

VOLUNTEERING POLICY

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Community Health Services NHS Trust

Version Control Sheet

VOLUNTEERING POLICY

Version	Section/Para /Appendix	Version/Description of Amendments	Date	Author/ Amended by
1	NEW POLICY		December 2009	Lyndsey Clapham Sheila Manning
2	Appendix 5, Volunteer Application form	Changed address for HR Operations team department	January 2010	Lyndsey Clapham
3	Appendix 2 – RF1 Volunteer	Added in request for prospective volunteers home address and telephone number	April 2010	Lyndsey Clapham
4	Appendix 12	Added in payment voucher form	April 2010	Lyndsey Clapham
4.1	Whole Document	Policy realigned following implementation of Transforming Community Services agenda and new legal entity	22 March 2011	Rachael Ellis-Ingamells
4.2	Whole Document	References to Policy & Recruitment changed to HR Operations team	Dec 2011 – May 2012	Lyndsey Clapham
4.3	Appendix 2	Added name of applicant to form	September 2012	Rachael Ellis-Ingamells
4.4	Section 11	Change of mileage rate paid	July 2013	
4.5		Extension agreed to allow for benchmarking of carers payments across the East Midlands	November 2014	Karen Stinson
5	Whole document	Policy realigned following review of national safeguarding investigations.	April 2015	Laura Herrick
6	Whole document	Recruiting process review and new appendices	March 2017	Emily Jarvis

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Lincolnshire Community Health Services NHS Trust

POLICY STATEMENT VOLUNTEERING POLICY

Background	Lincolnshire Community Health Services NHS Trust firmly believes that volunteers can offer a valuable contribution to the organisation and wish to recognise this commitment by confirming how the organisation will encourage and support volunteers whilst protecting the safety of volunteers, employees and service users.
Statement	The purpose of this policy is to set out the general principles and guidelines for volunteering to ensure consistent standards and good practice.
Responsibilities	<p>The Workforce Services Team will ensure that correct processes are followed and appropriate checks are carried out once a volunteer applicant has been identified.</p> <p>Every volunteer must be made aware of this policy and the Health & Safety policy. Managers are responsible for giving new volunteers an organised site specific induction programme including Health and Safety and Fire Precautions to enable them to contribute fully to the organisation. They will be expected to attend a Trust Volunteer Induction Training day.</p>
Training	<p>Volunteers will be provided with mandatory update training every 3 years.</p> <p>The Recruitment & Selection Training for managers incorporates the recruitment of volunteers.</p>
Dissemination	Website
Resource implication	<p>Expenses for volunteers.</p> <p>Management time to recruit, induct and supervise volunteers.</p>
Equality & Diversity Statement	This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership

LINCOLNSHIRE COMMUNITY HEALTH SERVICES NHS TRUST

VOLUNTEERING POLICY

CONTENTS

i **Version Control Sheet**
ii **Policy Statement**

1. Introduction	5
2. Purpose	5
3. Definition of a volunteer	6
4. Responsibilities	6
5. Process for recruiting a volunteer	7
6. Management and supervision	8
7. Equal Opportunities	9
8. Confidentiality	9
9. Training	9
10. Health and Safety	10
11. Expenses	11
12. Insurance	11
13. Commitment	11
14. Sickness or other absences	11
15. Staff Volunteers	11
16. Patient Volunteers	12
17. Volunteers leaving the organisation	12

Appendix 1.	Volunteer Request Form
Appendix 2	Volunteer Task Description Template
Appendix 3	Task Description Role 1 – Admin/Clerical
Appendix 4	Task Description Role 2 – Breastfeeding Support
Appendix 5	Task Description Role 3 – Cardiac Rehabilitation
Appendix 6	Task Description Role 4 – Community Hospital Wards
Appendix 7	Task Description Role 5 – PLACE
Appendix 8	Task Description Role 6 – 15 Steps
Appendix 9	Volunteer Application Form
Appendix 10	Risk Assessment form and guidance
Appendix 11	Offer letter to volunteer
Appendix 12	Volunteering Agreement
Appendix 13	Payment by BACS form
Appendix 14	Payment Voucher
Appendix 15	'Who can volunteer?' Information sheet

LINCOLNSHIRE COMMUNITY HEALTH SERVICES NHS TRUST

VOLUNTEERING POLICY

1. INTRODUCTION

- 1.1 Lincolnshire Community Health Services (LCHS) NHS Trust firmly believes that volunteers can offer a valuable contribution to the organisation and wish to recognise this commitment by outlining how the organisation will encourage and support volunteers whilst protecting the safety of volunteers, employees and service users.
- 1.2 The organisation ultimately seeks to involve volunteers to ensure that the service meets the needs of its users. However volunteering also brings the wider benefits of enabling people to access services and programmes supporting healthier lifestyles; introducing new skills and perspectives into the organisation and increasing contact with the community.
- 1.3 Inherent within all of its practices the organisation is committed to the principles of diversity, equality of treatment and equality of opportunity and believes that direct or indirect discrimination against any person is unacceptable.
- 1.4 This policy aims to ensure that no volunteer receives less favourable treatment on the grounds of gender, sexual orientation, transgender, appearance, pregnancy or maternity, civil partnership/marital status, colour, race, nationality, ethnic or national origins, creed, religion/belief, disability age
- 1.5 Recent high profile cases have highlighted the need for all those with access to patients, children and vulnerable adults to undertake the appropriate level of Disclosure & Baring Service check. Furthermore due to the wide range of voluntary activities, people from all areas of the community should be encouraged to offer their time including those in vulnerable sectors. The organisation must therefore make sure volunteers are not endangered and are correctly supported at all times. This policy aims to guarantee, as far as is possible, that all volunteers, service users and providers are protected from unnecessary risk.
- 1.6 Although the organisation recognises the importance of providing a formal framework to help guide the process, it also recognises that the very nature of volunteering makes it different from traditional employment. The volunteering approach is based on flexibility; it is recognised that a more informal and personal approach is essential to encourage volunteers from all areas of the community to give their time freely without undue bureaucracy and paperwork. The organisation aims to recognise and value this diversity by producing a formal, accountable policy for managers to use and complimenting it with a volunteer process which welcomes creativity and the need for flexibility.

2. PURPOSE

- 2.1 The purpose of this policy is to set out the general principles and guidelines for volunteering to ensure consistent standards and good practice.
- 2.2 To achieve this aim the organisation will ensure that:-

- Volunteers are properly integrated into the organisation structure and that mechanisms are in place for them to contribute to the organisation's work;
- Staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in the service;
- Volunteers may work in a safe and positive environment being protected by the same policies and guidance as their paid colleagues, where appropriate;
- Volunteers are provided with satisfying volunteering activities and the opportunity for personal development & training appropriate for their role.
- Volunteers will not do the work of paid staff, nor will their presence threaten the livelihood of any paid worker. They will not fill temporary, vacant or discontinued positions.

