

Dear Applicant

Thank you for expressing an interest in becoming a **student counsellor** for **In, Out and Beyond**, as part of the WYCCP Resettlement Service and Jigsaw partnership.

Please find enclosed information about the role and an application form. If you have any questions about our application form or process, please don’t hesitate to contact us. Please return your completed application to me by email, or at the address above. I have also included an optional equal opportunities form which will be kept confidential. Information about our students and volunteers is incredible helpful to us, enabling us to monitor and adapt our service and to report to funders so we appreciate you taking the time to complete this.

Please note that student placement spaces on our programme are not always immediately available. We accept applications throughout the year for our waiting list and will contact you with further information when a position becomes available.

We place great emphasis on personal and professional development for all WYCCP volunteers and students on placement and appreciate the difference you make in the work that we do. We hope that you will apply to join our team and look forward to hearing from you.

If you have any questions, please don’t hesitate to contact me.

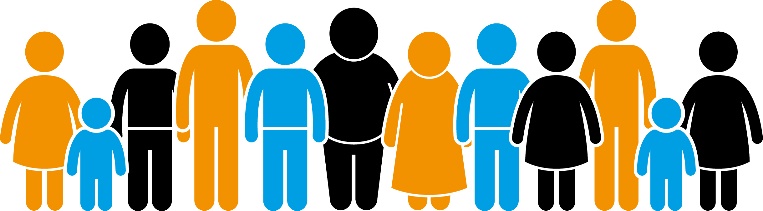
Yours sincerely,

Amy Boucher

**Volunteer Programme Manager / Counselling Co-ordinator**

Tel: 0113 3874582

Email: [amy.boucher@wyccp.org.uk](mailto:amy.boucher@wyccp.org.uk)

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**WYCCP Resettlement Service** and **Jigsaw Visitors Centre** are working in partnership to provide support to men leaving prison and their families in the community as well as providing a unique dedicated counselling service for people engaged with the project.

The partnership provides in depth emotional and practical support to members of prisoners’ families and ex-prisoners in the community through a dedicated Community Family Support Worker and a team of Resettlement Workers.

**WYCCP Resettlement Service**

WYCCP Resettlement Service is based at HMP Leeds working ‘through the gate’ with men resettling in West Yorkshire. We provide a wide range of practical support: helping men to make positive life choices in order to re integrate into society after prison with volunteers supporting men in the community. With close links to the probation services and other partners we add value and help to join up support for men in the community.

**Jigsaw Visitors Centre**

Jigsaw Visitors Centre provides a range of services at HMP Leeds and Wealstun, offering emotional support, advice and guidance, rehabilitation and family time. Jigsaw aims to enable offenders and their loved ones to sustain meaningful relationships to benefit them during time in custody and beyond and runs a welcoming centre with a tea bar, a play area, toilets, baby changing facilities and free Wi-fi.

**In, Out and Beyond – Counselling Project**

**Clients**

In, Out and Beyond offers therapeutic and support to the families of prisoners inside HMP Leeds during the man’s sentence and post release. The project also provides support to men resettling in West Yorkshire after release from prison. The Counselling service offers free to access counselling sessions, seven days a week.

Clients are allocated to students by the Counselling Co-ordinator following an initial assessment. Students may have the opportunity to work with more than one client at a time.

**Counselling sessions**

We offer 45-minute counselling sessions, ideally once a week (Monday – Sunday). Students are expected to schedule their own appointments and to book the counselling room at Jigsaw.

Counselling appointments may be via the telephone, zoom or face-to-face (in person counselling dependant on covid-19 restrictions).

Clients are not limited to a set number or counselling sessions or amount of time. We offer all clients an open-ended contract with us. Clients may also decide to return to access our service again at a later date should they need further support.

**Recording**

Students are required to keep confidential records of all meetings with clients and to log details as per project guidelines.

**Support and supervision**

We provide monthly group peer support to all student counsellors, facilitated by the counselling co-ordinator, and quarterly one-to-one placement supervision meetings.

All students are required to attend external supervision as per their academic course guidelines.

**Student placement recruitment and selection**

Application form and References

Formal interview

One-day induction training

**Student Placements at WYCCP: Key facts**

Student placements are available in two areas:

* In, Out and Beyond – counselling service (available for counselling students only)
* WYCCP office / service user support

**Counselling Students**

We are looking for students who are in year two or three of their counselling diploma (or first years with significant experience). Priority is given to students from Leeds City College. We ask students to commit a minimum of 2 hours a week to their placement, ideally more. Reliability is essential.

**WYCCP and Jigsaw Offices**

WYCCP’s office is based at HMP Leeds. The WYCCP office is next door to the Jigsaw Visitor Centre; both offices are outside of the prison gates and can be accessed without passing through prison security. The WYCCP office is not fully accessible, however, reasonable adjustments may be made for volunteers with disabilities. Please speak to a member of the team to discuss further.

