

Confidentiality

As a volunteer you may be party to confidential and sensitive information about patients, carers, the public and the Trust. This includes information about their lifestyle, family, health or care needs. You are responsible for maintaining confidentiality and must not disclose information outside of the Trust. A Confidentiality Agreement must be signed by all volunteers before beginning their placement.

Occupational Health

Before you start your role, you will need an occupational health appointment to complete a health assessment. They will also check your immunisation status to make sure that you are not at risk from vaccine preventable infections. It is your responsibility to:

- Make sure your routine childhood and occupational immunisations remain up to date
- Seek professional advice if you think you have been exposed to a serious communicable disease such as measles, hepatitis
- Keep copies of your blood results and immunisation records
- Seek early support or professional advice if your health deteriorates.

If you need this leaflet in other languages or formats or have any questions, please contact the Participation and Engagement team by calling **01925 972 950** or emailing Volunteering@merseycare.nhs.uk

Volunteering



Volunteering and making a difference

Are you passionate about helping people and making a difference? Mersey Care NHS Foundation Trust may be the place for you. We recognise that our service users, patients and carers have a lot to contribute. Your experiences of living with health issues and accessing our services, either first hand or as a carer, provide a unique perspective which can help us to develop and improve our services. As 'experts by experience', you have an important role to play in how we:

- Develop and deliver new and existing services
- Represent, reflect and serve our diverse communities
- Recruit, train and develop our staff
- Identify and help implement service improvement.

Roles available include supporting activities on our wards, reviewing patient information, supporting interview panels, carrying out inspections and much more.

Honorary Contracts

Volunteering is a rewarding and enriching commitment, where you dedicate some of your time to help others. You will be asked to sign an honorary contract which outlines the importance we place on confidentiality. This also confirms that there is no contract of employment between you and Mersey Care.

Disclosure Barring Service (DBS)

Some volunteers may need a DBS check, this will be dependent on their level of involvement. It is important to note that previous convictions will not necessarily prevent involvement. A risk assessment will be carried out and considered on an individual basis.

ID Badge

All staff, including volunteers, must wear a name badge when carrying out any activities on behalf of Mersey Care. We will ask you to supply us with a photo, or we can take one for you.

Induction, training and support

The Participation and Engagement team will provide you with an induction, support, advice, and appropriate training for your role. This will include data protection, maintaining confidentiality and following Trust policies and procedures.

Become a Member

We encourage our volunteers to become a member of our Foundation Trust. This does not commit you to anything but increases the opportunities you will have to become more engaged and involved and access to NHS Discounts.

Database

Your personal details will be stored on a secure data base.

Safeguarding

We all have a responsibility to make sure that children, young people and adults are kept safe and protected. You will be required to comply to national and local safeguarding policies and procedures and to share any concerns.

Health and Safety

As a volunteer, you are expected to adhere to the Trust's Health and Safety policies.