3. DEFINITION OF A VOLUNTEER

- 3.1 Anyone whose offer of help without payment is accepted by the organisation and who attends by invitation or arrangement is, by definition, a volunteer. Volunteers are not employees and most employment rights are not applicable although they are subject to the organisation's Equality & Diversity and Health & Safety policies.
- 3.2 The organisation understands that there are two types of volunteer; those who approach the organisation directly and those who volunteer through voluntary organisations that may have their own policies and procedures for volunteers. Managers should contact the Workforce Services Team if they are not sure how to apply this policy to volunteers from voluntary organisations.
- 3.3 Please see Appendix 15 for details of 'Who can Volunteer?'

There is no contract of employment created between a volunteer and Lincolnshire Community Health Services NHS trust.

4. RESPONSIBILITIES

4.1 Managers

- 4.1.1 Managers are responsible for ensuring the safe and effective recruitment, induction, deployment, supervision and support of volunteers in line with requirements set out in this policy and good practice.
- 4.1.2 Managers must ensure that appropriate preparation is made for the arrival of the volunteer.
- 4.1.3 Managers will provide volunteers with any information, training or equipment needed for them to remain safe.

4.2 Workforce Service Team

- 4.2.1 The Workforce Service Team will support the recruitment of volunteers through administration of the process and conducting the relevant checks. Should managers require any guidance regarding this process, the Workforce Service Team will provide further assistance and clarification where required.

4.2.2 The Workforce Service Team will keep copies of all completed paper work associated with the recruitment of volunteers . They will also keep an up-to-date database of all volunteers within the Trust.

4.3 All staff

4.3.1 All staff are responsible for ensuring that volunteers are integrated into the organisation, treated with dignity and respect, supported in their daily activity and remain safe in line with Health and Safety Policies.

5. PROCESS FOR RECRUITING VOLUNTEERS

5.1 Managers wishing to recruit a volunteer should complete the Volunteer Request form (Appendix 1) and select the relevant Task Role Description (from Appendix 3-8), or if none are applicable then complete the blank Task Description Template (Appendix 2).

5.2 The manager must then conduct a short informal interview with the prospective volunteer. The purpose of this is to ensure a fair and transparent process and that a full assessment is carried out based on the skills, knowledge, experience and interests of the individual. This will include any additional support or access needs of the prospective volunteer. The interview could be conducted over the telephone if more appropriate.

5.3 If the manager is happy to recruit the prospective volunteer, they should ask them to complete the application form (Appendix 9), a health assessment questionnaire, immunisation and vaccination form, the Model A Declaration form and a DBS application form.

5.4 The manager should provide the volunteer applicant with a copy of their Task Role Description and a copy of this Volunteer policy.

5.5 The manager should then return all completed paperwork to the Workforce Service Team. The manager should check, copy and verify copies of sufficient ID documents from the volunteer before the DBS application form can be submitted.

5.6 Pre-Employment Checks

5.6.1 Before a formal placement is proposed, two satisfactory reference must be received. Upon receipt of the paperwork from the manager, Workforce Services will request references from the referees given on the individual's application form.

5.6.2 It should be remembered that potential volunteers may not have been employed, or may have been out of employment for some time. In order to avoid creating barriers managers should be flexible about who they will accept a reference from. As well as previous employers, managers could suggest social workers, probation officers, religious ministers, tutors, people working in day centres that the volunteer attends or anyone else that they have an official relationship with. Volunteers should provide referees who have known them for 6 months, this acknowledges that asking for too long a period of time could create barriers for many people and prevent them from volunteering

- 5.6.3 Other relevant checks will be undertaken in accordance with the NHS mandatory pre-employment check standards introduced by NHS Employers in 2008. In particular this will include verification of identity and a DBS Check as appropriate for the role.
- 5.6.4 DBS Check must be completed prior to the commencement of volunteering.
- 5.6.5 Where the DBS check reveals a criminal conviction or other issue of concern disclosed as part of the DBS process, each situation will be reviewed and assessed individually in accordance with the Trust DBS Policy and DBS Code of Practice.
- 5.6.6 If the volunteer satisfies the following definition the DBS check will be undertaken free of charge:
“ A volunteer is a person who performs any activity which involves spending time, unpaid (except for travelling and out of pocket expenses) doing something which aims to benefit someone (group or individual) other than or in addition to a close relative.”
- 5.6.7 Volunteers must not start volunteering activities unsupervised until DBS clearance is received, in line with the Trust policies.
- 5.6.8 Workforce Services will forward the health questionnaire and immunisation forms to Occupational Health who will then contact the volunteer applicant if there are any concerns.

5.7 Informing successful applicants

- 5.7.1 Following the receipt of 2 satisfactory references and DBS clearance, Workforce Services will inform the manager to proceed, and they should then contact the individual to offer them the volunteering position and agree a start date.
- 5.7.2 On receipt of confirmation of the start date and agreed hours from the manager, Workforce Services will confirm to the volunteer in writing by sending them an offer letter (Appendix 11), the Volunteering Agreement (Appendix 12) and the Payment by BACS form (Appendix 13).
- 5.7.3 The manager is responsible for ordering the volunteer’s ID badge which they must then wear at all times whilst volunteering. They will need to obtain a passport sized photo from the volunteer to order the ID badge.
- 5.8 On the volunteers first day, managers must provide volunteers with an organised site specific local induction programme including Health and Safety and Fire Precautions to enable them to contribute fully to the organisation. Managers should refer to the Induction Checklist within the Induction Policy as a guide for this.
- 5.9 Volunteers will need to attend a Trust induction training session within one year of commencing volunteering. The Trust will endeavour to arrange a session as close to commencement date and as close to the volunteer’s base as is reasonably practicable.

6. MANAGEMENT & SUPERVISION

- 6.1 Prior to a volunteer commencing they must be given a named person, normally the Departmental Manager, as their point of contact within their ward, department or clinic etc. The day-to-day support and safety of the volunteer is the named person’s

responsibility and they are the volunteer's first point of contact for any queries or concerns. Volunteers are encouraged to express their views about any matters concerning the organisation. The Workforce Service Team are available for volunteers to contact if they wish further advice.

- 6.2 The Departmental Manager is also responsible for identifying the volunteer's training needs and its implementation and for providing guidance and support. A volunteer's role will be reviewed after an agreed time with the named person and again at agreed regular intervals, making changes as necessary.