The Jigsaw office is fully accessible. The counselling room, toilets and kitchen are on the ground floor.

**Training**

Student counsellors must complete the compulsory volunteer training. This includes information about the project, the partnership organsiations and a comprehensive introduction to the client group.

*“I felt like I was treated like a member of the team, and the staff were always available when help was needed. I think that is so lovely how appreciative the staff team are towards the volunteers. There is always such a happy feel in the office.”* WYCCP Volunteer

**Travel and Expenses**

WYCCP does not pay the travel expenses for students on placements with us, however, if travel is required as part of your placement duties, WYCCP will reimburse this and any other agreed expenses.

Students on placement may be expected to travel throughout West Yorkshire using public, or their own, transport. We are flexible with how this works in practice and agree with students the areas where they are willing to travel, however, please bear in mind that travel may make up a large part of some days on placement.

**Student placement - counsellor application form**

*Thank you for your interest in supporting the work of WYCCP. Please complete all sections of this form and return your application to ‘Volunteer Programme Manager, WYCCP, c/o HMP Leeds, 2 Gloucester Terrace, Leeds, LS12 2TJ’*

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| **Personal Information** | | | |
| **Title** | **Forenames** | **Surname** | |
| **Address** | | | |
| **E-Mail address** | | | |
| **Telephone no.** (daytime) | | **Telephone no.** (evening) | |
| **Date of birth** | | **Availability** | |
| **National Insurance no.** | |
| **Are you a member of a faith community?**  **If so, which one?** | | | |
| **How did you hear about WYCCP?** | | | |
| **Emergency contact name and relationship to you?** | | | **Emergency contact telephone no.** |

*or email it to* [*amy.boucher@wyccp.org.uk*](mailto:amy.boucher@wyccp.org.uk)

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| **References** | |
| Please give details of two people who we can contact for a reference. Your references should **not** be related to you or be your partner. They should know you well and be able to vouch for you. If relevant, one referee should be your current or most recent employer or your teacher/ tutor. **Please note that references may be followed up with a phone call.** | |
| **Name and title:** | **Name and title:** |
| **Address:** | **Address:** |
| **Email address:** | **Email address:** |
| **Telephone no.:** | **Telephone no.:** |
| **Relationship:** | **Relationship:** |

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| **Counselling Training** | | | |
| Please provide details of your counselling training / qualifications (ongoing/ completed) | | | |
| **College / University** | **Course / qualification** | **Dates from/to** | **Tutor name and email** |
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| **Employment history** | | | |
| Please list your employment / education or training / volunteering history for the last three years: | | | |
| **Employer/Organisation Address** | **Job Title (paid/voluntary)** | **Key Tasks** | **Dates from/to** |
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| **Joining the WYCCP/Jigsaw Team** *Please continue on a separate sheet, if necessary.* |
| **Please explain why you are interested in being a student counsellor at In, Out and Beyond and what you hope to gain from the experience:**  **Please tell us how you think you have the abilities and personal qualities to support the families of prisoners and/ or men who are prison leavers?**  **Please tell us about any skills or experience (from work, volunteering or personal experience) that you have which would be relevant to the role:** |
| **Disability** |
| **We positively welcome applications from people with disabilities. Do you consider yourself to have a disability (as defined in the Disability Discrimination Act 1995) that WYCCP should be aware of in relation to the role you are applying for?**  **Yes No**  If yes, please give details and let us know whether you will need any help/special equipment to enable you to carry out your volunteer role: |

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| **Criminal Convictions** |
| **WYCCP is an organisation committed to the rehabilitation of ex-prisoners and we positively welcome applications from people who have lived experience.**  The role for which you are applying is likely to involve direct contact with vulnerable people. The role is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. When answering the following questions you must therefore disclose ***any pending prosecutions or criminal convictions*** (including cautions, boundovers, supervision orders or secure orders) which you may have, ***even those considered ‘spent’ for other purposes.***  **Are you subject to any pending prosecutions and/or have you ever been convicted of an offence in any criminal proceedings in any country?**  **Yes No**  *For motoring offences, please answer ‘yes’ only if it resulted in a disqualification.*  **If ‘yes’, please give full details on a separate sheet.** The information you provide will be treated in confidence.  **Have you ever been found guilty of gross misconduct in any disciplinary proceedings conducted by an employer? Yes Yes No**  **If ‘yes’, please give full details on a separate sheet.** The information you provide will be treated in confidence. |

***I certify that the information I have provided on this form is true and accurate and not misleading in any way. I understand that any wilful mis-statement or omission may mean that I cannot volunteer with WYCCP Resettlement Service.***

**Name:**

**Signature: Date:**

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| *Thank you for applying to join the team at WYCCP. We will be in touch to let you know we’ve received your application and again after shortlisting.* |