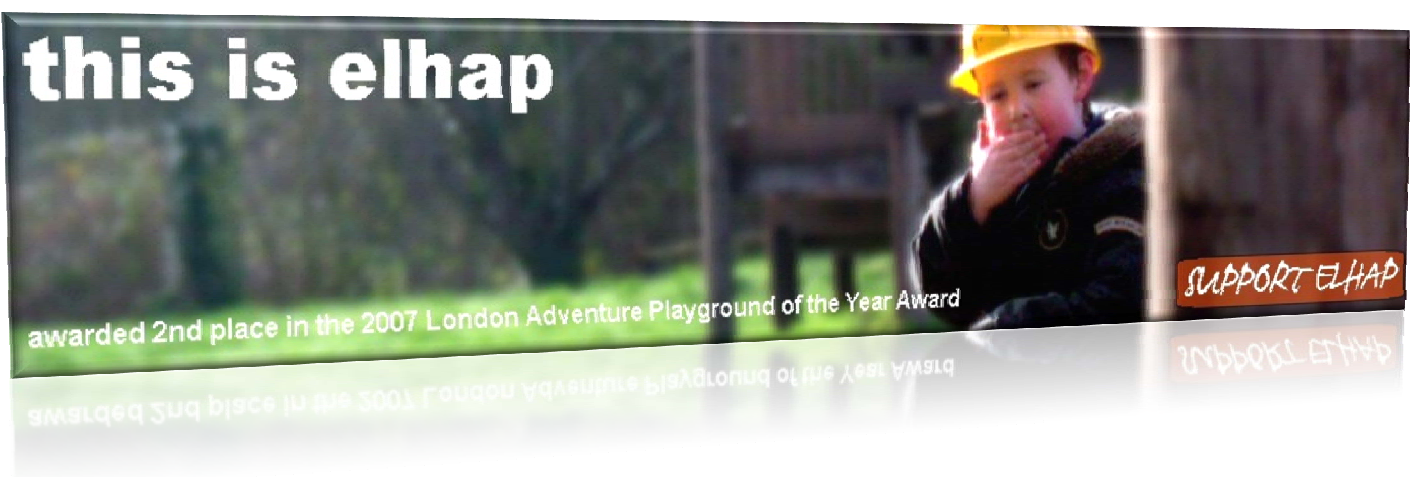


ELHAP

(A Special Needs Adventure Playground)

TRUSTEE APPLICATION PACK

- About ELHAP
- Letter from the Chair
- ELHAP Application Form
- Charity Commission Declaration of Eligibility
- Become an ELHAP Trustee Leaflet



Registered Charity (No. 1077508) and a
Company Limited by Guarantee, registered in England and Wales (No. 3697053)

ABOUT ELHAP

Whilst working with local playgroups, Mrs Diana Casswell first had the idea that certain children she was working with would benefit from adventure play. From this idea Diana Casswell, along with her husband Reverend Peter Casswell, set about starting the first adventure playground for children with disabilities outside of inner London. From the beginning, a group of committed and experienced people joined the management committee to see the creation of ELHAP. The first major hurdle was to find a suitable site for an adventure playground and by September 1976 negotiations had been completed with the charity Barnardo's for use of this site. Work to adapt it began immediately. A workable area had to be fenced off, structures and play facilities built and pathways laid. Indoor adaptations also had to be made including additional toilet accommodation together with provision for wet weather activities. In the summer of 1977 ELHAP opened, being well used from the start and as facilities and awareness grew the playground became increasingly popular.

ELHAP was the third adventure playground specially built for children and young people with disabilities. It remains one of only seven specialist adventure playgrounds in the South East of England.

In the last 34 years it is estimated that ELHAP has received over 100,000 visits from children, young people and adults with disabilities. Although ELHAP has grown over the years it remains utterly dedicated to its founding values and principles. Its diverse portfolio of services, whilst distinct, is connected by these values. Currently ELHAP offers the following services to children, young people and adult with disabilities or who have been disadvantaged through adversity:

1. Holiday Playschemes for 11 weeks a year (every holiday except New Year/Festive holiday)
2. Saturday Clubs throughout school term-time
3. Group visits from nurseries and schools throughout the academic year
4. Group visits from adult day services and residential homes
5. A 50 week a year Day Service for young adults with disabilities throughout the year.

