

# HOSPITAL RADIO PERTH

## VOLUNTEER POLICY STATEMENT

### **ONE**      **DEFINITIONS**

In this document

The term "Organisation" will refer to Hospital Radio Perth.

The term "Committee" will refer to the managing committee of Hospital Radio Perth.

The term "Member" will refer to any full, associate or probationary member of Hospital Radio Perth.

The term "Policies And Guidelines Folder" will refer to the Hospital Radio Perth Policies And Guidelines Folder; a copy of which is given to each full member of the Organisation. A copy of the folder is available at the studio for the information and guidance of probationary members.

### **TWO**      **INTRODUCTION**

Hospital Radio Perth exists to entertain patients by providing a local hospital broadcasting service to Perth Royal Infirmary and other Perth and Kinross hospitals and to:

- a) Provide programmes of interest to hospital patients.
- b) Provide a ward visiting service to hospital patients.
- c) Co-operate with other organisations providing a similar service nationally and/or internationally.

In line with this mission the Organisation seeks to involve volunteers to ensure our services meet the needs of the patients.

### **THREE**      **PRINCIPLES**

This Volunteering Policy is underpinned by the following principles:

- a) The Organisation will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the Organisation's work.
- b) The Organisation recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

### **FOUR**      **PRACTICE GUIDELINES**

The following guidelines deal with practical aspects of the involvement of volunteers. More detailed information, including copies of the various documents referred to, is provided in the Policies And Guidelines Folder.

### **FIVE**      **RECRUITMENT**

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

### **SIX**      **VOLUNTEER AGREEMENTS AND VOLUNTARY WORK OUTLINES**

Volunteers will have a Volunteer Agreement establishing what the Organisation undertakes to provide them. In addition they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract; the Organisation has no intention of creating a contract with any volunteers.

### **SEVEN**      **INSURANCE**

Hospital Radio Perth carries insurance for many of the activities carried out by members. Members should make themselves familiar with the Organisation's policy document "Insurance".

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### **EIGHT**      **EXPENSES**

The Organisation does not pay expenses for travelling to the place of volunteering or for meals taken whilst there.

The Organisation will refund any out-of-pocket expenses arrived at in the operation of the Organisation's business provided these are agreed in advance, or where this is not possible it is agreed that the purchases were necessary and appropriate. These may include such items as batteries for outside broadcast equipment, fuel for vehicles or generators, parking charges at specific events, etc. In all instances proper receipts must be produced before the volunteer may be reimbursed.

### **NINE**      **INDUCTION AND TRAINING**

All volunteers will receive an induction into the Organisation and their own area of work. Training will be provided as appropriate.

Volunteers who have been awarded full membership of the Organisation and wish to train in some other aspect of the Organisation's work should advise any Committee Member of such. If appropriate, every effort will be made to provide such training.

### **TEN**      **SUPPORT**

During their probationary period, all volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

Volunteers who have been awarded full membership of the Organisation may discuss their progress and future development with the Committee Member responsible for their area of work.

### **ELEVEN**      **THE VOLUNTEER'S VOICE**

Volunteers are encouraged to express their views about matters concerning the Organisation and its work. They should outline ideas, proposals or concerns either verbally or in writing to the Committee Member responsible for their area of work.

He or she will ensure that the matter is discussed at a Committee Meeting of the Organisation and a response provided.

### **TWELVE**      **HEALTH AND SAFETY**

Volunteers are covered by the Organisation's Health and Safety Policies. A copy is in the Policies And Guidelines Folder.

### **THIRTEEN**      **EQUAL OPPORTUNITIES**

The Organisation operates an equal opportunities policy in respect of volunteers. A copy is in the Policies And Guidelines Folder. Volunteers will be expected to have an understanding of and commitment to the equal opportunities policy.