7. EQUAL OPPORTUNITIES

- 7.1 The organisation aims to be a friendly and welcoming place for everyone and to ensure all are treated with dignity and respect. We are committed to promoting diversity and forming links with all parts of the local and wider communities and welcome anyone who wishes to volunteer. At all times the organisation's Equality & Diversity policy applies to both paid and voluntary staff.
- 7.2 Volunteers are encouraged from all age groups. No upper age limit applies, providing the individual is safe to undertake the assigned role. The minimum age for volunteers is 16. Young people should not be left unattended and it is recommended that young volunteers are supervised by two or more adults at all times to minimise the risk for both volunteers and staff.
- 7.3 A risk assessment should be completed so a proper judgement is reached on whether placing a person in a voluntary role would put them, or the people they work with, at risk.

8. CONFIDENTIALITY

- 8.1 During the course of duties volunteers may have access to confidential information about patients and staff. They should be reminded that this information is not to be passed on to a third party, including the press/media. Any concerns should first be discussed with the person to whom they are responsible and then to the Workforce Services Team if further advice is sought. If confidentiality is found to have been breached it will result in the volunteer being asked to leave immediately and the matter will be referred to the Local Counter Fraud Specialist for investigation and may lead to criminal proceedings being commenced.

9. TRAINING

- 9.1 All volunteers will be offered the opportunity to attend training that is relevant and necessary to carry out their role safely and competently every 3 years as a minimum update. Volunteers are able to decline invitations to attend training; however, if this is the case then it may be necessary to find an alternative volunteering role that does not require training.
- 9.2 If volunteers refuse to attend training in Health and Safety and Fire Precautions, the organisation may have to decline the volunteer's application as the organisation has a legal requirement to keep all staff and volunteers safe.

- 9.3 Any training that is not necessary to the volunteer's role must not be offered as this may be seen as a benefit which could lead to claims of the existence of an employment contract.

10. HEALTH AND SAFETY

- 10.1 Volunteers must be made aware of health & safety hazards within their working environment and of the procedures and precautions in how to deal with these as safely as possible. Volunteers should be asked if they feel confident that they know how to undertake the volunteering role safely and also that they know how to report any problems which may arise. Accidents and/or incidents involving volunteers must be dealt with in exactly the same way as for staff or visitors. Each incident must be recorded on DATIX.
- 10.2 Any potentially dangerous activity should have constant adult supervision.
- 10.3 Volunteers should be made aware that the organisations Health & Safety policies apply to them. Volunteers are expected to remember their duty of care towards the people around them and not act in any way that might endanger those around them.

10.4 Risk Assessment

- 10.4.1 At the beginning of the recruitment process managers should assess whether or not the duties of the volunteer role necessitates a risk assessment to be undertaken. If the manager deems it is necessary, completed risk assessments should be sent to the Quality and Risk Department for Lincolnshire Community Health Services NHS Trust.
- 10.4.2 A risk assessment should always be completed for a volunteer under the age of 18.

Further guidance on completing a risk assessment and the risk assessment form can be found as Appendix 10 of this policy.

11. EXPENSES

- 11.1 Volunteers should never be financially disadvantaged whilst volunteering for the organisation. All volunteers will have their travel expenses reimbursed. Mileage incurred as part of their volunteering activity will be reimbursed at 40p per mile.
- 11.2 If a volunteer does not have a bank account, alternative arrangements should be made where-ever possible to avoid the volunteer incurring any expenses e.g. travel arrangements.
- 11.3 Volunteers should claim for travel and other expenses using a payment voucher (Appendix 14). These should be given to the Departmental Manager for authorisation together with a travel claim form. All claims must be supported by receipts where possible. Reimbursement of expenses will be paid directly into the bank account of the volunteer within 4 days of receipt of the claim.
- 11.5 It is the manager's responsibility to check claims and expenses submitted. Any suspected fraudulent claim must be referred to the Local Counter Fraud Specialist for investigation.

- 11.6 Reimbursed expenses should be for the exact amount, not an averaged amount or a rounded up amount. For tax, benefits and legal reasons all expenses must be wholly, exclusively and necessarily incurred in the course of the volunteering role alone.
- 11.7 Pre-paid envelopes are available to be sent or given to volunteers to enable them to return paperwork or documents as required. This ensures they will not be left out of pocket for postage fees.

12. INSURANCE

- 12.1 Volunteers will be covered by the organisation's liability insurance policy whilst they are on the premises or engaged in any volunteering within the services. Such cover will only apply when volunteers are acting within the guidelines on their "task description" form. Volunteers using motor vehicles in connection with their voluntary service should ensure they have adequate insurance cover as the organisation cannot provide this.

13. COMMITMENT

- 13.1 The organisation recognises that volunteers may need flexible arrangements regarding the length of time and level of commitment they are able to give. These will be accommodated as much as possible; it is however the volunteer's responsibility to contact the Departmental Manager to discuss any problems they have in as far advance as possible. Whatever the level of commitment the volunteer's contribution will be recognised and valued and the organisation will try and match their contribution with the needs of the service.

14. SICKNESS OR OTHER ABSENCES

- 14.1 Volunteers are asked to inform the Departmental Manager as soon as possible if they are unable to volunteer due to sickness or for other reasons, and to keep them informed of when/if they will be able to return.

15. STAFF VOLUNTEERS

- 15.1 Employees of the organisation wishing to volunteer additional time are highly encouraged to do so. Employees should not volunteer in their normal place of work or within any parts of the service that they have designated supervisory capacity or influence over during their paid time at work.
- 15.2 Employees will be recruited to a voluntary position in the same way as all volunteers. It is the individual's responsibility to declare that they are an existing member of staff.
- 15.3 Employees must inform their manager in writing of their wish to undertake a volunteering role within the organisation, prior to accepting any offer of a volunteering role.
- 15.4 If any conflicts of interest are suspected at this stage the line manager must inform the volunteer's responsible manager who should look for a more suitable role, in consultation with the individual. The organisation has the right to end a voluntary agreement immediately if it is seen to be jeopardising the individual's paid employment or the service.

16. PATIENT VOLUNTEERS

- 16.1 Patients are also encouraged to volunteer their time however they must not volunteer in any areas where they are receiving treatment or are registered (i.e. Health Centre or Community Hospital department) to avoid conflicts of interest.
- 16.2 Patients will be recruited to a voluntary position in the same way as all volunteers. It is the patient's responsibility to declare that they are a patient or are registered at a particular Health Centre etc. Failure to do so may result in the voluntary agreement being terminated.
- 16.3 If any conflicts of interest are suspected, concerns should be raised with the responsible Departmental Manager who must look for a more suitable role, in consultation with the volunteer.

17. VOLUNTEERS LEAVING THE ORGANISATION

- 17.1 Upon leaving their voluntary role, the relevant manager should request that the volunteer completes an Exit Questionnaire, which can be found in the Your Feedback Matters Policy. Volunteers should answer 'not applicable' to any questions relating to employment.
- 17.2 The relevant manager must also inform Workforce Services of the date the volunteer agreement is being terminated to ensure arrangements are made to remove the volunteer from the database.
- 17.3 The manager must return the volunteer's ID Badge with any other relevant Trust property.