For 34 years ELHAP has remained true to its original charitable object, namely "to relieve children and young people with physical, emotional or learning disabilities, including those of vision, hearing and perception, and adults with learning disabilities by the provision of facilities for adventure play and other recreational and social activity."

Our Values:

In asserting children, young people and adults right to accessible, free and real adventure play opportunities, ELHAP believes in:

- respecting the dignity and self-worth of each young person
- respecting and valuing individual differences
- recognising the growing autonomy of each person
- respecting every person's right to make choices regarding their lives
- recognise the potential of each person.

Our Vision:

Through adventure play and its binding principles of respect, choice and trust all people, regardless of ability or dis-ability, are equal and free to develop to their full potential.

Our Mission:

To provide inclusive, natural and stimulating adventure play and related recreation to all children, young people and adults who are disadvantaged through disability, adversity or difficult life experience through the provision of accessible, user led and friendly services to families in need.



Dear Potential Candidate,

ELHAP Trustee

Thank you for your interest in giving your time to further the aims of ELHAP (A Special Needs Adventure Playground). I do hope that you will look at our website at www.elhap.org.uk for more information about us.

This is an exciting time for us; we have nearly fulfilled our objectives within our Strategic Plan (2007-2012) and hope to shortly begin the next phase of our development. We have a small but committed staff team in place who are keen to work with us to realise our aims for the future.

We are seeking new trustees to join the Board of Trustees and provide support and expertise in continuing the success of ELHAP. This a voluntary position and would involve approximately 4-12 hours per month.

We need people with a range of skills and experience, as well as local connections, to help us build a strong organisation and raise substantial funds to support ELHAP's mission for decades to come.

Please complete the short form below and send it to us with your CV if you would like to join us in building a stronger ELHAP for the local community.

We look forward to hearing from you.

Yours sincerely,

Mary Thorogood
ELHAP Chairperson



TRUSTEE APPLICATION FORM - CONFIDENTIAL

Please complete this application form and attach your CV outlining your professional career to date, plus any academic or professional qualifications. Please also include any current or previous voluntary work.

Please send your completed application to the ELHAP Manager at info@elhap.org.uk or post to: ELHAP, 119 Roding Lane North, Woodford Bridge, Essex, IG8 8NA.

1. APPLICANT'S DETAILS

| | | |
|---|-----------------|--------------------|
| <i>Title:</i> | <i>Surname:</i> | <i>First Name:</i> |
| | | |
| <i>Home address:</i> | | |
| | | |
| <i>Post Code:</i> | | |
| | | |
| <i>Telephone No's: (please include full STD code)</i> | | |
| <i>Home:</i> | | |
| <i>Work:</i> | | |
| <i>Mobile:</i> | | |
| <i>Email address:</i> | | |
| | | |

2. PERSONAL STATEMENT

Please set out your personal statement on a maximum of 2 sides of A4 paper. Please enclose this along with your CV:

- What skills and experience do you feel you can contribute to ELHAP as a Trustee?
- What is your particular interest in our work?

3. REFERENCES

Please ensure that you give a minimum of two references which cover at least the last 5 years. The first of your references must be your present employer and your relevant line manager. If you are unemployed, this should be your last employer, or if this is your first job, your head-teacher or college tutor. You may also provide the name of a personal referee as well as your employment references if you wish. References will only be taken up for successful candidates.

| |
|------------------------------------|
| Current Employer |
| Name: |
| Job Title |
| Organisation/Address (in full): |
| |
| Telephone: |
| Email: |
| In what capacity do you know them? |
| |

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|------------------------------------|
| Previous Employer |
| Name: |
| Job Title |
| Organisation/Address (in full): |
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| Telephone: |
| Email: |
| In what capacity do you know them? |
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|------------------------------------|
| Previous Employer |
| Name: |
| Job Title |
| Organisation/Address (in full): |
| |
| Telephone: |
| Email: |
| In what capacity do you know them? |
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| |
|---|
| Previous Employer/Personal Referee |
| Name: |
| Job Title |
| Organisation/Address (in full): |
| |
| Telephone: |
| Email: |
| In what capacity do you know them? |
| |

4. DATA PROTECTION CONSENT

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the information will be destroyed after twelve months. In addition, it will be held on a database and used for equal opportunities monitoring purposes.

