

Date as postmark

VOLUNTEERING

For Overgate Hospice

Thank you for your interest in volunteering for Overgate Hospice.

Overgate is an adult hospice, providing specialist care for people in Calderdale, who have an advanced and progressive illness. We care for the whole person, to give them the best quality of life and provide support for their families and carers. We make no charges for our services, and rely on the goodwill of local people, who support us in tremendous ways, both financially and by volunteering.

There are various volunteering opportunities, outlined by the enclosed pack and supporting documents, which give a brief explanation of each position, although not all may have vacancies.

If you decide you would like to register to be a volunteer with Overgate Hospice please complete the enclosed registration and monitoring forms. (Parents/guardians of 18 year olds and under must also fill parts A and C on Calderdale Council's employment of children application form. We fill in part B and send it to Calderdale Council who will approve the volunteering and issue a work permit).

Once the completed forms have been returned, we will invite you to attend an informal interview either at the Hospice or in one of our 13 shops, when you will be able to learn more about the work of Overgate Hospice and discuss your interest in becoming a volunteer.

I hope you find the enclosed information helpful and will want to become actively involved with Overgate Hospice. There is more information about the volunteering process on the reverse of this letter. If you require further information please don't hesitate to contact us.

Yours sincerely,

Sarah Page
Volunteer Services Coordinator
Tel: 01422 387145
Email: sarah.page@overgatehospice.nhs.uk

Encs.

Volunteer Registration Pack
Volunteer Opportunities
Calderdale Council's Employment of Children (under 18's only)
Outline of the volunteering process (on reverse this letter)



Outline of Volunteer Process from initial enquiry

Below is an outline of the volunteering process. On average the process can take a couple of months (less time for shop workers), although it depends how long it takes for references and the DBS (Disclosure and barring service) certificate to come back where applicable.

- Enquiry
- Registration pack, list of opportunities and employment of children form sent out*
- Completed forms* returned to the Volunteer Co-ordinator at Overgate Hospice, or Shop Manager (if your interest is shop work only)
- Phone call/email from Overgate Hospice or shop, to arrange an interview (*this will be done as soon as possible after receipt of form, but please be aware this may not be immediately*)
- Informal interview to discuss your motivation to volunteer, to assess your suitability, to guide you to a suitable volunteering role that will be enjoyable and beneficial to your personal development and for you to decide if you would like to be involved as a volunteer within the organisation
- Successful applicants sent confirmation and given a DBS application form. (This is necessary for certain volunteering roles and you will be advised if this is required.) Any 'spent or unspent convictions' should be disclosed with the registration form. Two references sent for which cannot be a family member (must have known you for at least two years). Drivers will be asked to fill in additional paperwork for driver and vehicle checks to be carried out on www.gov.uk/view-driving-licence and vehicleenquiry.service.gov.uk
- When applicable, applicant completes DBS form and phones Overgate Hospice to arrange to bring in documents for countersigning (we complete the back page and send it to DBS who will process it and return the certificate to you. On receipt you must bring the certificate to the Hospice for us to record some details. It is advisable to register the certificate online which is free to volunteers, within 19 days of receipt. This means the DBS has no expiry date and is portable – ask the Volunteer Services Co-ordinator for more details)
- When all the above is complete, mandatory induction training will be given at Overgate Hospice in Elland, at the earliest opportunity. (*If a training session has just taken place volunteer could be waiting 4-6 weeks for the next*)
- Volunteer starts when references received, DBS form has come back, if necessary for the role, and training completed

For your information

- Volunteers may work in the shops at age 14 and the Hospice at age 16
- Car/van drivers must be age 25+ (driving licence, copy of insurance and NI number required)
- Volunteers may work in the In Patient Unit and kitchen at age 18
- Due to the sensitive nature of our work, we ask that volunteers who have direct contact with patients, have not been affected by a close bereavement within the last 12 months
- We are extremely grateful to you for your interest in volunteering with us and hope you will want to take this further

Please contact us if you require more information