Appendix 1

VOLUNTEER REQUEST FORM

- Complete this form in BLOCK CAPITALS
- Complete ALL sections
- Ensure that the form is signed by the Responsible Manager
- Ensure this form is returned to Workforce Services with all other documentation (listed) for the volunteer applicant.

Workforce Services are based at Beech House, Waterside South, Lincoln, LN5 7JH.

DETAILS OF VOLUNTEER AND VOLUNTEERING ROLE/DUTIES	
Name of Volunteer Applicant	
Applicant contact details (home address, email & contact number)	
Type of Volunteer Role (select one)	<input type="radio"/> Admin/Clerical <input type="radio"/> Breastfeeding Advisor <input type="radio"/> Cardiac Rehab <input type="radio"/> Wards <input type="radio"/> 15 Steps <input type="radio"/> PLACE <input type="radio"/> Other (please complete a new Task Description template)
Department / Directorate	
Location/Base (postal address & post code)	
Hours/Working Patterns	

RECRUITMENT CHECKLIST	
Have you conducted an (informal) interview?	
Has the applicant completed the application form?	
Has the applicant completed the health forms?	
Has the applicant completed the Model A form?	
Has the applicant completed the DBS form?	
Have you copied and verified appropriate and sufficient ID documents?	
Has the applicant provided 2 referee details that will cover a period of the last 6 months?	
Have you provided the applicant with a copy of the Volunteer policy?	
Have you completed a risk assessment?	

Have you received a passport sized photograph from the applicant in readiness for ordering their ID badge?	

RESPONSIBLE MANAGER		
Name		
Department		
Base		
Email		
Telephone		
Signed***		Date

PLEASE ENSURE YOUR APPLICANT DOES NOT START ANY VOLUNTEERING DUTIES UNTIL YOU HAVE RECEIVED CONFIRMATION FROM WORKFORCE SERVICES.

Workforce Services will first need to receive 2 satisfactory references covering a period of 6 months and receive clearance from the DBS check. You will be notified when they have received this in seek of your approval to continue.

Workforce Services will then send the volunteer applicant a Volunteering Agreement to sign and return. On receipt of the signed agreement Workforce Services will contact you again to advise that the volunteer can begin their duties, providing they have also received clearance from the DBS.

You are responsible for the ordering of the volunteer's ID badge.

You will also be responsible for providing the volunteer with a local induction upon their commencement of volunteering duties.

Appendix 2 Volunteer Task Description Template

DEPARTMENT:	
ROLE:	
LOCATION:	
PURPOSE:	To provide assistance to LCHS staff in a safe, non-discriminatory environment.
RESPONSIBILITIES MAY BE REQUIRED: (What does this role involve?)	<p>Follow LCHS policies and procedures.</p> <p>Maintain confidential information.</p> <p><i>The responsibilities should include any specific actions that the volunteer may be required to undertake such as answering the telephone, making appointments, completing booking diaries, dealing with customer/client enquiries, undertaking training, helping to run training sessions, visiting patients to help with gardening tasks, accompanying clients on public transport, taking minutes, designing a database, helping with mail-shots etc.</i></p>
TRAINING AND SUPPORT:	<p>In line with LCHS Policy, volunteers are required to attend a mandatory training update every 3 years. This will be arranged locally for you.</p> <p>You will be covered by our public liability insurance.</p>
OTHER INFORMATION:	<p>Your expenses to attend any training will be reimbursed to you by the Trust.</p> <p>You will be required to complete a DBS check; this will be at no cost.</p> <p>Your local manager will provide you with an ID badge to wear at all times when volunteering.</p>

Responsible Manager Signature:

Please Print Name:

Date:

Appendix 3 Volunteer Task Description Role

DEPARTMENT:	
ROLE:	Administration/Clerical
LOCATION:	
PURPOSE:	To provide assistance to LCHS staff in a safe, non-discriminatory environment.
RESPONSIBILITIES MAY BE REQUIRED: (What does this role involve?)	Shredding. Scanning. Filing. Taking telephone messages. Welcoming visitors. Sending letters. Opening post. Follow LCHS policies and procedures. Maintain confidential information.
TRAINING AND SUPPORT:	In line with LCHS Policy, volunteers are required to attend a mandatory training update every 3 years. This will be arranged locally for you. You will be covered by our public liability insurance.
OTHER INFORMATION:	Your expenses to attend any training will be reimbursed to you by the Trust. You will be required to complete a DBS check; this will be at no cost. Your local manager will provide you with an ID badge to wear at all times when volunteering.

Responsible Manager Signature:

Please Print Name:

Date:

Appendix 4 Volunteer Task Description Role

DEPARTMENT:	
ROLE:	Breastfeeding Support
LOCATION:	
PURPOSE:	To provide assistance to LCHS staff in a safe, non-discriminatory environment.
RESPONSIBILITIES MAY BE REQUIRED: (What does this role involve?)	Attending breastfeeding groups to support the staff. Complete documented discussions with Health Visitors, frequency to be confirmed. Follow LCHS policies and procedures. Maintain confidential information.
TRAINING AND SUPPORT:	Breastfeeding peer support initial training and competency sign off, and then support updates 1-3 yearly. In line with LCHS Policy, volunteers are required to attend a mandatory training update every 3 years. This will be arranged locally for you. You will be covered by our public liability insurance.
OTHER INFORMATION:	Your expenses to attend any training will be reimbursed to you by the Trust. You will be required to complete a DBS check; this will be at no cost. Your local manager will provide you with an ID badge to wear at all times when volunteering.

Responsible Manager Signature:

Please Print Name:

Date:

Appendix 5 Volunteer Task Description Role

DEPARTMENT:	
ROLE:	Cardiac Rehabilitation Volunteer
LOCATION:	
PURPOSE:	To provide assistance to LCHS staff in a safe, non-discriminatory environment.
RESPONSIBILITIES MAY BE REQUIRED: (What does this role involve?)	Follow LCHS policies and procedures. Maintain confidential information. Meet and greet patients and family's attending the Exercise/Education Programme. Show them to the seating area and explain the process for checking in to see the Cardiac Rehabilitation Team. Liaise with the team as appropriate informing them of the patient's arrival. Report any concerns to the team. Assist with preparing the exercise equipment. Assist with cleaning equipment. Provide refreshments. Perform washing up duties.
TRAINING AND SUPPORT:	In line with LCHS Policy, volunteers are required to attend a mandatory training update every 3 years. This will be arranged locally for you. You will be covered by our public liability insurance.
OTHER INFORMATION:	Your expenses to attend any training will be reimbursed to you by the Trust. You will be required to complete a DBS check; this will be at no cost. Your local manager will provide you with an ID badge to wear at all times when volunteering.