I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements and for the basis of compiling correspondence and to assist ELHAP (A Special Needs Adventure Playground) in equal opportunities monitoring in respect of Trustee applications.

I agree that ELHAP (A Special Needs Adventure Playground) has the right to validate any of the information provided.

5. DECLARATION

I declare that the information that I provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application.

.....
Signed

.....
Date

Criminal Records, Disqualification and Declaration - CONFIDENTIAL

Please complete all sections.

The nature of ELHAP's work allows us to ask questions about your entire criminal record because it is exempted from the Rehabilitation of Offenders Act. With some exceptions, having a criminal record will not necessarily bar an individual from working with ELHAP (see our policy on the recruitment of ex-offenders at www.elhap.org.uk).

| | |
|--|--|
| Are you subject to any current outstanding disciplinary action or legal proceedings? <i>If yes, please give details below</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police ('spent' or 'unspent')? <i>If yes, please give details of all offences, penalties and dates below</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you disqualified from working with children or vulnerable adults? <i>If yes, please give details below</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you aware of any police enquiries undertaken following allegations made against you that may have a bearing on your suitability for the post? <i>If yes, please give details below</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <i>Please continue overleaf</i> | |

Declaration – to be completed by all applicants

I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice or in some instances, referral to the police.

I understand and agree that data in the application form will be used and processed for recruitment processes. I understand and agree that should I become a Trustee, the information will also be used for recruitment related purposes. I agree to ELHAP (A Special Needs Adventure Playground) holding and processing this information.

Signed:

Dated:



Declaration

of eligibility for newly appointed trustees

Section 1 Personal Details

Name

Address

Postcode

Daytime telephone no

Evening telephone no

Section 2 Charity Details

Name of charity

Charity Registration number

Section 3 Declaration

I declare that I am not disqualified from acting as a charity trustee and that:

- I am aged 18 years or over at the date of this election or appointment (only relevant for unincorporated charities);
- I am not incapable of acting by reason of mental disorder within the meaning of the Mental Health Act 1983;
- I do not have an unspent conviction relating to any offence involving deception or dishonesty;
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (*ignore if discharged from such an arrangement*);
- I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(b) of the Insolvency Act 1986;
- I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.

For charities that work with children:

- I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

For charities that work with vulnerable adults:

- I am not disqualified under the Protection of Vulnerable Adults List.

Signed

Date

Equal Opportunities Monitoring Form - CONFIDENTIAL

ELHAP (A Special Needs Adventure Playground) is committed to achieving equality of opportunity and continually monitors the effectiveness of its policy. To do this we ask applicants to supply information about their ethnic origin, gender, age and whether they have a disability. In addition, we are now asking for information about sexual orientation and religion or belief, this is to assess year on year our progress in welcoming people regardless of sexual orientation and religion or belief. The information is confidential and is not seen by the selection panel. It will also only be used to monitor our recruitment and selection process. Using this information we can work to ensure that no-one experiences unfair discrimination. Our ethnic categories reflect national census and categories. You are therefore asked to complete this section and tick the relevant boxes below.

