



The Ectopic Pregnancy Trust

Volunteer Policy Statement

October 2004
Reviewed: March 2009.
For Review: March 2010.
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Introduction.

The Ectopic Pregnancy Trust was established in 1998, in memory of Sophie Winter, to raise awareness of ectopic pregnancies amongst women of childbearing age, the medical profession and the general public. We are striving to:

- Provide information, education and support to those whose lives have been touched by ectopic pregnancy and the professionals who care for them.
- Support research into the underlying causes, treatment and prevention;
- Improve the diagnosis and treatment of ectopics through cooperation and collaboration with the educators and other agencies responsible for supporting and educating the professions.

Recruitment

Volunteers are usually recruited through our and website message forums or via contact with our organisation e.g. through the helpline and through written contact.

*Volunteer interest forms are available on our website or sent by post to parties that express an interest via our helpline, email or general post.

Potential volunteers are invited to describe their skills in writing.

Potential volunteers are invited to attend an induction and information telephone conference session.

Following this, volunteers who feel they can contribute and commit to the training are invited to join the rolling training programme.

Upon completion at an interview with the trainer and or other representative of the Trust, will discuss available roles and where possible a suitable role will be offered

Two Character references are always obtained from professional sources.

Where necessary, police checks are undertaken.

Diversity

The Trust is committed to the concept of diversity within the organisation. Diverse cultures and perspectives enhance the service we are able to provide to the individuals that use our services.

We are committed to developing and maintaining an organisation where differing ideas, abilities and background needs are embraced and adopted in all areas of our business.

Selection

Once volunteer training is complete or when the trainer considers the volunteer is sufficiently prepared to take on a particular role, if the organisation identifies a volunteer suitable for a particular role, they will be invited to consider it and will be provided with a written *Volunteer Role Description, specific to the position.



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If both parties agree to explore the possibility of the volunteer undertaking the role, a copy of the *Volunteer Handbook and the policies and other documents of the organisation relevant to the role will be provided prior to an induction discussion.

An induction discussion will be provided to the potential volunteer.

At induction, if both parties decide that the volunteer will take on the role, the volunteer and organisation will negotiate and agree a trial period for the role.

At induction the volunteer will demonstrate that they have received and understood the policies and procedures of the organisation that relate to their identified role by completing and signing an *acknowledgment record to be retained in their personal development file.

Out of pocket expenses

The Trust understands the need, and agrees, to pay out of pocket expenses incurred by volunteers when undertaking activities specifically on behalf of the Trust. This is providing agreement has been reached between the 'Trust' and the volunteer on the need to incur the expense before the volunteer outlays their own monies. Out of pocket expenses will be paid on submission of a properly completed out of pocket *expenses claim form.

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Support and supervision

Support and supervision will be available to all volunteers.

Regular volunteer co-support groups via conference call will be provided and, at the time a role is agreed upon, a 'supervisor' will be allocated.

The supervisor will provide the volunteer with regular feedback and an opportunity to identify problem areas within their role on a regular basis. Notes of supervision sessions will be held on the volunteers personal development file.

*Role appraisal will be provided annually.

Insurance.

When on Trust business the volunteers are protected by the Trust's employer liability cover.

Equal opportunities

The Trust is committed to equal opportunities and the concept of diversity and is working towards achieving this within the everyday practices of its business.

Health and Safety

Volunteers will be provided with a copy of the Trust's Health and Safety policy and required to adhere to its provision when undertaking business on behalf of the 'Trust'.

Grievance and disciplinary issues.

Volunteers will have equal access to the Trust's *Grievance and *Disciplinary procedures and encouraged to use these mechanisms when they have need to.

Likewise the organisation will use these procedures when developing or resolving issues in respect of volunteers.

Confidentiality.

Volunteers will be expected to adhere to the Trust's *Code of Confidentiality.



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The Trust undertakes to review and amend its Volunteer policy annually.

Devised October 2004.

Agreed Date: November 2004

Signature on behalf of the Trustees _____

Implementation Date: November 2004

Reviewed March 2009

Review Date: March 2010



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Other documents to which this policy refers:

Forms:

- Volunteer interest form
- Expenses claim form
- Role appraisal form
- Document and induction acknowledgment record

Codes:

- Code of confidentiality

Policies:

- Diversity and equal opportunity policy
- Health and safety policy

Procedures:

- Disciplinary Procedure
- Grievance Procedure

Handbooks

- Volunteer handbook

Other

- Volunteer role description
- Employer Liability Cover.