Responsible Manager Signature:

Please Print Name:

Date:

Appendix 6 Volunteer Task Description Role

DEPARTMENT:	
ROLE:	Community Hospital Wards
LOCATION:	
PURPOSE:	To provide assistance to LCHS staff in a safe, non-discriminatory environment.
RESPONSIBILITIES MAY BE REQUIRED: (What does this role involve?)	Follow LCHS policies and procedures. Maintain confidential information. Talking and listening to patients. Playing board games/cards/dominos with patients. Assisting with refreshments.
TRAINING AND SUPPORT:	In line with LCHS Policy, volunteers are required to attend a mandatory training update every 3 years. This will be arranged locally for you. You will be covered by our public liability insurance.
OTHER INFORMATION:	Your expenses to attend any training will be reimbursed to you by the Trust. You will be required to complete a DBS check; this will be at no cost. Your local manager will provide you with an ID badge to wear at all times when volunteering.

Responsible Manager Signature:

Please Print Name:

Date:

Appendix 7

Volunteer Task Description Role

DEPARTMENT:	
ROLE:	PLACE Volunteer (Patient Led Assessment of the Care Environment)
LOCATION:	
PURPOSE:	To provide assistance to LCHS staff in a safe, non-discriminatory environment. Participate in assessments of the care environment in community hospitals as part of the PLACE programme.
RESPONSIBILITIES MAY BE REQUIRED: (What does this role involve?)	Follow LCHS policies and procedures. Maintain confidential information. Take part in patient-led assessments of the care environment as part of a team (including LCHS staff) looking at cleanliness, conditions, appearance and maintenance, privacy, dignity and well-being, dementia, food/drink, disability.
TRAINING AND SUPPORT:	In line with LCHS Policy, volunteers are required to attend a mandatory training update every 3 years. This will be arranged locally for you. You will be covered by our public liability insurance.
OTHER INFORMATION:	Your expenses to attend any training will be reimbursed to you by the Trust. You will be required to complete a DBS check; this will be at no cost. Your local manager will provide you with an ID badge to wear at all times when volunteering.

Responsible Manager Signature:

Please Print Name:

Date:

Appendix 8

Volunteer Task Description Role

DEPARTMENT:	
ROLE:	15 Steps
LOCATION:	
PURPOSE:	To provide assistance to LCHS staff in a safe, non-discriminatory environment.
RESPONSIBILITIES MAY BE REQUIRED: (What does this role involve?)	<p>Follow LCHS policies and procedures.</p> <p>Maintain confidential information.</p> <p>Attending 15 Steps as a volunteer representative.</p> <p>Part of a team that visits healthcare establishments and teams; talk to patients and carers on the services they have received.</p> <p>Give own first impressions on the services visited.</p>
TRAINING AND SUPPORT:	<p>In line with LCHS Policy, volunteers are required to attend a mandatory training update every 3 years. This will be arranged locally for you.</p> <p>You will be covered by our public liability insurance.</p>
OTHER INFORMATION:	<p>Your expenses to attend any training will be reimbursed to you by the Trust.</p> <p>You will be required to complete a DBS check; this will be at no cost.</p> <p>Your local manager will provide you with an ID badge to wear at all times when volunteering.</p>

Responsible Manager Signature:

Please Print Name:

Date:

Appendix 9

Lincolnshire Community Health Services Volunteer Application Form

Section 1: APPLICATION

Application Details								
Preferred Location/base:								
Please state the times/days that you could commit to volunteering:		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	Morning							
	Afternoon							
	Evening							

Section 2: ABOUT YOU

Personal Details		Contact Details	
Surname:		Current Address:	
Forename/s:			
Title:			
Previous Surnames:			
Date of Birth:		Postcode:	
Next of kin:		Telephone Home No:	
Address for next of kin:		Mobile No:	
Contact details for next of kin:		Email Address:	
		Preferred means of contact:	

Nationality (please select one only)	
I am a UK citizen and have the right to work in the UK	
I am a Commonwealth citizen whose stay in the UK is free from restrictions and I am able to provide a copy of my passport	
I am a foreign national whose stay in the UK is free from restrictions and I am able to provide a copy of my passport if I pass the shortlisting	

Driving	
Do you hold a valid and current Driving Licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If you answered YES, what sort of licence do you hold?	FULL <input type="checkbox"/> PROVISIONAL <input type="checkbox"/>

Section 3: APPLICATION EVIDENCE

What type of voluntary work are you interested in?

What skills/qualities would you be able to bring to the role?

Section 4: REFERENCES

We would like to take up references for you. Please give the details of two people who have known you for at least 6 months (they must not be relatives but could be previous employers/college tutors/your doctor/midwife/community club leader etc.)

Referee 1	
Title, First Name, Last Name:	
Address:	
Telephone:	
Email Address:	
How do you know them?	

Referee 2	
Title, First Name, Last Name:	
Address:	
Telephone:	
Email Address:	
How do you know them?	

Section 5: DECLARATION

Declaration	
<p>I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that I have not withheld any relevant information.</p> <p>I understand that:</p> <ul style="list-style-type: none"> • I must inform the Lincolnshire Community Health Services without delay of any change in my circumstances. • Any decision to offer me a Volunteer role will be subject to satisfactory references, DBS check, health assessment questionnaire, and continued good conduct. • Lincolnshire Community Health Services reserves the right to dispense with the services forthwith of any volunteer who does not meet the required standards. <p>The information I have provided may be held on manual filing and computer systems as part of the recruitment process.</p>	
Signed:	_____
Date:	_____

Please print your name above. For email applications this will be taken as your signature on the application.

Please return completed Application forms via email as Word/PDF attachment to humanresources@lincs-chs.nhs.uk or by post to Workforce Services, Beech House, Waterside South, Lincoln, LN5 7JH.

Section 6: EQUAL OPPORTUNITIES

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your application in any way. Completion of this section is voluntary, but the information will help us ensure equality of opportunity.

This information forms no part of the selection process. It will be detached from your application form on receipt

Age									
Under 18	<input type="checkbox"/>	18 – 24	<input type="checkbox"/>	25 - 35	<input type="checkbox"/>	36 - 55	<input type="checkbox"/>	56+	<input type="checkbox"/>
Gender									
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Is your gender the same as you were assigned at birth?					
				<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Disability									
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, you may wish to give details					
Ethnic Origin									
White									
British	<input type="checkbox"/>	English	<input type="checkbox"/>	Scottish	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Any other white background (please state).....									
Mixed									
White and black Caribbean	<input type="checkbox"/>	White and black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>				
Any other mixed background (please state).....									
Asian or Asian British									
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>				
Any other Asian background (please state).....									
Black or Black British									
Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>						
Any other black background (please state).....									
Chinese or other ethnic group									
Chinese	<input type="checkbox"/>								
Any other (please state).....									
Prefer not to say <input type="checkbox"/>									
Sexual Orientation									
Bisexual	<input type="checkbox"/>	Gay/Lesbian	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		
Religious Belief/Faith									
Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
None	<input type="checkbox"/>	Christian (state domination if you wish)	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>				
Any other (please state).....									

