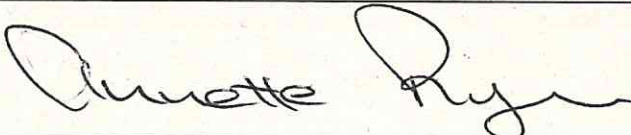




SPC Kilkenny

Volunteer Policy

Policy Number	Policy Developed by	Date Developed
34 – Other Policies	Geri Wilson, Aine Forde	03/02/2020
Version	Amendments	
2	Full review of policy and appendices	
Reviewed by		Review completed
Aine Forde, Catherine Sutton		16.08.2022
CEO signature		Next Review Date
		16.08.2024

Mission Statement

Utilising our resources and skills to provide intentional supports for the people we support; enabling them to live full and inclusive lives by contributing to and enriching the fabric of their local communities.

SPC partners with external agencies and community services to facilitate *'ordinary lives in ordinary places'*

Vision Statement

People supported will live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

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1.0 Introduction

It is anticipated that the introduction of a Volunteer Programme to St Patrick's Centre, Kilkenny (SPC) will significantly contribute to enhancing both the supported persons' social image and life skills. Establishing meaningful social roles for people supported has the potential to help devalued people to gain greater access to the good things of life and to be spared some of the negative effects of social devaluation. There are two strategies for pursuing this goal for devalued people: -

- Enhancement of the person's social image
- Enhancement of their life skills

SPC recognises the important and valuable contribution made by Volunteers in promoting and enhancing the social lives of the people we support. Volunteers are not a substitute for paid employees of SPC. They are not duty bound but give of their time voluntarily because of an affinity for the person supported.

The Volunteer Programme aims to increase the value of the person supported as it will give a sense of belonging and continuity with the wider community outside of SPC.

It is the ultimate goal of SPC to develop our Volunteer Policy so that it will facilitate unpaid Volunteers supporting people without being accompanied by paid employees (subject to Garda Vetting).

It is the expectation that the introduction of suitable volunteers will be discussed with the employee team of people supported including the PIC and CSM as part of their person-centred plan at relevant meetings.

This will enable the development of freely given relationships and extend opportunities for people to spend time with unpaid people in a socially normative manner. However, Volunteers may also engage in other voluntary activities in SPC, not involving people supported.

The volunteer model developed in SPC is in line with the Citizen Advocacy Principles.

2.0 Process

- 2.1** Any request to become a Volunteer that originates at a local level should be referred directly to Director of HR or their designated representative who will acknowledge same.
- 2.2** The Director of HR or their designated representative establishes the Category of the Volunteer:
 - a. Employee Volunteer
 - b. Subject matter expert or
 - c. External Volunteer

Basic requirements for each category:

- a. **The Employee Volunteer:** The Employee Volunteer will need to have completed their mandatory and mandated training and be aware of personal centred plans, intimate care plans, risk assessments and any other relevant support plans in relation to the supported person.

It should be noted that Employee Volunteers are indemnified by SPC insurance when volunteering with the people supported, outside of their working hours.

- b. **Subject Matter Expert:** The subject matter expert is not required to have Garda Vetting or training. This will be covered by the SPC employee who will accompany the subject matter expert at all times and the SPC employee will have the required vetting and training.
- c. **External Volunteer:** The External Volunteer will be required to have Garda vetting and relevant training in relation to the supported person. More person specific training may have to be completed at future date as the volunteer relationship develops and necessary training is identified. It is envisaged that the External Volunteer will be supported and upskilled to accompany the person supported while volunteering without direct support employees and must have the necessary training and vetting.

