

# Volunteer Placement Pack



## Mission Statement

A unique centre providing innovative services to meet the changing needs of people living with HIV.

## Vision

An independent charity and centre of excellence providing a range of specialist HIV treatment and support services.

Working in partnership with our clients and service providers, we offer effective high quality care to enable choice, self management and wellbeing.

## Philosophy

All who work at The Sussex Beacon aim to provide a high quality service to clients and their significant others. We endeavour to work with relevant agencies as part of an integrated approach to care in order to achieve this.

When appropriate, we encourage clients and their significant others to be as involved as possible in the planning and delivery of their care and we aim to create an environment which is safe and supportive with respect for all their needs.

We recognise that each client is an individual and endeavour to work with them in providing holistic care and aim to meet his/her physical, psychological, spiritual, social and cultural needs.

We seek to create a supportive environment for all those who work at The Sussex Beacon by respecting and recognising the skills and experience individuals bring with them to the team. We acknowledge the developmental needs of those who work here and we aim to meet these through appropriate training and education.

## Statement of Core Values

The Sussex Beacon expects all staff, paid and unpaid, and regardless of position in the organisation, to carry out their day to day responsibilities in the context of the following core values and behaviours. Our successes, organisational and individual, will be reviewed against our ability and commitment in meeting these standards.

This list of values has been compiled with the assistance and support of staff, volunteers and clients. These are the things we believe in and the expectations we strive to meet:

- **TEAMWORK:** Collaborating with others, according them respect and dignity, managing conflict, treating others as you would wish to be treated yourself, communicating effectively and honestly.
- **INTEGRITY:** Demonstrating conduct which reflects the highest standards of personal and professional integrity.
- **FLEXIBILITY :** Working flexibly and supportively within the entire multidisciplinary team, assisting colleagues at all times for the benefit of the client.
- **CLIENT FOCUSED:** Placing the interest and care of the client first and foremost, maintaining professional boundaries and always acting with discretion and confidentiality.
- **RESPECTING DIVERSITY:** Valuing and integrating diversity and equality of opportunity within the workplace, being non judgmental, supportive and empathetic.
- **LEARNING AND DEVELOPMENT:** Pursuing learning, receptive to multi-skilling, seeking continuous professional development, learning from past successes and things which might have been done better.

## Codes of Practice for Volunteers

***The Sussex Beacon*** is a purpose built centre providing care for men and women with HIV/AIDS related illness.

Our philosophy is to offer the highest possible quality of care, in relaxed and comfortable surroundings.

Our approach is one that provides the patient with total care - physical, psychological, intellectual, spiritual and emotional.

All who work at ***The Sussex Beacon*** share the common purpose of providing a service for people with HIV/AIDS, their partners, family and bereaved without any form of discrimination i.e. race, age, beliefs, lifestyle, culture and sexuality.

**People working for *The Sussex Beacon*, or representing *The Sussex Beacon*, should generate public confidence in the service and care provided by *The Sussex Beacon* for people with HIV/AIDS related illness.**

### **POLICIES**

- All volunteers should be aware of and adhere to *The Sussex Beacon* policies. These policies are available on request and also in the relevant folder in each shop.

Please note - a breach of these policies could result in dismissal.

- Volunteers should be aware of and be familiar with the aims and objectives of *The Sussex Beacon*, ensuring correct information is passed on to the Public.

### **CONFIDENTIALITY**

- Volunteers must make every effort to ensure client and staff CONFIDENTIALITY at all times - failure to do so will result in termination of the placement.

- Volunteers must not discuss or disclose any information to the media regarding *The Sussex Beacon* or clients availing themselves of our services to the media.
- All media enquiries should be passed on to The Director of Services, Jenny Harper and in the event of her unavailability, to a member of the management team.

## **SECURITY**

- Volunteers should be aware of security measures in use at *The Sussex Beacon*.
- Volunteers should wear name badges or Sussex Beacon identification badges when working at *The Sussex Beacon*, or when representing *The Sussex Beacon* at outside events.

## **OCCUPATIONAL HEALTH**

- Volunteers should be aware of and adhere to Occupational Health and safety requirements when working at *The Sussex Beacon*.
- A copy of the Health and Safety at Work Act is available on request and also in the relevant folder at each shop.
- *The Sussex Beacon* has at its disposal the services of Occupational Health at Brighton Health Care, this service is available to volunteers within *The Sussex Beacon*.