Appendix 10

Risk Management - Volunteers

As part of Lincolnshire Community Health Services NHS trust's commitment to Risk Management there is a requirement for managers to carry out a risk assessment on all projects. These will include any projects that involve volunteers.

It is impossible to dictate all that will need to be included as this will vary according to the nature of the projects. As a general rule, Managers should assess the risks on two levels:-

1 The risk to the Trust

Suggested topics would include

- Confidentiality
- Trust Reputation
- Supervision
- Risk to client group

2 The risk to the individual

Suggested topics would include

- Health and Safety requirements – lifting and moving
- Violence and abuse
- Lone working
- Confidentiality
- Supervision

The Volunteer Risk Assessment Forms should be completed and forwarded to the Risk Administrator at Bridge House, Sleaford for inclusion on to the Departmental Risk Register (NB there may be more than one risk assessment for each project).



**Lincolnshire Community
Health Services**
NHS Trust

Risk Assessment Form for Volunteers - Lincolnshire Community Health Services NHS Trust

Department:	Base:
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General Assessment of activities of Volunteers

What activities will the volunteer be carrying out? (List tasks below, including any machinery and substances used)	Have these activities been risk assessed?	Are all control measures in place?	List any control measures not in place below

Are there any hazards that present additional risks to a volunteer?	List any additional control measures required below	List any tasks that the volunteers will NOT be permitted to carry out

Assessors name:	Assessors signature:	Date:
------------------------	-----------------------------	--------------

The Departmental Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required

Departmental Managers name:	Departmental Managers signature:	Date:
------------------------------------	---	--------------

Specific Assessment of Individual Volunteer

Name of volunteer:		Age:
Is the volunteer: (please circle)	A Staff Volunteer Patient Volunteer Volunteer through Voluntary Organisation Volunteer through Lincolnshire Community Other (please state)	Name of Departmental Manager: Phone number:
Health Services NHS trust		
Will all control measures in place for employees be in place for this volunteer?	List any control measures that will not be in place	
Has any information on medical conditions or disabilities been provided? (List below)	List any additional control measures required below (Including any further tasks that this will not be permitted to carry out)	
Name of individual who will be responsible for the volunteer (usually the Departmental Manager): (A copy of the assessment must be provided to this person)		
Assessors name:	Assessors signature:	Date:
The Departmental Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required		
Departmental Managers name:	Departmental Managers signature:	Date:



Appendix 11

Offer of Volunteering Role Letter

Lincolnshire Community Health Services 
NHS Trust

Our Ref:
Your Ref:
Please ask for:
Telephone:
E-mail address:
Date:

Beech House
Waterside South
Lincoln
LN5 7JH

Tel: 01522 308700

Calls via typetalk are welcome

Fax: 01522 539643 (this is not a secure fax)

Website: www.lincolnshirecommunityhealthservices.nhs.uk

Dear XXXX

Volunteering Role at LOCATION

Further to your recent interest in volunteering, we are pleased to offer you a volunteering role with us at Lincolnshire Community Health Services NHS Trust.

Please find enclosed a Volunteering Agreement. I would be grateful if you could read this and if you are happy please sign and return it to myself at the above address. On receipt of your signed agreement and clearance from the DBS we will inform your responsible manager and they will then contact you to arrange a convenient start date.

Please also find enclosed a Payment by BACS form. To ensure you are not at any financial disadvantage in volunteering for LCHS, any expenses you incur will be reimbursed to you. To enable us to make reimbursement payments to you please complete your details on the bottom half of the form and return it to the Accounts Payable Department (address in the top right corner of the form).

Please do not hesitate to contact me if you have any queries regarding this letter.

We look forward to seeing you again soon.

Yours sincerely

Workforce Services Team

Cc Manager
Enc Volunteering Agreement
Payment by BACS form

Chair: Elaine Baylis QPM
Chief Executive: Andrew Morgan

Appendix 12

Volunteering Agreement

Volunteers are an important and valued part of our organisation. We hope that you enjoy volunteering with us and feel a full part of our team. This agreement tells you what you can expect from us and what we hope from you.

Volunteer's name.....

Your role as a volunteer is

and is based at

Your responsible manager will be

Within this role you can expect to:-

- Be part of an organisation which strives to be non-discriminatory and diverse
- Be in a safe environment
- Feel appreciated and valued, and recognised as a volunteer
- Not be financially disadvantaged
- Be covered by our public liability insurance
- Be encouraged to learn and be given all the information and guidance necessary to carry out your voluntary duties
- Be assisted to resolve any problems you may have whilst volunteering

Part 1: The organisation commits to the following:

1. Management and support

- We will provide a named person (responsible manager) who will meet with you regularly to discuss your volunteering and any successes and problems.
- We will explain the standards we expect for our service and to encourage and support you to achieve and maintain them.
- We will do our best to help you develop your volunteering role with us.
- You will be given a local induction programme for your role and a place to attend a volunteer training session every 3 years.

2. Equal Opportunities

- You have the right to be treated fairly with dignity and respect and you will be protected by the organisation's Equality & Diversity Policy.

3. Health & Safety

- We will aim to ensure you are safe at work by giving you a confidential health check, a DBS check.
- Any accidents/incidents at work will be treated in the same manner as for all paid employees.
- We will provide adequate training and feedback in line with the organisation's Health & Safety policy.

4. Expenses

- Any expenses you incur whilst volunteering for us will be reimbursed.

5. Insurance

- We will provide adequate public liability insurance cover for volunteers while undertaking any voluntary work approved and authorised by the organisation.
- For volunteers using motor vehicles in connection with their voluntary duties should ensure they have the adequate insurance cover as the organisation does not provide this.

6. Commitment

- There is no contract of employment with Lincolnshire Community Health Services NHS trust.
- Volunteers may leave their roles at any time if they wish (notifying their responsible manager).
- We aim to be flexible so please let us know if you would like to make any changes and we will do our best.
- The organisation expects all volunteers and other staff to adhere to the policies and procedures.

7. Problems

- We will try and resolve fairly any problems, grievances and difficulties you may have during your volunteering tasks.
- In the event of an unresolved issue we will offer an opportunity to discuss the issues with the Workforce Services Team; however the organisation reserves the right to request you leave your volunteering role if the problem cannot be resolved at all.

