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WHY VOLUNTEERS ARE IMPORTANT

Volunteers at our Trust are important. These placements can be a rewarding and door opening experience for anyone looking to gain hands-on experience in their future profession, make a difference to the lives of those in their community and expand their knowledge while providing support to our staff working in mental health.

Key Benefits of Volunteers

For our Trust and other NHS organisations:

- Develop a greater awareness of the wide range of jobs involved in delivering mental health care in a variety of settings
- Fulfill an important corporate responsibility within our local communities
- Adhere to and promote the Trust’s Vision; “To be positively different through positive practice and positive partnerships”
- Show individuals the reality of healthcare careers and therefore reduce drop out rates on healthcare courses

For Trust staff involved in the placements:

- It allows staff who do not have line management responsibility to develop new skills in supervision and mentoring
- It gives staff the opportunity to show their enthusiasm of their work and their commitment to high quality patient care

For Volunteers:

- Demonstrate the huge variety of roles, clinical and non-clinical, within the Trust and the NHS
- Increase awareness of what’s involved in delivering mental health care
- Consider clinical careers, volunteering may be a vital component to their career journey
- Service Users’ care plans may involve volunteering as part of their journey to recovery
The NEW Volunteering Application Process

We have developed a **new** volunteering process where all volunteers will apply for placements via **NHS Jobs**. This will ensure all pre-employment checks are completed for our records, and will reduce the number of forms that are currently involved, which will ultimately speed up the process of hiring volunteers.

We have developed this guidance pack and a new process map in the hope that we can get as many Managers and staff on board with the new process. We are extremely appreciative of your help and support with our volunteering programme, and we would be most grateful if you could pass on your enthusiasm to your team/colleagues.

If you receive a volunteering request or know of an upcoming volunteering position, please complete the ‘Advert Registration Form for Managers’ (found in guidance pack) and send to Hannah.Fellows@sssf.t.nhs.uk. Hannah will then upload the volunteering position onto NHS Jobs to allow individuals to apply.

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Work Experience at Midlands Partnership NHS Foundation Trust

Work experience at MPFT has a slightly different process to our Volunteering process, therefore it is useful to know the differences;

- Work experience placements are usually short term (one/two week block placements) and are arranged via an application form

- The work experience team will contact the relevant Managers/Teams to confirm the perfect placement. Once the placement is confirmed, the relevant paperwork (risk assessment, confidentiality forms, etc.) will be sent to the Supervisor along with a name badge for the student

- Work experience placements are available all year round for young people and adults aged 14+

For more information about our work experience programme, please contact

workexperience@mpft.nhs.uk
Volunteer Process Map

1. Volunteer Recruitment Pack is fully completed by the Manager and volunteer and sent to Hannah Fellows at Hannah.Fellows@mpft.nhs.uk or to Workforce Development Team | Trust HQ | Stafford | ST16 3SR

2. The volunteer completes a DBS application using the link: https://disclosure.capitarvs.co.uk/cheqs/
   - Login Details: Username: SSSFT, Password: CRB2012

3. Hannah will approve the DBS application

4. Hannah will complete the ID Badge Request form on behalf of the volunteer
   - Hannah will request an MPFT email/network account and login details for the volunteer

5. Once the DBS results have been received, Hannah informs the Manager and a start date can be agreed
   - The Manager must inform Hannah of the start date

6. Hannah creates the volunteer’s ESR Record and sends the completed Volunteer Starter Form to Payroll to make the record live

7. The volunteer will complete mandatory Safeguarding Adults training via ESR (using their smartcard)
Pre-Employment Checks

Identification Documents

Please ensure that original documents are seen, copied, dated and signed by the appropriate member of staff/manager.

The volunteer will need to provide three forms of ID proving identity (photographic) and proof or address (all letters/utility bills must be within three months of the date you submit them). Please see the accepted list below:

Identity

- A current valid Passport
- Biometric residence permit
- Birth Certificate - issued at the time of birth
- Adoption Certificate - UK & Channel Islands
- Current Driving Licence photo card - (full or provisional)
- Current Driving Licence paper version - (if issued before 1998)
- Marriage / Civil Partnership Certificate
- HM Forces ID card
- Firearms Licence

Proof of Current Address

- Mortgage statement
- Bank or Building Society statement
- Credit Card statement
- Financial statement, e.g. Pension or Endowment
- P45 or P60 statement
- Council Tax statement
- Work Permit or Visa
- Utility bill
- Benefit statement, e.g. Child Benefit, Pension
- Central or Local Government, Government Agency, or Local Council document giving entitlement, e.g. from the Department of Work and Pensions, the Employment Service, HRMC
- EU National ID card
- Cards carrying the PASS accreditation logo
Pre-Employment Checks Continued...