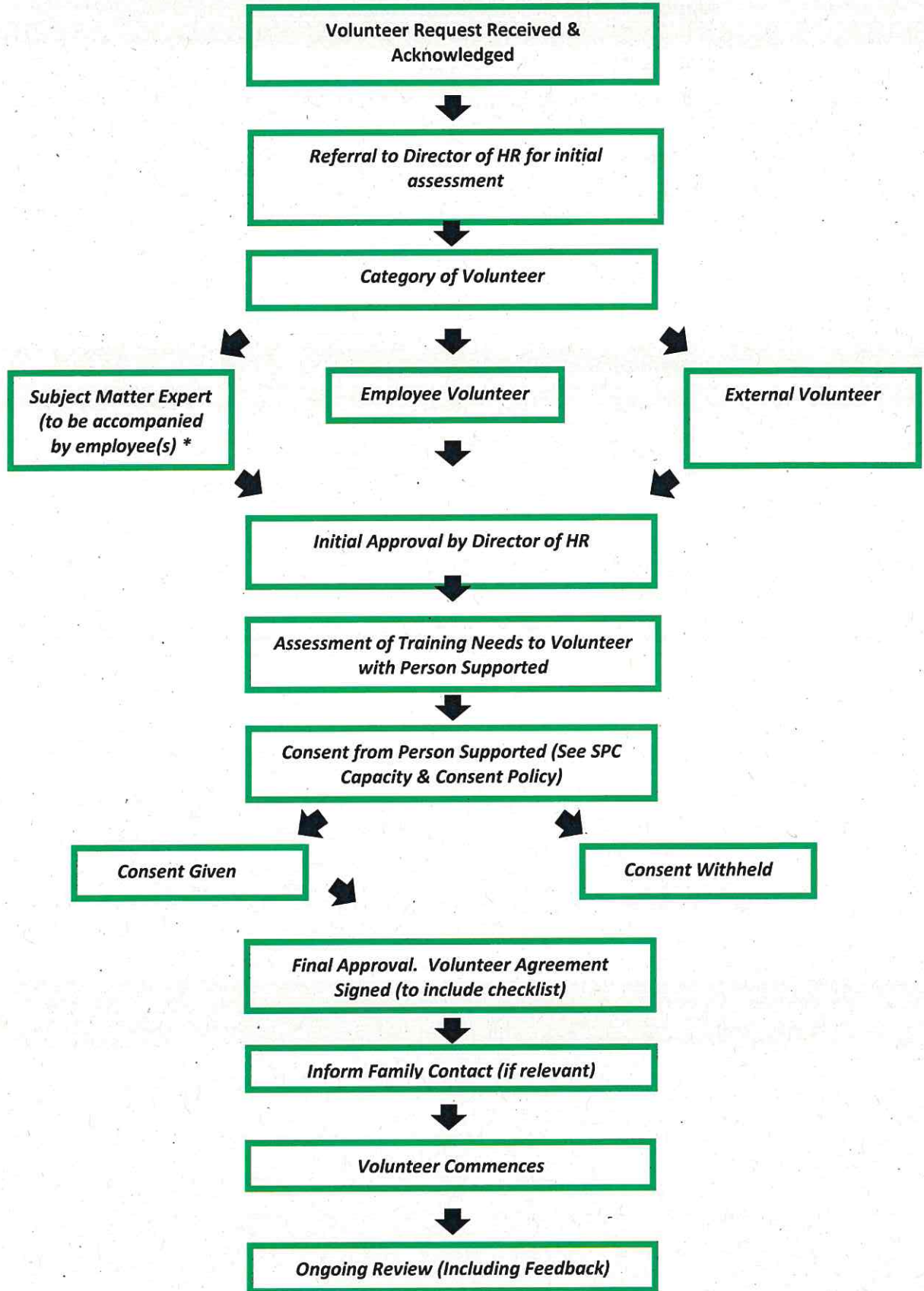
- 2.3** The Director of HR or their designated representative approves the initial application.
- 2.4** While the Volunteer may be known to the person supported, they will now be meeting them in a different capacity. A meeting should be convened where the person supported will meet with their Volunteer in the company of their employee team, to assess compatibility. If compatibility is established, then consent of the person supported needs to be ascertained.

In lieu of the Assisted Decision-Making Capacity Act 2015 being commenced, the employee team should use the SPC Capacity and Consent Policy/Consent

Protocol and a Circle of Support when seeking consent from the person supported. SPC facilitators are available to assist.

- 2.5 The check list must be completed before final approval. The checklist forms part of the Volunteer Application Form attached to this policy (see Appendix 1). Once the Director of HR or their designated representative is satisfied with same, then the Volunteer Application Form can be signed and retained by the HR department, in accordance with the file retention policy.
- 2.6 The PIC or designated member of the support team will inform family of the person supported that the Volunteer is commencing, as a matter of courtesy.
- 2.7 The Volunteer must complete the necessary induction before commencement with SPC.
- 2.8 The Volunteer will provide an update the PIC every three months. If an issue arises with the person supported or the Volunteer in the meantime, then they must bring it to the attention of the PIC or relevant Head of Function

St Patrick's Centre – Volunteer Pathway



3.0 Responsibilities

- 3.1** The PIC must ensure that a risk assessment has been completed and signed before the External Volunteer supports a person. The Volunteer, PIC should sign off on the Risk Assessment (in the company of the Person Supported).
- 3.2** The Volunteer must have a point of contact assigned to them for any queries, concerns, feedback and support. That person can be the PIC, Social Care Worker, Staff Nurse or any other line manager.

4.0 Data Protection

- 4.1** All personal data collected will be processed in compliance with the SPC Data Protection Policy, legislation and regulations.

5.0 Appendix 1

- 5.1** Volunteer Application form

Volunteer Application Form



Volunteer Details

Volunteer Name	
Volunteer Address	
Mobile Number	

Person Supported Details *specific*

Person Supported if identified at this stage

Person Supported	
House	

Category of Volunteer

Employee Volunteer	<input type="checkbox"/>
Subject matter expert	<input type="checkbox"/>
External volunteer	<input type="checkbox"/>

Received, Acknowledged and Approval by HR Director or Designate

Name			
Signature			
Date			
Has all necessary training been completed	<input type="checkbox"/>	Has Garda Vetting been completed?	<input type="checkbox"/>
Approved	<input type="checkbox"/>	Not approved	<input type="checkbox"/>

To be completed by Volunteer

Confirmation Statements	Signature	Date
I have read and will comply with SPC confidentiality policy		
I have met with Team Leader/PIC and I have been made aware of intimate support plans, Risk Assessments and other relevant support plans related to the person		
I have completed the Garda Vetting Process <i>(if applicable)</i>		

3 Month Update

Date		Signature 1		Signature 2	
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Notes:

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6 Month Update

Date		Signature 1		Signature 2	
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Notes:

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Annual Review

Date		Signature 1		Signature 2	
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Notes:

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