



An Introduction to Volunteering



People first

People are at the heart of everything we do.



Future focused

We are optimistic, we learn and we always try to improve.



Embracing change

We are bold, innovative and disciplined about making use of our resources to continuously improve.



Working together

We provide services in partnership with patients, families and others.



Everyone counts

We value, appreciate and respect each other.

Index	Page
About us - What we do and how we work	3
Our Values	3
The Voluntary Services Department	3
Who can volunteer?	4
How much time will I need to give?	4
Where will I be based?	4
Can I volunteer during weekends or evenings?	4
Can I volunteer for a couple of weeks over the summer holidays?	4
Can I use a voluntary role to fulfil study requirements leading to a qualification?	4
Will I receive expenses?	5
Volunteering and your benefits	5
Will I receive training?	5
What support will I receive?	5
What can I gain from volunteering?	5
How do I become a volunteer?	6
When can I start volunteering?	6

About us - What we do and how we work

We provide NHS care and treatment for people living in south east England. We are rated 'good' overall by the Care Quality Commission and 'outstanding' for caring.

Our mental health services provide care and treatment for people with conditions such as psychosis, depression, anxiety, dementia and personality disorder. Our specialist learning disability services provide community and inpatient care for people with complex health needs which can't be met by other services. We have a number of services that provide very specialist care for people with complex health conditions and social care needs.

We provide care in people's homes, in specialist clinics, hospitals, GP surgeries and prisons. Our services are aimed at children, young people and adults of all ages and many are provided in partnership.

Our Values

People first:

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Future focused:

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Embracing change:

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Working together:

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Everyone counts:

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The Voluntary Services Department

The Voluntary Services Department is based at Aldrington House, Hove and is managed by Natalie Poland, Voluntary Services Manager.

The department recruits, trains and provides ongoing support to volunteers in a wide range of projects across the Trust.

Should you require further information please contact:

Volunteer Service

Sussex Partnership NHS Foundation Trust

Aldrington House

Hove

BN3 4AG

Email: volunteering@sussexpartnership.nhs.uk

Who can volunteer?

We welcome volunteers from the age of 18 onwards with no upper age limit.

Volunteers from all areas of our diverse community, who feel they have something to offer to help us enhance the service we provide to our patients.

What do volunteers do?

Volunteers participate in a wide range of non-clinical activities across the Trust, complementing the work of healthcare professionals to enhance the experience of our service users.

Volunteer activities aim to:

- Offer social and therapeutic support to service users on a ward or department, e.g. listening and chatting to service users, participating in board games, quizzes, crosswords, gardening etc. or participating in arts or musical activities
- Promote service user involvement

How much time will I need to give?

Projects vary considerably but the majority require as little as 2-4 hours per week.

Volunteers are required to attend at mutually agreed pre-determined times.

Where will I be based?

The base will be determined by the service requesting the volunteer and will be clearly stated in the advert.

As we provide services across a large geographic area it is important to consider travel time, modes of transport etc. when making a decision about the location of your volunteering role.

Can I volunteer during weekends or evenings?

The majority of our voluntary opportunities require participation between 9am - 5pm, Monday to Friday, however we do have a small number of voluntary opportunities that require involvement in the evenings and at the weekends.

Can I volunteer for a couple of weeks over the summer holidays?

No, in order to meet the needs of our services, we require an expected minimum commitment of 6 months.

Can I use a voluntary role to fulfil study requirements leading to a qualification?

No, volunteers are not permitted to combine their voluntary role with study.

Will I receive expenses?

Yes, all volunteers are entitled to agreed actual out of pocket expenses for their volunteering role and to attend training and support sessions.

Volunteering and your benefits

In most cases, volunteering will not affect your benefits but there are some exceptions.

Find out more on the gov.uk website

Will I receive training?

Yes. All volunteers will complete mandatory online training which will include:

- Information Governance
- Equality, Diversity and Human rights
- Prevent
- Health, Safety, Risk and Welfare
- Safeguarding adults/children
- Infection Prevention and Control
- Fire Safety

Volunteers are issued with a Volunteer Handbook and Volunteer Code of Conduct at their local induction.

