



Volunteer Application

Volunteer Induction:

- Informal induction at the beginning of the first session with the Activity Leader who will outline the plan for the session, introduce the volunteer to the group and identify any particular issues members may be experiencing on that particular day. Fire safety procedures, the layout of the building and kitchen facilities will also be explained.
- If the volunteer has not received the pack prior to visiting for the first time, they will have an opportunity to take some time to read through the paperwork.
- Initially volunteers spend time just getting to know the members, socialising and assisting them in activities.
- With experience volunteers may like to develop activities themselves (this is not a requirement) or simply share observations and ideas.
- Feedback from volunteers as to how they felt the session went is valued and will be sought particularly from new volunteers.
- Dementia Active is part of the Dementia Friends network and encourages all its volunteers to join this initiative.
- Online dementia videos provided by Dementia Friends are a useful introduction for volunteers to the field of dementia.

Volunteer role:

- To enjoy yourself! Volunteering, although a commitment, should never feel like a burden.
- To support the activity leader by helping members take part in and enjoy activities.
- To help create a warm, friendly environment in which everyone can have a little (or a lot of!) fun together.
- To observe the group as a whole and notice if there are individuals who have become withdrawn or have lost interest.
- To ensure members safety particularly when standing and walking as many have mobility problems.
- To assist with general tidying up after activities; serving lunch and drinks and leaving kitchen facilities clean and tidy.

- To make sure that members take all their belongings and prizes (!) when they leave.
- To communicate with carers or friends who come to collect members and let them know how well the session went.

Volunteers are valued and are essential for Dementia Active to achieve its core aims:

- They bring additional skills and new perspectives to the organisation.
- They are in a good position to champion the cause of improving the lives of people with dementia within the wider community by telling others what can be achieved. We all fear the onset of dementia. So by sharing the positive experience of working as a volunteer supporting members, others may be heartened.
- They bring their life skills, personality and experience, and therefore add to the richness of the experience for those with dementia.

Volunteers can expect:

- To have clear information about what is and is not expected of them.
- To be working in a safe and fully insured environment.
- To be treated with respect.
- To be valued and appreciated for what they do.
- To have the freedom to say 'no' to anything which they do not feel comfortable doing.

Dementia Active needs volunteers:

- To be reliable and honest.
- To communicate regarding availability and to give as much notice as possible if unable to attend a session.
- To uphold the organisation's values and comply with Dementia Active policies.
- To participate with a positive attitude bearing in mind that the demands of working with people with dementia can mean that sessions do not always run to plan.
- To communicate positively about the organisation in the wider community.
- To be inclusive and without value judgement when responding to people who may have very different backgrounds, beliefs or cultures.

Dementia - communication strategies:

Although members will all have different needs it is wise to keep the following in mind as a starting point when communicating:

- Speak slowly and clearly using short sentences.

- Offer lots of reassurance when people attempt to carry out a task.
- When making a request, ensure that the person is making eye contact and you have their full attention.
- Sometimes a request backed up by pointing may be easier for members to understand.
- Be aware that background noise can be distracting
- Many older people have hearing and sight loss which increases the feelings of isolation and confusion. Be aware of the possibility of these additional communication difficulties.
- The aim is always to help people to experience success/satisfaction when taking part in activities. This might involve giving prompts. There is a very fine line between giving too much help when someone is attempting to do something, therefore reducing their sense of achievement and not helping enough which might result in them feeling stressed and lacking in competence.
- Remember that people's ability levels will vary from day to day and often from hour to hour. Typically people become more tired towards the end of the session.

Moving on:

When volunteers move on from volunteering with us they will be asked to provide feedback on the volunteering experience by way of an exit questionnaire. They will also be given the opportunity to discuss their responses to the questionnaire more fully. Volunteers who have remained with the organisation for at least 3 months will have the right to request a reference. Volunteers will be supported to move on to other options.

Volunteers agree to the following:

- To be familiar with and to abide by all Dementia Active policies and procedures, for instance: safeguarding, health and safety and complaints procedure.
- To be aware of members individual needs.
- To share any concerns about members welfare as soon as they arise, please see Safeguarding Policy.
- To ensure that information about members and their families is held in strict confidence - please see Confidentiality Policy
- To maintain clear boundaries in relationships with members and their families:
 - Contact with members must only take place within a Dementia Active setting. Any other requests for contact either from families or members must be discussed with Dementia Active.
 - Gifts from members or their families to volunteers must be reported to Dementia Active to ensure that there are no misunderstandings.
 - There can be no private financial transactions between volunteers and members or their families
- Photography and filming are integral to the work of Dementia Active as these are emailed to carers/friends to enable them to share in their loved ones experiences. Additionally, as the use of social media becomes more commonplace, photography and filming are becoming essential to promoting the

work of the organisation online. This is in order to reach as many of those who need it as possible. Therefore it is essential that volunteers are happy to agree to being filmed/photographed when taking part in activities. Clearly though the camera will be focused on members participation rather than on volunteers.

- To communicate regarding availability and to give as much notice as possible if unable to attend a session.
- To communicate if unable to attend for the whole session, giving times of arrival/departure.
- To dress in a casual but reasonably smart manner. Clothing should never risk being provocative as people with dementia may sometimes misinterpret this.
- To wear an ID badge/lanyard
- For volunteers who transport members in their own vehicles - Dementia Active must have details of current MOT/road tax status and insurance certificate. By inputting your car number plate you are giving Dementia Active permission to check your documents online.
- To provide emergency contact details for next of kin.

Volunteer Information

Tick here to confirm you have read the 'Volunteer Application information' and wish to continue

Please complete all sections

Name of applicant *

First Name Last Name

Address *

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

Email *

Phone Number

Area Code

Phone Number

Mobile number

Previous experience of volunteering: name of organisation/start date/end date/volunteer duties *

Previous experience of supporting people with dementia *

Emergency Contact Details

Name *

First Name

Last Name

Relationship to applicant *

Phone Number

Area Code

Phone Number

Mobile

What type of help can you offer? *

- Help during the sessions
- Offer to transport a client

**Car Registration No. if volunteer driver.
this you consent to Dementia Active checking your car insurance/MOT/road tax.**

By doing

Referee contact details

Either an employer or friend but not a family member

Name *

First Name Last Name

Address *

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

Phone Number

Area Code Phone Number

Mobile

Email *

example@example.com

By signing and submitting you are agreeing to all of the terms in the above agreement. Thank you for wanting to help, it will make a big difference to the people we work with.

Thank you for filling out our form, we will contact you shortly after you have submitted it.