## **FIRE REGULATIONS**

- Volunteers should be aware of fire regulations and evacuation procedures and be able to respond accordingly in the event of a fire, or if a fire alarm is activated.
- A floor plan, highlighting fire exits, fire extinguishers and evacuation routes are placed in most areas within *The Sussex Beacon*. It is the responsibility of the Volunteer to acquaint themselves with evacuation routes and procedure.
- Fire regulations and evacuation procedures are available in the following locations:-
  - a) The Facilities office at *The Sussex Beacon*
  - b) Each of the two charity shops

## **SMOKING, ALCOHOL, DRUG MIS-USE**

- Smoking - is permitted for staff/volunteers in the designated outside smoking area **only**. Smoking anywhere else in the building or grounds is considered to be in breach of *The Sussex Beacon* policy.
- Any member of staff/volunteer found selling/dealing/using or under the influence of non-medically prescribed drugs will be dealt with in accordance with *The Sussex Beacon* Disciplinary Policy.
- Staff/volunteers must not consume alcohol whilst on duty or on the premises of *The Sussex Beacon* or in either of the charity shops.
- Any staff/volunteer found to be under the influence of alcohol whilst on duty or on the premises will be subject to the Disciplinary Procedure Policy of *The Sussex Beacon*.

## **WORKING PROCEDURES**

- Volunteers are expected to adhere to acceptable standards of work whilst working for *The Sussex Beacon*.
- Volunteers should undertake duties within their sphere of competence in conjunction with their line manager.
- Volunteers should notify the relevant Head of Department at the earliest possible moment if they are unable to attend work on agreed days or times.
- Volunteers should report any grievances to their line manager.
- Volunteers should not accept gifts from clients within *The Sussex Beacon*.
- Volunteers should adhere to *The Sussex Beacon* CASH HANDLING POLICY. (Copies of this policy are available for perusal within each shop).
- Volunteers working in *The Sussex Beacon Charity Shop* must not buy goods until priced, labelled and displayed. Anyone found taking goods without permission will be dismissed.

## **TRAINING/DEVELOPMENT**

- *The Sussex Beacon* recognises the need to offer appropriate training and education in order to develop skills and knowledge within the volunteer team.

- In recognition of the contract that exists between The Sussex Beacon and its Volunteer force, and in the interests of our clients and service that The Sussex Beacon provides, volunteers may be required to attend training sessions. These may include volunteer evenings, update training, health issues etc., In the event that you are unable to maintain this commitment, unfortunately the volunteer placement will have to be terminated.

## **EXPENSES**

- It is Sussex Beacon policy to reimburse reasonable expenses incurred by volunteers on behalf of *The Sussex Beacon*.
- Volunteers should present expense claims along with receipts to the relevant Head of Department for approval.

We welcome any ideas and suggestions from our volunteers, the volunteer is as valued as any member of staff and this is recognised and reflected in our policies and commitment to you.

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	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday*		
Sunday*		

\*External Fundraising and Charity Shop only

Would you be able to commit to this on a regular basis? Mfg`.....No`

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Appeals (Fundraising Office):

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- helping to run or organise an event
- collecting at an event





**Section 6**

**Rehabilitation of Offenders Act 1974:**

Your placement as a volunteer is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are not entitled to withhold information when asked about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential.

Have you ever been found guilty of a criminal offence?  Yes  No

If yes, please give details:

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*We must advise you that in accordance with legal requirements and compliance with the National Care Standards, all volunteers must undergo a Criminal Records Bureau check, at an enhanced level. This will be facilitated by The Sussex Beacon at no cost to volunteers.*

Are you over 17 years of age?:  Yes  No





## Equal Opportunities Monitoring Form

The Sussex Beacon is committed to equality of opportunity in its employment policies to ensure that all applicants are treated on the basis of their merits and abilities and that unfair and unlawful discrimination is eliminated. In order to help us achieve this, we monitor our recruitment practices and your co-operation in completing this section would be greatly appreciated. We positively welcome applications from all sections of the community. Please note that any information you give will be strictly confidential to our Human Resources department and will not be made available to members of the appointment panel. **You are not obliged to answer any of the questions in this section, but in order for our monitoring policy to be wholly effective, we are hoping for a 100% response.**

**Please tick ONE**

<b>Age:</b> 17 – 25;    26 – 40;    41 – 59;    60 +	<b>Gender:</b> Male                      Female                      Intersex
<b>Nationality:</b>	
<b>White</b>	<b>Asian or British Asian</b>
British English British Irish British Scottish British Welsh British Other (Please specify) Irish Other White background (Please specify) .....	Indian Pakistani Bangladeshi Other Asian background (Please specify) .....
<b>Black or Black British</b>	<b>Chinese or Chinese British</b>
Caribbean African Other Black background (Please specify) .....	Chinese Other Chinese background (Please specify) .....
<b>Mixed</b>	<b>Religion</b>
White and Black Caribbean White and Black African White and Asian Other mixed background (Please specify) .....	Christian Catholic Muslim Hindu Buddhist Sikh No Religion Other (Please specify) .....
<b>Sexual Orientation</b>	
Heterosexual Gay Bisexual	



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Are you over 17 years of age?:  Yes  No

**Section 7**

**Referees:**

Please supply the names and addresses of two referees, one of whom should ideally be your current or most recent employer, college or school, or where you undertook your last volunteer placement

Name: .....

Email address: .....

Address: .....

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Tel. Number: .....

Relationship: .....

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Name: .....

Email address: .....

Address: .....

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Tel. Number: .....

Relationship: .....