

Supporting you to help others

An information pack for Red2Green
volunteers in outside organisations



Red2Green ♦ Harvey's Barn ♦ Park End ♦ Swaffham Bulbeck ♦ Cambridge ♦ CB25 0NA
01223 811662 ♦ info@red2green.org ♦ www.red2green.org

Turning the Red Lights Green is a Registered Charity no 1112429
and also a company registered in England and Wales no 5485413, trading as Red2Green

(A separate pack is available for people wishing to volunteer for Red2Green)

Red2Green
Harvey's Barn
Park End
Swaffham Bulbeck
Cambridge CB25 0NA

Volunteering has long been seen as an important step on the road to getting a job, returning to work, changing career, improving self-esteem or 'giving something back'. There are many benefits, including:

- making friends with like-minded people
- having fun doing something that is exciting and fulfilling, while making a difference
- developing and sharing skills that equip people for life and work
- building confidence and self-esteem
- experiencing diversity and integration with the community
- potentially leading to paid work, in some circumstances
- enhancing your CV and influencing career choices
- contributing towards the personal development plan

We are really pleased that you are considering volunteering, and have put together this pack to give you more detail on the organisation you'll be volunteering with, and the activities you are likely to do. There are also a couple of short forms for you to complete, so the organisation you're supporting has your emergency contact details etc.

In this pack you will find:

1. Volunteer information sheet
2. Volunteer placement description
3. Volunteering agreement
4. After your placement – volunteer feedback
5. Be safe – an introductory guide to health and safety

What you can expect from Red2Green

We will:

- help you settle into your volunteering role
- conduct a review (and regularly thereafter, if appropriate) with you and the person supervising your volunteering role
- respond quickly to any problems which may arise
- keep you informed of any developments which might affect this placement
- respect your needs at all times

There is a volunteer agreement included in this pack which outlines what you can expect from the organisation you are placed with, and what they will expect from you.

At the end of your volunteer placement (if applicable), we would be grateful if you could spend a few moments completing the enclosed evaluation. This is an important way in which we can monitor the effectiveness of our placements, and gives you the opportunity to formally feed back on your volunteering experience.



I hope you don't feel too bombarded with paperwork! If you would like any further information please do ask me, or the supervisor at your volunteering placement.

Lastly, if you are claiming benefits, you should notify your benefit advisor about your volunteering. If you have any concerns that your benefits might be affected please let me know.

Your time and contribution will be much appreciated. We really hope that you find your time volunteering rewarding, and fun!

Yours sincerely

Heather Taplin
Advance Manager

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Continued:

Two referees

Referee 1

Name:

Address:

.....

Telephone:

How do they know you?

.....

Referee 2

Name:

Address:

.....

Telephone:

How do they know you?

.....



Copy to: Red2Green representative, file confidentially

Organisation placement supervisor, file confidentially

Volunteer's name	
Placement title	<i>Eg: volunteer driver</i>
Placement address (in full)	
The volunteer's supervisor's contact details	<i>Include name, phone number and email address</i>
Day to day placement contact details (if different from above)	<i>Include name, phone number and email address</i>
Hours of volunteering (include start and finish times)	
Expected start and finish dates (if known)	

Copies to:
 Volunteer
 Red2Green representative, file confidentially

This volunteering agreement describes the arrangement between the organisation you volunteer with, and you.

Red2Green expects the organisation you volunteer with to:

- value your help and support, and respect your needs at all times
- give you a thorough induction into your volunteering placement
- keep you informed of any developments which affect you
- allocate you a named supervisor
- give you a volunteer placement description, including a 'role' description or outline of the tasks you are likely to be asked to do
- respond quickly to any problems you may have
- ensure adequate insurance cover for you while undertaking voluntary work
- give you appropriate training for your placement, including training on the safe use of machinery, and that a health and safety check is made on your volunteering role
- give you the name of the person responsible for health and safety issues
- give you a copy of its health and safety policy, equal opportunities policy and any others it considers appropriate
- repay expenses you may incur (please discuss these, in advance, with your volunteering supervisor)

We ask that you:

- keep good time, telephoning the organisation in advance if you have any attendance difficulties
- let your volunteer supervisor know if you have any questions or concerns.
- respect the organisation's clients, staff and other volunteers
- follow the organisation's procedures and standards, including health and safety and equal opportunities
- perform your volunteering role to the best of your ability
- provide referees as agreed who may be contacted, and to agree to a police check being carried out where necessary. (A criminal conviction may not necessarily prevent you from volunteering)

This agreement is binding in honour only, is not intended to be a legally binding contract between the volunteer and the organisation they volunteer for, and may be cancelled at any time at the discretion of either party. Neither party intends any employment relationship to be created either now or at any time in the future.

Continued:

Volunteering agreement continued:

I agree that all personal information given to me in the course of my duties will be treated with respect, in accordance with relevant policies, and is strictly confidential.

Signed: _____ (Volunteer)

Date: _____

Signed: _____ (For placement organisation)

Date: _____

- ✓ Copies to: Volunteer
 Placement organisation
 Red2Green representative

We would be grateful if you could spend a few moments completing this form and return it to us once your volunteering placement has finished. This will help us to find out what went well and what can be improved in future placements. Thank you.

About the volunteering placement

Your name:	
Name of organisation you volunteered for:	
Dates placement began and ended:	

About your experiences

	Agree	Disagree	Neither agree nor disagree
I was warmly welcomed and was able to mix well with employees and other volunteers (if I chose to)			
I received the appropriate training to carry out my volunteering			
I found the volunteering placement rewarding			
The original 'role description' I received accurately reflected the activities I was asked to do			
I would be happy to recommend volunteering at this organisation to others			
If I were looking for work and a vacancy existed, I would consider this employment with this organisation			

Your experience of Red2Green

	Agree	Disagree	Neither agree nor disagree
The information provided by Red2Green about the organisation was accurate			
The contact at Red2Green clearly explained what was expected of me.			

Continued:

After your placement – volunteer feedback, continued:

	Agree	Disagree	Neither agree nor disagree
The contact at Red2Green was responsive to my queries			
The contact at Red2Green was able to resolve any problems which I had with the placement.			

What do you consider to be the best or most rewarding part of your volunteering:

Signature:

Name:

Date:

When complete, please return the form to the address below. Thank you very much for your feedback – it is very important to us.