References

References will be sought covering a minimum period of 3 years from the volunteer's current employer and/or previous employer/s.

Disclosure and Barring Service

All volunteering roles will be required to complete a DBS Check (unless the current DBS is transferrable on the DBS Update Service). Failure to reveal information relating to convictions that the volunteer is required to identify could lead to withdrawal of an offer of volunteer work. Where the position falls under regulated activity and meets the criteria for an enhanced criminal record check, the disclosure will include information held against the barred lists for working with children and/or working with adults and any restrictions to that barring. For more information, please visit; www.gov.uk/government/organisations/disclosure-and-barring-service.

Any new DBS Checks will need to go through the DBS Update Service as this allows all DBS’s to stay up to date, unless any convictions take place and allows us to check the DBS online.

For more information on the DBS Update Service, please visit; https://www.gov.uk/dbs-update-service

Training Requirements

All volunteers complete the Safeguarding Adults Training competency as a mandatory requirement.

Volunteers will have access to complete this training via ESR (using their smartcard).

Please arrange any further training that you feel applies to the particular volunteering position with our Learning and Development Team at Learning@mpft.nhs.uk.
Advert Registration Form for Managers

Section 1 - Volunteer Role Description

Volunteer Position Title: ………………………………………………………………………………………………………….……
Team: ………………………………………………………………………………………………………………………………..…….
Directorate: ………………………………………………………………………………………………………………………..……
Town/Location: ……………………………………………Post Code:…………………………………………………………..
Working Pattern: ……………………………… Job Type: …Volunteer ……………………………………………………………

Staff Group:  
Additional Clinical Services ☐  
Additional Professional and Scientific and Technical ☐  
Administrative and Clerical ☐  
Allied Health Professionals ☐  
Estates and Ancillary ☐  
Healthcare Scientists ☐  
Medical and Dental ☐  
Nursing and Midwifery Registered ☐  
Students ☐

Cost Centre/Budget Code (if volunteer is claiming expenses): ………………………………………………………

Advert Text: (brief description about the volunteering opportunity):
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Section 2 - The Team and Key Duties

Supervisor: ……………………………………………………Job Title: ………………………………………………………………………
Supervisor Email Address: ……………………………………………………………………………………………………………
Contact Phone Number: ………………………………………………………………………………………………………
Recruiting Manager (if different to Supervisor): ..........................................................................................................................
Key Duties / Responsibilities: ..........................................................................................................................................................
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Person Specification: ........................................................................................................................................................................
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Section 3 - Notification Options

How many applications would you like to receive for interview? ..........................................................................................................

Section 4 - DBS

Please tick as appropriate:
Application Type: Standard ☐ Enhanced ☐

Volunteering with: (tick all that apply)
Adults ☐ Children and Adults ☐ Children Only ☐ Other ☐ please state..........................

Volunteering with Adults in Regulated Activity: Yes ☐ No ☐

Volunteering with Children in Regulated Activity: Yes ☐ No ☐

Volunteering with vulnerable groups at the applicant’s home address: Yes ☐ No ☐

Providing physical care (if yes please select enhanced application): Yes ☐ No ☐
Section 5 - Risk Assessment

Please tick the following hazards that apply to the volunteering position:

- Violence and Aggression
- Psychological / Emotional
- Use of general office/IT equipment
- Slips, trips and falls due to:
  - Spillages, trailing cables, traffic route, obstruction
  - Uneven ground / floor
  - Stairs, ramps, steps
- Manual Handling
- Working away from base
- Use of work equipment (machinery) and other power tools
- Working at height
- Moving vehicles / traffic
- Hazardous substances and chemicals
- Noise
- Making and transporting hot drinks / food
- Hot equipment, materials or liquids

** All volunteers complete the Safeguarding Training competency as a mandatory requirement.

Based on your answers above, please state below any additional training needs that apply to this volunteering position:

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Signed by Supervisor: ....................................................Print Name: .................................................................
Date: .................................................................................................................................................................

Please send the completed form to Hannah Fellows at volunteering@mpft.nhs.uk
Volunteers - Contact Details

Hannah Fellows
Widening Participation Facilitator
Workforce Development and Learning Team

Hannah.Fellows@mpft.nhs.uk
01785 257888 Ext 7128197

Other Useful Contacts

Caroline Green
Workforce Development Operational Lead
Workforce Development and Learning Team

Caroline.Green@mpft.nhs.uk
01785 257888 Ext: 7128900

Josh Ball
Workforce Information & Development Officer
Workforce Development and Learning Team

Joshua.Ball@mpft.nhs.uk
01785 257888 Ext: 7128494

Nicola Sherwood
Workforce Development Advisor
Workforce Development and Learning Team

Nicola.Sherwood@mpft.nhs.uk
01785 257888 Ext: 7128437