Gender: Male Female

Your Date of Birth:

Ethnicity

How would you describe your ethnic origin? (As defined in 2001 census)

Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

- Bangladeshi Indian Pakistani
 Any other Asian background (please specify)

Black, Black British, Black English, Black Scottish, Black Welsh

- African Caribbean
 Any other Black background (please specify)

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Ethnic Group

- Chinese
 Any other Ethnic background (please specify)

Mixed

- White & Asian White & Black African White & Black Caribbean
 Any other mixed background (please specify)

White

- British English Scottish Welsh
 Irish Irish Traveller
 Any other White background (please specify)

Marital Status: Divorced In a Civil Partnership Married Separated
 Single Widowed Other

Religion or Belief:

- Buddhist Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
 Hindu Jewish Muslim Sikh
 None Prefer not to say Any other religion or belief (please specify)

Sexual Orientation:

- Bisexual Gay man/Homosexual Gay woman/Lesbian
 Heterosexual/Straight Prefer not to say

Become an ELHAP Trustee



**and make a real difference
to thousands of children
across North East London**

What is ELHAP?

ELHAP is an adventure playground for children and young people with disabilities and an adult day service for adults with disabilities. We are a little oasis in North East London, a secret garden, an extraordinary environment unlike any other, an off beat, one off that is untarnished by the bureaucracy that governs so many larger organisations. We are looking for people who see ELHAP for what it is and yet also see the possibilities for what it can become.

ELHAP is led by an enthusiastic and motivated Board of Trustees providing strategic direction for the whole organisation. They are now keen to recruit new Trustees who, between them, would be able to help steer ELHAP now and in the future.

What is an ELHAP Trustee?

Trustees are the people responsible for ensuring that ELHAP has a clear strategy, that it remains true to its original vision, and that it complies with all necessary rules and legal obligations. Collectively, trustees are known as the board, and they have a number of formal roles and responsibilities, which include appointing key people and keeping a check on ELHAP's finances and activities. You can think of a trustee as a guardian looking out for ELHAP's best interests and promoting its aims in the wider world.

Trustees guide ELHAP. They make sure it's heading in the right direction and doing what it was set up to do. The role of trustee is voluntary.

Who can become an ELHAP Trustee?

ELHAP Trustees should have the following qualities:

- An interest in ELHAP and its services.
- Integrity.
- Commitment to ELHAP and its objectives.
- Willingness to devote the necessary time and effort to their duties as a Trustee (at least attending one evening meeting a month).
- Good, independent judgement.
- An ability to think creatively.
- An ability to work effectively as a member of a team.
- A desire to make a difference.

How I became an ELHAP Trustee...

Dave

I became a trustee of ELHAP about 3 years ago, soon after I retired. I wanted to use the experience I had gained in business to help with the running and development of the charity. Although I had no experience of special needs I do have an empathy with the service users. The charity needs a balance of experiences within the group, whether care service, education, local government or commercial business. It is a very rewarding role providing great satisfaction as well as being fun. Our meetings are always relaxed and welcoming. The time it takes is not necessarily significant, just whatever you can give. But be warned, this is a special place and, once bitten by its magic, difficult to ignore.



Wendy

Two years ago, I was introduced to ELHAP by my best friend. I was unsure if I could contribute anything to ELHAP because all my skills and experience were in Human Resource Management. I have not only been able to contribute to supporting the Board of Trustees and the Management team on staffing issues, but have been lucky enough to become involved in our environmental project, and the 30th Anniversary celebrations to name but a few. I have managed to attend most monthly meetings over the past couple of years, as well as using a couple of my annual leave days to get involved in other things, but this extra time is totally up to me. I enjoy the time I spend at ELHAP so giving a little extra time when needed is a pleasure. Finally, if you are thinking about becoming a Trustee at ELHAP I would urge you to come along to have a look around. It is a wonderfully unique place that has an enchantment all of its own and I dare anyone not to be captivated by the place.

make a difference...

...be an ELHAP Trustee



Find out more about becoming an ELHAP Trustee...

For further information, to have a chat about becoming a Trustee or to visit us, please contact ELHAP at:

**ELHAP (A Special Needs Adventure Playground)
119 Roding Lane North
Woodford Bridge
Essex
IG8 8NA**

**Tel: 020 8550 2636
Email: info@elhap.org.uk
Website: www.elhap.org.uk**

ELHAP (A Special Needs Adventure Playground) is a registered charity (Registration No 1077508) and a company limited by guarantee, registered in England and Wales (Registration No 3697053) .Registered office as above.