Volunteer Relationship – Peer Support Plus©

The charitable Object of Peer Support Plus CIO is
To relieve sickness and preserve health of persons suffering from mental illness of any description or in need of rehabilitation and support as a result of such illness, in the Leeds Metropolitan District, by the provision of:

- Peer to Peer support.
- Educational workshops and courses on managing mental health illness and rehabilitation.
- Advice and guidance on living with mental health illness.

A Peer Support Plus Volunteer
Is someone who freely commits time, energy and talents to benefit others, while gaining a rewarding experience of working and personal growth, with no expectation of payment except necessary out of pocket expenses.

To engage in a *Volunteer Relationship*[1] with Peer Support Plus you will be an adult, who accepts responsibility for your own behaviour.

Everyone who seeks to engage in a *Volunteer Relationship*[1] with Peer Support Plus must agree to accept personal responsibility for their behaviours, including: choices and actions; listening carefully when others relate their feelings and experiences; judging for themselves what might or might not be relevant; choosing what might or might not be appropriate to try and apply; choosing when to attempt change; and accepting the consequences for better (or for worse).

We will encourage you to take well managed risks; aim carefully to change thing for the better; attempt one small step at a time; learn from your experience and take another step.

The *Volunteer Relationship*[1] between you and Peer Support Plus is entirely voluntary and does not imply any contract between us, but it is important that Peer Support Plus is able to maintain agreed standards of service for everyone who engages with Peer Support Plus, and it is important that volunteers enjoy making their contribution.

Our Documents (*identified by italics*) are published on our website peersupportplus.org.

Guidelines means our *Guidelines for Behaviour*[1] which describes the behaviours Peers, Volunteers, Employees, Members and Trustees of Peer Support Plus must aspire to when relating with one another and with the charity's Supporters, Partners and Suppliers. They are intended to help everyone feel safe, productive, valued, and equal.

Managing the Relationship Peer Support Plus aims to support as many Volunteers as possible but our resources are limited and we can offer no guarantees of support.

If your Volunteer experience falls short of reasonable expectations, please use the **Resolving problems** procedure set out in *Volunteer Engagement Policy*[1] to improve it.

If it still cannot be resolved or if your Volunteer experience exceeds reasonable expectations, please use *Comments, Compliments and Complaints*[1] to tell us about it.

You may end your *Volunteer Relationship*[1] with Peer Support Plus at any time, as described in our *Volunteer Engagement Policy*[1].

Peer Support Plus may suspend or end the *Volunteer Relationship*[1] with you at any time if our Trustees have good cause to believe you:

- are unable to meet our agreed standards of service when performing the Role Description(s) you have committed to; or
- are failing to respect our *Guidelines for Behaviour*[1]; or
- are not complying with our policies, including *Volunteer Engagement Policy*[1]; or
- may be acting outside the law, or contrary to the charity's Object.

Privacy and Data Protection Peer Support Plus is committed to protecting and respecting your privacy and keeping your data secure. We require your informed consent to process your data – see *Privacy Notice*[1]. We will only process and retain your personal data as described in our *Privacy Policy*[1] and *Records Management Policy*[1].

Personal Data To engage with you we require [R] some information about you. We will use the information you provide to:

- Conduct our relationship with you.
- Help us ensure your safety and that of everyone you may come into contact with at Peer Support Plus.

Please provide us with your Personal Data using the form on the next three pages and send it, along with the associated documents, to:

Email charityadmin@peersupportplus.org

Telephone 07434 614 829

Or post to Administrator Charity Volunteers, Peer Support Plus CIO
c/o 1 Elmete Close, Leeds LS8 2LD (our registered address)

If you would like us to print and post any documents to you, or if you have any questions about engaging in a *Volunteer Relationship*[1] with Peer Support Plus, please contact our Delivery Team Lead.

Notes [1] available on our website peersupportplus.org

[R] required information

Offer to engage in a Volunteer Relationship with Peer Support Plus

Your contact details

Title [R] First name [R] Last name [R]

Please indicate your preference for personal pronouns [✓ or **Bold**]:

He/him ☐ She/her ☐ They/them ☐ Other ☐ (please state) _____

Address [R]

Postcode [R]

Phone number [R] Alternative phone number

Email address [R]

[R] ✓ Would you like to subscribe to our *Newsletter*[1]? We may use Newsletters to let you know about meetings, service interruptions, etc. ☐ No ☐ Yes

[R] ✓ Please let us know how we may contact you:

☐ Post ☐ Email ☐ Call Landline ☐ Call Mobile ☐ SMS [Text]

Emergency Contact's details

Name [R] Relationship to you [R]

Address [R]

Postcode [R]

Phone number [R] Alternative phone number

Safeguarding [R] see *Safeguarding Policy*[1]

✓ Are there any reasons why you cannot come into contact with Adults at Risk?

☐ No ☐ Yes – Please say why

✓ Is there anything else we should know about you, to keep you and everyone else who engages with Peer Support Plus CIO safe from harm?

☐ No ☐ Yes – Please say what

✓ Have you undergone recent *Disclosure and Barring Service (DBS) Checks*[1]?

☐ No ☐ Yes. If yes, ☐ Basic ☐ Standard ☐ Enhanced

Dated when? _____ Is a copy attached? ☐ No ☐ Yes

Note
Peer Support Plus CIO will decide what level and date of DBS Check is required and will not sign this document until the results are at hand and you are judged safe in the context of any risk assessment we decide is appropriate to the Role Description(s).

Communications, physical access and health needs [R]

1. ✓ Do you have any communication needs (e.g., hearing, vision, dyslexia, information format, a communication professional, etc) that you feel we should know about?

   ☐ No ☐ Yes – What are your needs, and how can we help?

2. ✓ Do you have any physical access or health needs (e.g., wheelchair access, epilepsy, diabetes, asthma, allergies, etc.) that you feel we should know about?

   ☐ No ☐ Yes – What are your needs, and how can we help?

✓ Please tell us how you heard about Peer Support Plus

☐ The Peer Support Plus website or social media.

☐ From a family member or friend.

☐ Leaflet or poster. Where did you see it? _____

☐ From another organisation. Which? _____

☐ From another website or social media. Which? _____

☐ From another source. Which? _____

R **✓ I offer to become a Volunteer at Peer Support Plus**

☐ I have read, agree and commit to perform the following Role Description(s) [attached]:

1. _____ Signed _____
2. _____ Signed _____
3. _____ Signed _____
4. _____ Signed _____

☐ I have read and will aspire to the *Guidelines for Behaviour*[1]

☐ I have read and accept the *Volunteer Engagement Policy*[1]

☐ I have read, signed and enclose my consent to *Privacy Notice*[1]

☐ I have completed and enclose the *Diversity Survey*[1]

☐ I agree that I am personally responsible for my behaviours, choices and actions

R **Offer** [Volunteer]

Signed _____

PRINT NAME _____

Date _____

R **Acceptance** [for Peer Support Plus CIO]

Signed _____

PRINT NAME _____ ROLE _____

Date _____

End