- Additional training may be required in accordance with your chosen project
- Further training may be provided periodically to meet national guidelines and the changing needs of the project
- All volunteers will be issued with a role description outlining the expectations and duties of the volunteer role

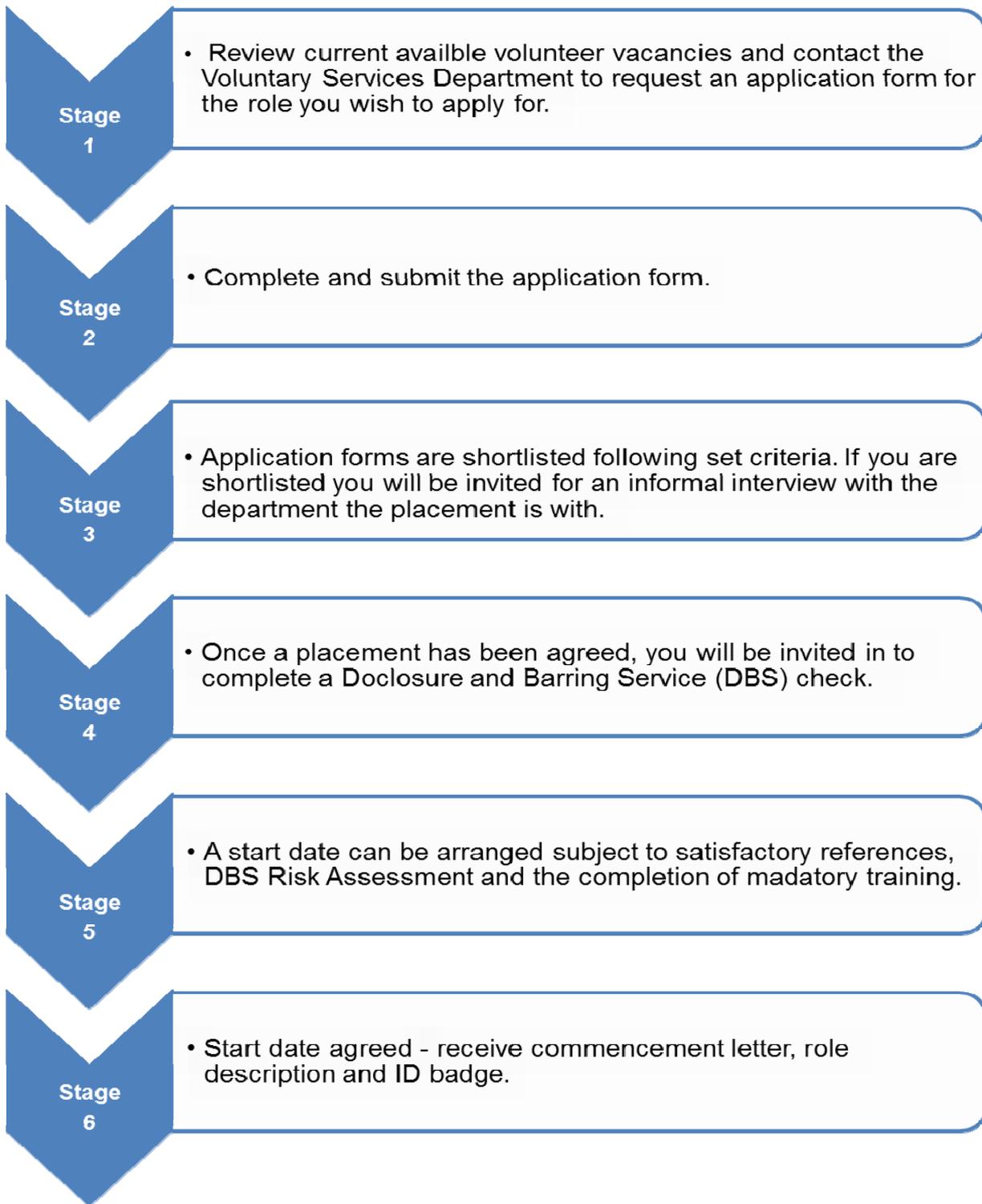
What support will I receive?

Ongoing support will be provided by the Voluntary Services Department and the Project Lead. The Project Lead is an identified member of Trust staff from the service in which the volunteer is placed.

What can I gain from volunteering?

- Learn new skills and gain valuable experience
- Gain confidence, self-esteem and structure
- Meet new people
- Make a difference

How do I become a volunteer?



When can I start volunteering

You may commence in your voluntary role when:

- All aspects of the registration process are successfully completed
- All volunteer mandatory training is completed plus any other identified project training required for specific roles
- When you have received notification from the Voluntary Services Department of a starting date and time