

Volunteering with us

This leaflet is intended to tell you what you need to know about volunteering at Liverpool Heart and Chest Hospital (LHCH)



All volunteers are asked to commit to at least one 4 hour shift per week and attend on a regular weekly basis for a minimum period of six months.

Please be aware that the recruitment process can take up to at least three months.

Recruitment

Liverpool Heart and Chest Hospital (LHCH) hold a number of Volunteer Recruitment Days throughout the year, where those who have shown an interest in volunteering will be invited to attend. These events are hosted by the Patient and Family Support Team. Candidates will participate in group interviews, meet with Team Prevent (occupational health screening) and submit their ID documents for DBS purposes. The roles and requirements for LHCH Volunteers will be discussed at length and there may be an opportunity to meet existing volunteers. You will be given plenty of opportunity to ask any questions you may have regarding volunteering at LHCH.

State Benefits

If you are currently receiving any state benefits, it is **your own responsibility** to check with your local benefits office to make sure that any volunteering you do does not affect you continuing to receive benefits. Alternatively, you can check this by reading *A Guide to Volunteering While on Benefits* at www.volunteering.org.uk.

Essential Checks Required and Application Process

Application and References

In support of your application to volunteer, you will be asked to provide the names and full addresses of two referees who have known you for **at least two years**. They can either be current or recent employers (must be within the last two years) or a college tutor or someone of standing who knows you (e.g. doctor or solicitor). If you are unable to provide any of the above, you can give the name of someone who can provide a character reference for you, however, they **must not** be related to you, or involved in any financial arrangement. You should contact your referees *before you send in your application*, so that they are aware that they will be contacted by LHCH.

If we do not receive two references, we will not be able to progress with your application. It is most important that you do this, otherwise this may delay your application.

All volunteers are asked to go through a number of checks, in the same way as the staff employed at LHCH, as follows:

DBS (Disclosure and Barring Service) Application

All volunteers must undergo a disclosure and barring service check, known as a DBS check before commencing in a role within the hospital.

How is the DBS Check made?

You will be asked to bring with you to the Volunteer Recruitment Day, a number of documents to support your DBS application. DBS are very strict and will only accept documents that they approve and a list of acceptable documents will be sent to you, along with your invitation letter. On the day, your documentation will be checked and a copy will be made of all the documents you have brought with you in order for us to submit for DBS purposes.

The DBS will provide you (not us) with a disclosure certificate. This is a report containing details of any criminal record, including convictions, cautions, reprimands and warnings that the police hold on their Police National Computer. This will help us decide whether or not you are suitable to volunteer at Liverpool Heart and Chest Hospital.

Having a criminal record does not necessarily mean that you will be deemed “unsuitable” for a volunteer position at Liverpool Heart and Chest Hospital. The nature of any offences that are disclosed will all be taken into consideration.

More Information About DBS

For more information about Disclosure & Barring, visit the website on:

www.gov.uk/government/organisations/disclosure-and-barring-service

Team Prevent (Occupational Health Clearance)

Your wellbeing is important to us. To ensure that you are fit and well for a volunteer role at Liverpool Heart and Chest Hospital, you will be asked to complete a medical questionnaire, which you will need to bring to the Volunteer Recruitment Day, as you will meet with Team Prevent for occupational health screening.

Commencement of Role

Please be aware that, due to all of the above necessary checks, it can actually take up to **three months before a volunteer is able to start in a role.** On occasion, it can take even longer for a volunteer to be ready to be placed following their initial enquiry, as some checks may require further information.

How to apply to become a Volunteer

Visit: **www.jobs.nhs.uk** where you will find an advertisement and online application form for volunteer positions at Liverpool Heart & Chest Hospital.

If you are unable to complete an electronic application, please complete this page, providing all the details requested below, and return to us using the **FREEPOST** address at the bottom of this page.

Name (Mr/Mrs/Miss)

Date of Birth

Full Address

.....

.....

Postcode

Telephone

Mobile

E-mail Address

Please send this page to:

**Volunteer Services
Patient & Family Support Team
Liverpool Heart and Chest Hospital
Freepost RRLK-KSHT-ZLKE
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