

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.

There are a range of volunteer roles available that help to provide an engaging and enriching social life for our patients and residents. These roles support:

- Ward-based activities (reading groups, games groups, gardening groups and art groups)
- Off-ward large group activities (concerts, Boccia and sports groups)
- 1:1 befriending (engaging with patients and residents on an individual basis)
- CoDa Dance sessions on the wards
- Art groups
- Music Therapy sessions
- Computer Room activities
- Chaplaincy services

In addition, there are a number of volunteer roles that indirectly benefit our patients and residents, their families, and staff at the RHN. These include:

- Fundraising events (for example, helping behind the scenes with concerts and events, or marshalling at sporting events)
- Gardening (helping to maintain the Therapy Garden, supporting the upkeep of ward gardens, and refreshing and maintaining pots and planters around the hospital site)
- Minibus and ambulance driving (enabling patients and residents to visit local attractions and gardens, attend home visits, and participate in activities such as away Boccia matches. A full, clean driving licence is required.)
- Supporting the Archive team with the coordination and preservation of historical records and documentation.

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 6-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 our team. 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 Disclosure and Barring Service (DBS) by sending you a link to the online DBS application form to complete.

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

Prior to starting your volunteering role, you will need to complete our online induction training. The induction programme covers:

- Roles and responsibilities of a volunteer
- Communication for volunteers and with patients
- Safeguarding of adults
- Data protection
- Health and safety
- Infection control
- Fire safety

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. 5957.

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

Yours sincerely,



Brenda Berge  
Leisure and Family Services Manager  
Tel: 0208 780 4500 ext 5897  
Email: [bberge@rhn.org.uk](mailto:bberge@rhn.org.uk)