



CODE OF CONDUCT FOR SOLVA CARE PILOT PROJECT VOLUNTEERS - Short Version

Purpose

- To promote a constructive and pleasant atmosphere in which to volunteer.
- To ensure that volunteers know what to expect from Solva Care Pilot Project.
- To ensure that volunteers know what is expected from them.

The nature of volunteering is that a person is free to decide what activities s/he wishes to do and that it should be an enjoyable experience. Consequently no volunteer can be obliged to do any activity if s/he does not wish to do. However, if a volunteer takes on a task or a role within Solva Care Pilot Project (SCPP), it is expected that s/he will do that task or role and comply with any guidelines or procedures that it requires.

The essential requirements are:

- to be reliable, punctual and appropriately presented. If, for any reason, you are unable to turn up for volunteer work or likely to be late, please ring the Co-ordinator*, giving as much notice as possible.
- to keep to agreed timings and give reasonable notice of leave so that alternative arrangements can be made
- to be aware of and keep to the rules and policies of Solva Care.
- to discuss with the Co-ordinator* any problems, worries or concerns you may have either concerning your own work or concerning the person you are caring for.

There is a fuller Code of Conduct Document which covers also:

Interaction with Users, the Co-ordinator and SCPP Committee

eg. Need to keep records and confidentiality

Health and Safety considerations

Any accidents do be recorded in the Accident Book

Change of personal data to be notified to the co-ordinator

i.e. Change of address, telephone number or emergency contact information

Expense claims and Travelling Allowance

Claims must be supported by receipts

Mileage to be recorded for visits, study days, etc

Gifts & Donations

All offers to be directed to the Co-ordinator

Co-ordinator contact number is: 07805 717556 (Lena Dixon)

Full Code of Conduct Document, Health and Safety Guidelines, Accident Report Book and Grievance Procedure are held by the Co-ordinator and can be consulted at any time.

LD August 2015