

## Local Orientation for Volunteers

Name:

Local Manager:

Ward/Department:

Start Date:

All Staff	Date Completed
Volunteer made aware that they must <b>report to a senior member of staff on arrival for every shift</b> to take part in a 'safety huddle' which will make them aware of any patients they must not visit or any change to procedures.	
Information given on infection prevention and control, <b>particularly with regard to Covid19</b> – toilet facilities, hand washing facilities and importance of regularly washing hands or using alcohol gel.	
Discuss the latest procedures around <b>PPE</b>	
Information on obtaining refreshments.	
Local Manager to check that the volunteer's emergency contact details are up to date <b>and to keep a note of these.</b>	
Days and times of volunteering agreed	
Explain car parking arrangements and locations.	
Sickness/Absence notification explained, and contact numbers given to volunteer eg Resource Centre Manager/Ward Manager.	
How to summon help in an emergency. What to do in the event of a fire. And where to go. Location of Fire Exits and alarm instruction notice.	
The following Mealtime Assistant Training has been completed - <b>if applicable</b> (please add details and name of staff member)	
Introduction to immediate team eg local supervisor and staff.	
Procedures for reporting accidents explained, First Aid arrangements described, and name of Health and Safety Representative given	

## Information regarding health and safety and Covid-19

You will be volunteering in an environment which has been risk assessed as covid secure. If it becomes a Covid-19 area you will be informed. If you travel far, you may like to telephone your placement before leaving home to see if it is safe to volunteer.

In November 2024 symptoms of COVID-19, flu and common respiratory infections include:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

To help reduce spread we are asking that you follow local guidance on handwashing and infection prevention and control. Anyone who is ill with a virus-type illness should stay at home for a minimum of 5 days and until they feel fit to return to volunteer. In cases of sickness and diarrhoea, you must not return until 48 hours after your last symptoms.

Whilst undertaking your volunteering role we will support you as best we can. To keep you safe, we would like you to:

- Always follow the direction of the ward/centre manager/group manager and staff.
- Adhere to all infection prevention and control policies and procedures – ie correct procedures for PPE (personal protective equipment) if applicable and procedures for infection control when leaving the centre and returning home.
- Feedback any incidents, concerns or anxieties to your local manager or a senior member of staff before going home.
- Be aware that you may well be meeting distressed patients. If you would like support, you can contact your local manager, a member of staff or the volunteers' office.
- You have the right to withdraw your volunteering commitment at any time.

I confirm that I have received the induction and understand all the information given to me.

Signed: (Volunteer): ..... Date: .....

Signed (Manager/Supervisor): ..... Date: .....

If you have any queries, please contact the Volunteers In Partnership office on XXXX or email: XXXX

**Please give the volunteer a copy and return a signed copy to the  
Volunteers in Partnership office.**