Part 2: The Volunteer

I agree to:

- help Lincolnshire Community Health Services NHS trust fulfil its service.
- perform my volunteering role to the best of my ability.
- follow the organisation’s procedures and standards, including health and safety and equal opportunities, to staff, volunteers and clients.
- maintain any confidential information.
- ensure any motor vehicle provided will comply with the requirements detailed in the policy that will ensure the vehicle complies with the Road Traffic Act and is kept in a roadworthy condition by me.
- ensure my driving licence is valid and to report to the responsible manager any driving offence convictions obtained during the course of my volunteer work.
- be on time and meet the time commitments agreed with me. When this is not possible I will give reasonable notice so other arrangements can be made.
- provide referees and to agree to a DBS check and Health check being carried out where necessary.
- This agreement is binding in honour only, is not a legally binding contract between us and may be cancelled at any time by either party. Neither party intends for any employment relationship to be created now or in the future.

Signed (Volunteer).....

Print Name: Date.....

Signed (Workforce Service Team).....

Print Name: Date.....

Appendix 13

Payment by BACS form

Lincolnshire Community Health Services 
NHS Trust

Financial and Procurement Shared Services
Accounts Payable Department (A/C Ref (LCHS)
Lincoln County Hospital
Greetwell Road
Lincoln

Tel: 01522 512 512 Ext: 573921

Fax:01522 515348

E – Mail : accounts.payable@lincs-chs.nhs.uk

Dear Sir/Madam,

Payment by BACS

Lincolnshire Community Health Services preferred method of payment is via BACS. This, as you are no doubt aware, ensures a fast and efficient transmission of funds directly into your bank account.

A remittance advice will be emailed to your designated email address giving full details of the sums being transmitted.

To ensure that we have the correct details for your account, please could you kindly complete and return the form at the bottom of this letter.

If you require any further help, please contact this department on the telephone number shown above.

Yours faithfully

Anita Thompson
Team Leader LCHS

LCHS

Payee Details

Payee's Bank/Building Society Details

Creditor NumberN/A.....

Bank/Building Society Name.....

Name.....

Branch Title & Address.....

Address.....

.....

.....

.....

Sort code

--	--	--	--	--	--

Post Code.....

Fax No.....

Email.....

Account Number

Signed.....

--	--	--	--	--	--	--	--

Position.....

Appendix 14

Payment Voucher

To: Accounts Payable for LCHS, Lincoln County Hospital, Greetwell Road, LINCOLN.

Client: LCHS (Please delete)

Date:

Payee:

Address:

Postcode:

Value £:

Remittance Advice Ref:

*(This field must be completed to advise payee of reason for payment)
e.g. 'Travel' (dd/mm/yr)*

--	--	--	--	--	--	--	--	--	--	--	--

(11 characters available)

Reason for remittance:

(Reason should be in sufficient detail for audit purposes e.g. dates)

Payment Voucher raised by:

Payment Authorised Signature:

Print Name:

Position:

(Please send completed forms to Accounts Payable, as address shown above)

Appendix 15 Who can volunteer? An Information Sheet

Volunteering is positive for both volunteers and for the people they help. The government regards volunteering as the basis of active citizenship, which creates inclusive and vibrant 'active communities'. Although there are some legal and safety restrictions to who can volunteer, often these are misunderstood and certain groups believe they are barred from offering their time when it is not the case. It is important to understand what restrictions really do exist and advise people on them correctly.

Asylum seekers

Since April 2000, asylum seekers (people in the process of applying for refugee status) have been allowed to volunteer. This includes the period of time while they are appealing against a decision to refuse them asylum. Asylum seekers may receive written confirmation from the Home office stating they must not engage in paid or unpaid work, but this does not apply to voluntary roles. There is a difference between volunteering and employment, (which in general remains forbidden to asylum seekers even where the employment is unpaid). An example of unpaid employment would be an arrangement in which a person makes an arrangement to help out in a business, perhaps on behalf of a relative, in return for some non-monetary benefit. But where the work is unpaid and is carried out on behalf of a charity, voluntary organisation or body that raise funds for either then it will be accepted for immigration law purposes as volunteering. Asylum seekers are also entitled to receive the same out-of-pocket expenses as all other volunteers.

Volunteers from overseas

There is no restriction on people from EU countries volunteering in the UK. People from outside the EU who have a visa to work or study in the UK may also volunteer as long as they are still undertaking the work/study stated on their visa. Visa's can be obtained to come to the UK for voluntary work, but this must be arranged in advance and certain restrictions apply. For further advice and guidance please contact the HR Operations team Department.

Ex-offenders

People who will be working with, or have access to, children or vulnerable adults are required to obtain a Criminal Records Bureau disclosure before commencing employment (or volunteering) in the Trust. People falling into this category must also declare any current or spent convictions (Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975). Specifically legislation states that ex-offenders with convictions against children are excluded from working with people under the age of 18 years. However aside from this having a conviction does not automatically exclude people from volunteering with us. There are no set guidelines on which other offences make an individual unsuitable for a voluntary role but the HR Operations team Department will advise Managers on this on a case by case basis.

People on Job Seekers Allowance (JSA)

People claiming JSA can volunteer. However the rules for claiming JSA state that an individual must be actively seeking paid work and be available for a job interview at 48 hours notice or to start work at a week's notice. Therefore while there is no stated limit to the number of hours a person can volunteer for, someone volunteering full time will probably be considered unable to fulfil these criteria. For more information please contact your local job centre.

Children

All people under 18 years are deemed vulnerable. Risk assessments must be completed so a proper judgement is reached on whether placing a young person in a voluntary role would place them, or the people they work with, at risk

Vulnerable people

Sometimes adult volunteers may be classed as vulnerable if they have a substantial physical or learning disability, are very elderly, have mental health problems or are recovering from addictions. People who fall into these groups can be very good volunteers, and Lincolnshire Community Health Services NHS trust will work to ensure that people who are often excluded are encouraged to take an active role. However, just as when working with young people, care should be taken to make sure that vulnerable people are not at risk and are adequately supported to carry out their role. It should be remembered that people have varying support needs and that individuals are usually the best judges of what they can/cannot do and the types of help they need.

NHSL Monitoring

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individuals/ group/ committee	Frequency of monitoring/audit	Responsible individuals/ group/ committee (multidisciplinary) for review of results	Responsible individuals/ group/ committee for development of action plan	Responsible individuals/ group/ committee for monitoring of action plan
Workforce Services will monitor the use of this policy and keep detailed records of the recruitment of volunteers within the organisation.	Audits taken to establish the levels of volunteering within the organisation.	Workforce Services Policy reviews take place in line with the Employment Policy Group.	On-going monitoring will take place as new volunteers are recruited. Annual audits to take place to assess the accuracy of information.	Employment Policy group	Workforce Services team together with Employment Policy group	Workforce Services team together with Employment policy group

Equality Analysis

Introduction

The general equality duty that is set out in the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The general equality duty does not specify how public authorities should analyse the effect of their existing and new policies and practices on equality, but doing so is an important part of complying with the general equality duty. It is up to each organisation to choose the most effective approach for them. This standard template is designed to help LCHS staff members to comply with the general duty.

