

# V2 Volunteer / Work Placement

Extra Care Housing Service	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
✓	✓	✓	✓	✓	✓	✓	✓

## Policy

To ensure the recruitment and selection of volunteers / work placements is conducted in a way that safeguards individuals and any COVID 19 requirements are in place.

## Procedure

1. On receiving an enquiry regarding volunteering or a work placement, the manager / supervisor / volunteer co-ordinator should supply information about the services provided and ask the prospective volunteer / student to complete an application form (see appendix 1) and the V1 COVID 19 screening questionnaire and signing in sheet (Appendix A). All initial contact must be conducted via telephone or Microsoft Teams.
2. On receipt of the completed application form, a virtual interview will be arranged and satisfactory references and DBS checks will be requested before the volunteer commences. For a reference request cover letter and standard reference form (see appendix 2).
3. For a student work placement, references or a letter of support will be required (the reference cover letter can be adapted to fit your service). Following approval, a start date should be arranged with the volunteer / student.
4. The volunteer / student should be advised that it is a recommendation but not a requirement that they should have had the COVID 19 vaccine.
5. Prior to commencement the volunteer / student must be asked to conduct a lateral flow test (LFT) which can be taken at home and recorded via the unique organisational number which will be provided by the manager or they can be tested within the workplace. Tests must be carried out prior to the start of the volunteer and on each subsequent shift. They must show the results of the negative test to the manager / supervisor. If the volunteer / student receives a positive test result they must follow the most up to date government guidance and must not enter the service.
6. Records must be kept of the volunteer / student visits and these records must be kept for the duration of 21 days for Track and Trace purposes using the V1 COVID 19 screening questionnaire and signing in sheet (Appendix A).
7. The volunteer / student must be fully informed of all IPC requirements including PPE / hand hygiene competency sheet prior to the start of their shift. The volunteer / student risk assessment must also be discussed and signed off. This should be completed by manager / supervisor / IPC lead. They can at this point be introduced to the service users and staff.
8. Complete The Council Induction and Care Services Induction Form with the volunteer / student. Complete the staff personal details on Trent.
9. The following must be discussed on day one, as per Care Services Induction procedure:

- Tour of the building
- Personal hygiene / Hand hygiene / PPE
- Personal possessions
- Parking / travel / driving
- Telephones
- Fire drill / fire alarms / fire exits
- Non-smoking policy
- Keypads / keys
- Material / equipment
- Lifts
- Confidentiality
- Accident / incident reporting
- Policies and Procedures
- Safeguarding policy
- If under 18 years of age, a young person's risk assessment is needed.
- Appropriate training relevant to the service

10. Explain that the Council has a personal liability insurance.
11. Assign a mentor to each volunteer / student.
12. The volunteer / student should receive regular mentoring and support.
13. The volunteer / work placement can be terminated at any time should they not uphold all relevant policies and procedures of both Care Services and the Council.