please do not forget to:

- Attach a certified copy of your ID
- Attach a copy of your Police Clearance
- Join the next volunteer orientation.

INDEMNITY FORM

I, _____ (FULL NAME) _____ (IDENTITY NUMBER), hereby accept that I will undertake all responsible precautions to ensure the safety and welfare of myself and my possessions. I undertake not to put myself or any other volunteer, member of staff, or child living at Princess Alice Adoption Home or within the community, at any risk whatsoever. I _____ (FULL NAME), the undersigned in my capacity as 'Local Volunteer' indemnify Princess Alice Adoption Home and the Joburg Child Welfare, including all their facilities, services, officers, servants, agents and representatives from any lawsuit or legal action for compensation of damages resulting from or caused by any injury or accident

or loss or damage of property. This indemnity extends to any claim, judgements or other liability or expense (including, but without limitation, reasonable attorney's fees.) I hereby irrevocably indemnify Princess Alice Adoption Home and the Joburg Child Welfare, whose indemnity shall be binding on me, as well as my heirs, executives, trustees, assigns or administrators, the extent of which I acknowledge and understand.

I _____ (FULL NAME) am aware of the following:

- The high level of crime in South Africa.
- The prevalence of HIV/AIDS in South Africa.

I _____ (FULL NAME), resident of

_____ (ADDRESS) hereby acknowledge and adhere to this indemnity.

VOLUNTEER

WITNESS

_____ (SIGNATURE)

_____ (SIGNATURE)

_____ (NAME)

_____ (NAME)

OATH OF CONFIDENTIALITY

Princess Alice Adoption Home, referred to as 'The Home'

The volunteer undertakes and agrees that:

1. Under no circumstances will he/she disclose, outside of 'The Home', the identity of a child of 'The Home' or any information about that child.
2. In dealings with the public, the volunteer will apply discretion on sharing material or information pertaining to 'The Home' in order

that the name and/or function of 'The Home' will in no way be detrimentally affected.

3. Should I leave the collective, I agree to adhere to this oath of confidentiality even after my termination from 'The Home.'

Name of Volunteer

Signature of Volunteer

Date