



Volunteer Policy

Rye, Winchelsea and District Memorial Hospital Charity Number 1014232

At the Rye, Winchelsea and District Memorial Hospital we recognise the value that volunteers can bring to our charity and we welcome their skills and abilities to support our work.

This volunteer policy will set out the following procedures and process to support volunteers;

- Job roles
- Welcome and Induction
- Health and Safety
- Equal Opportunities
- Training
- Mileage and expenses
- Review and grievances
- Management of volunteers

Job Roles

Volunteer roles may include:

- Hospital Reception – volunteers are managed by the Company Secretary and the responsibility of the Voluntary Services team at East Sussex Healthcare NHS Trust (ESHT).
- Hospital Ward Volunteers - volunteers are managed by Matron and the responsibility of ESHT.
- Members of the Board for Rye, Winchelsea and District Memorial Hospital Ltd – managed by the Chair of the Board and the responsibility of the Charity.
- Members of the Fundraising Committee – managed by the Fundraising Chair of the Board and the responsibility of the Charity.
- Fundraising Event volunteers – managed by the Fundraising Chair of the Board and the responsibility of the Charity.
- Friends of Rye Hospital Committee members - Managed by the Chair of the Friends of Rye Hospital and the responsibility of the Charity.

Induction

Volunteers may be actively recruited, or they may approach the charity looking for a role. In the first instance volunteers will be given a welcome letter or phone call which thanks them for their interest and outlines the possible roles available and who to contact. The first point of contact is listed in the Staff roles section.

Following a welcome call or meeting a role is agreed with the volunteer and they will be taken through a simple induction process to ensure they understand their role and responsibilities and all health and safety procedures relevant to their role.

Health and Safety

All volunteers will be asked to complete a registration form, which has details of next of kin in the event of an emergency. Their details will be held by the Company Secretary in a locked filing cabinet.

All volunteers will be asked to complete a DBS (Disclosure Barring Service) check together with further necessary ID checks by the Voluntary Services Coordinator at ESHT. All documentation is held securely by the Voluntary Services team at ESHT.

All volunteers will be taken through a fire safety talk led by the Site Fire Officer.

Equal Opportunities

Volunteer placements are open to individuals irrespective of race, gender, disability, sexuality, age or marital status.

Training

All volunteers will be invited to attend training which has been identified as essential or desirable for their role. This training may be delivered in house or by outside agencies, eg ESHT, Conquest Hospital.

Mileage and expenses

Volunteers will be invited to complete a mileage claim form and/or an expenses form for any costs incurred whilst volunteering for the Charity. These forms can be obtained from the Company Secretary.

Review and Grievances

All volunteers will be entitled to an annual review. This review may be carried out in an informal group or as a one to one. The review is an opportunity to celebrate achievement, identify training needs and highlight any grievances to be dealt with.

Management of volunteers:

Chair of the Board	Barry Nealon
Chair of the Fundraising Committee	Paula Riley
Chair of the Friends of Rye Hospital	Paula Riley
Company Secretary	Francesca Clent
Site Fire Officer	Eddie Potter