Please complete the template by following the instructions in each box. Should you have any queries or suggestions on this template, please contact Rachel Higgins, Equality and Human Rights Lead.

Equality analysis

Title: Volunteering Policy
Relevant line in:

<p>What are the intended outcomes of this work? <i>Include outline of objectives and function aims</i></p> <p>Lincolnshire Community Health Services NHS Trust firmly believes that volunteers can offer a valuable contribution to the organisation and wish to recognise this commitment by confirming how the organisation will encourage and support volunteers whilst protecting the safety of volunteers, employees and service users.</p> <p>The organisation ultimately seeks to involve volunteers to ensure that the service meets the needs of its users. However volunteering also brings the wider benefits of enabling people to access services and programmes supporting healthier lifestyles; introducing new skills and perspectives into the organisation and increasing contact with the community.</p> <p>Who will be affected? <i>e.g. staff, patients, service users etc</i></p> <p>All staff should be aware of the policy</p>
--

<p>Evidence The organisation ultimately seeks to involve volunteers to ensure that the service meets the needs of its users. However volunteering also brings the wider benefits of enabling people to</p>

<p>access services and programmes supporting healthier lifestyles; introducing new skills and perspectives into the organisation and increasing contact with the community.</p> <p>Inherent within all of its practices the organisation is committed to the principles of diversity, equality of treatment and equality of opportunity and believes that direct or indirect discrimination against any person is unacceptable.</p> <p>This policy aims to ensure that no volunteer receives less favourable treatment on the grounds of gender, sexual orientation, civil partnership/marital status, colour, race, nationality, ethnic or national origins, creed, religion/belief, disability or age.</p>
<p>What evidence have you considered? Relevant legislation, professional standards</p>
<p>Disability <i>Consider and detail (including the source of any evidence) on attitudinal, physical and social barriers.</i> N/A</p>
<p>Sex <i>Consider and detail (including the source of any evidence) on men and women (potential to link to carers below).</i> N/A</p>
<p>Race <i>Consider and detail (including the source of any evidence) on difference ethnic groups, nationalities, Roma gypsies, Irish travellers, language barriers.</i> N/A</p>
<p>Age <i>Consider and detail (including the source of any evidence) across age ranges on old and younger people. This can include safeguarding, consent and child welfare.</i> N/A</p>
<p>Gender reassignment (including transgender) <i>Consider and detail (including the source of any evidence) on transgender and transsexual people. This can include issues such as privacy of data and harassment.</i> N/A</p>
<p>Sexual orientation <i>Consider and detail (including the source of any evidence) on heterosexual people as well as lesbian, gay and bi-sexual people.</i> N/A</p>
<p>Religion or belief <i>Consider and detail (including the source of any evidence) on people with different religions, beliefs or no belief.</i> N/A</p>
<p>Pregnancy and maternity <i>Consider and detail (including the source of any evidence) on working arrangements, part-time working, infant caring responsibilities.</i> N/A</p>
<p>Carers <i>Consider and detail (including the source of any evidence) on part-time working, shift-patterns, general caring responsibilities.</i> N/A</p>
<p>Other identified groups <i>Consider and detail and include the source of any evidence on different socio-economic groups, area inequality, income, resident status (migrants) and other groups experiencing disadvantage and barriers to access.</i> N/A</p>

<p>• Engagement and involvement</p> <p>Was this work subject to the requirements of the Equality Act and the NHS Act 2006 (Duty to involve) ? (Y/N) YES</p>
<p>How have you engaged stakeholders in gathering evidence or testing the evidence available?</p>

Consultation via human resource colleagues and staff side representation

How have you engaged stakeholders in testing the policy or programme proposals?

Individual feedback

For each engagement activity, please state who was involved, how and when they were engaged, and the key outputs:

Circulated via email

Summary of Analysis *Considering the evidence and engagement activity you listed above, please summarise the impact of your work. Consider whether the evidence shows potential for differential impact, if so state whether adverse or positive and for which groups. How you will mitigate any negative impacts. How you will include certain protected groups in services or expand their participation in public life.*

Now consider and detail below how the proposals impact on elimination of discrimination, harassment and victimisation, advance the equality of opportunity and promote good relations between groups.

Eliminate discrimination, harassment and victimisation *Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation).*

No evidence

Advance equality of opportunity *Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation).*

No evidence

Promote good relations between groups *Where there is evidence, address each protected characteristic (age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation).*

No evidence

What is the overall impact? *Consider whether there are different levels of access experienced, needs or experiences, whether there are barriers to engagement, are there regional variations and what is the combined impact?*

No evidence

Addressing the impact on equalities *Please give an outline of what broad action you or any other bodies are taking to address any inequalities identified through the evidence.*

No evidence

Action planning for improvement *Please give an outline of the key actions based on any gaps, challenges and opportunities you have identified. Actions to improve the policy/programmes need to be summarised (An action plan template is appended for specific action planning). Include here any general action to address specific equality issues and data gaps that need to be addressed through consultation or further research.*

No evidence – amendments to the policy are identified as required via the Employment Policy group

Please give an outline of your next steps based on the challenges and opportunities you have identified. Include here any or all of the following, based on your assessment

- Plans already under way or in development to address the **challenges** and **priorities** identified.
- Arrangements for continued engagement of stakeholders.
- Arrangements for continued monitoring and evaluating the policy or service for its impact on different groups as the policy\service is implemented (or pilot activity progresses)
- Arrangements for embedding findings of the assessment within the wider system, other agencies, local service providers and regulatory bodies
- Arrangements for publishing the assessment and ensuring relevant colleagues are informed of the results
- Arrangements for making information accessible to staff, patients, service users and the public
- Arrangements to make sure the assessment contributes to reviews of DH strategic equality objectives.

• **For the record**

Name of person who carried out this assessment:

Laura Herrick, Workforce Service Manager

Date assessment completed:

March 2017

Name of responsible Director/ General Manager:

Maz Fosh

Date assessment was signed:

Human Rights Assessment Tool

The Human Rights Act, which came into force in October 2000, incorporates into domestic law the European Convention on Human Rights to which the UK has been committed since 1951. Section 6 of the Human Rights Act makes it unlawful for a public authority to act in a way that is compatible with a Convention right. The underlying intention of the Act is to create a Human rights culture in public services.

		Yes/No	Comments
1	Will it affect a person's right to life?	NO	
2	Will someone be deprived of their liberty or have their security threatened?	NO	
3	Could this result in a person being treated in a degrading or inhuman manner?	NO	
4	Is there a possibility that a person will be prevented from exercising their beliefs?	NO	
5	Will anyone's private and family life be interfered with?	NO	

If the answer is "yes" to any of the above questions on the proforma can the policy be amended to avoid impacting on Human Rights? If not, please refer it to the Equality & Human Rights Lead for advice and guidance.



**Lincolnshire Community
Health Services**
NHS Trust