

Dear Applicant,

Thank you for your interest in volunteering at the Royal Hospital for Neuro-disability (RHN).

Volunteers form a crucial part of the successful operation of the RHN and the wellbeing of our patients and residents. In return, we take the recruitment, training and wellbeing of our volunteers very seriously. In all we do, we put patients, residents, their families and carers first at all times.

Our volunteers undertake a wide range of roles including:

- Group activities: gardening, sports club, making music, arts/crafts club and computer club
- Escorting patients and residents to activities e.g. church services and group activities
- Ward-based activities: reading groups, music, arts/crafts
- 1:1 befriending
- Fundraising
- Archive projects
- Administration

While the atmosphere at the hospital is generally very flexible and relaxed, we ask that you aim to commit to a minimum of two hours a week for a 12-month period for many of the patient-facing roles on offer.

This is to ensure that our investment of time and resources in the recruitment, DBS clearance and training of our volunteers is worthwhile.

Other roles can be more flexible in terms of time commitment and will be discussed at the interview stage.

The next step is to complete the Volunteer Application Form and return it to me. We will then arrange a time for you to come to the RHN to discuss the volunteering opportunities available that are suitable for your skills, interests and availability.

If you are still interested in volunteering, we will then take up your references and start the process for the National Disclosure and Barring Service (DBS) by sending you a link to the online DBS application form to be completed.

You will also need to complete a Volunteer Personal Details Form, a Volunteer Health Declaration Form and sign a Volunteer Agreement Form. Once these are through, we will arrange a basic orientation session before you start.

You will need to attend a more formal and comprehensive induction programme within two months of starting volunteering, but we do not want to hold up your start date because this has not taken place!

The induction programme covers:

- Introduction to the RHN and our Leisure and Family Service
- Safeguarding of adults
- Data protection
- Health and safety
- Infection control
- Manual handling

All these stages are necessary to ensure that we deliver the best possible volunteering experience and service to our patients, residents and our new volunteers.

If you have any queries, please contact me on 020 8780 4500 ext. 5952.

Thank you again for your interest in volunteering with the RHN. I look forward to hearing from you.

Yours sincerely,

Emma Cartwright
Volunteer Coordinator

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