



Providers of services to
Blind and partially sighted people
Living in Dundee

VOLUNTEER OPPORTUNITIES

MAKING A DIFFERENCE

Our clients enjoy a better quality of life thanks to our volunteers who take on a wide range of tasks and activities. Our volunteers also benefit by giving something back to their community and becoming experienced and trained in a specialised field.

The Society offers a number of opportunities for volunteers to become involved in our work in the Dundee area. These include:-

* Befriender * Escort * Driver * Guide * Group Helper *

For further information phone 01382 227101 or call at our office at Thomas Herd House, 10-12 Ward Road, Dundee.

YOU TOO COULD MAKE A DIFFERENCE TO THE
QUALITY OF SOMEONE'S LIFE

HOW CAN YOU HELP?

We offer a wide range of activities both indoor and outdoor.

THE WALKING GROUP often need sighted walkers to join them on their outings.

SUMMER OUTINGS often need volunteers to assist on our Monday outings in the summer months. This group is for our more elderly clients, we go out for a run on the minibus, go for coffee & shopping and for lunch.

THE CRAFT GROUP is a small but enthusiastic group who enjoy a variety of Crafts. They need people with bright ideas to help and encourage.

THE TEA AND CHAT GROUP is very popular with older clients who can sometimes feel isolated and lonely. The numbers have grown and we need more volunteers to help out.

THE LUNCH CLUB

BINGO and other games groups need a lot of volunteer support to run successfully.

THE REMINISCENCE GROUP is led by a volunteer. They are always pleased to welcome new people that can contribute to their discussions.

MAKING TEA for groups is always needed and very welcome.

YOU MAY HAVE SKILLS of your own and would be able to start a new group.

DRIVERS AND ESCORTS are always needed to provide safe transport to allow our visually impaired clients to take part in these activities.

ADMIN HELP is often useful in a variety of different ways.

THE RESOURCE ROOM needs to be manned at certain times. This involves giving clients help in choosing aids.

Policy for Volunteers

Dundee Blind and Partially Sighted Society (herewith DBPSS) acknowledges the valuable part that volunteers play in community care, both in direct service delivery and in service management, through their involvement in voluntary management committees.

DBPSS recognises the benefits that voluntary service brings to volunteers themselves, to the agency through which it is organised and to service users.

DBPSS believes that the contribution that volunteers make is distinctive and qualitatively different from that of paid staff. Due to this, volunteers will not be used as a substitute for paid staff or as a way of artificially reducing costs to undercut rival bids.

DBPSS will strive to ensure that paid staff at all levels are aware of the role of volunteers and to foster good relationships between the two.

Existing policies on equal opportunities and health and safety will equally apply to volunteers, copies of which are made available through the staff member responsible for volunteers.

DBPSS has endorsed the 1993 Charter for Volunteers produced by Volunteer Development Scotland which states:-

When recruiting volunteers directly, we undertake to:

Manage, train, supervise and support volunteers

All volunteers will undertake Visual Awareness Training before becoming involved with any tasks.

Volunteers will be supported by the society. There is only a staff of nine people who all have full commitments and are therefore dependant on the volunteers, but volunteers can always contact them if they need any help, advice or support in their work for the society.

Volunteers will be kept up to date with society happenings.

Set out clear terms and working conditions for volunteers, especially those relating to payment of expenses

Volunteers will be taken through all health and safety guidelines, along with any other policies directly relating to the task they wish to undertake. Volunteers may claim any out of pocket expenses incurred while carrying out voluntary activity for DBPSS. Claim forms are reimbursed at the end of every month and are available from the volunteer co-ordinator.

Ensure that adequate resources are allocated to meet the cost of volunteer involvement

DBPSS has at present an allocated budget to meet volunteer expenses and involvement. Volunteers may also be given the opportunity to be involved in any in-house training. Volunteers who wish to work towards their Duke of Edinburgh or Discovery Awards will also be supported.

Due to the nature of DBPSS's work, all volunteers are required to undertake a police check, which is discussed at the initial interview stage.

We also ask that all volunteers sign a confidentiality statement.

Please read and sign below and return this policy to the volunteer co-ordinator who will issue you with a photocopy.

CONFIDENTIALITY STATEMENT

I, _____, hereby declare that all knowledge gained by me pertaining to clients, while carrying out voluntary work for Dundee Blind and Partially Sighted Society will remain confidential. Any information passed on to relevant others will be done with the consent and knowledge of the client.

Volunteer _____

Date _____

Volunteer Co-ordinator _____

Visual Awareness Training

This training is carried out by a qualified Rehabilitation and Mobility Instructor and sessions last for approximately one and a half hours. Times are arranged to suit both volunteer and trainer.

The visual awareness training is designed to give an understanding of visual impairment, some of the more common eye conditions, problems associated with visual impairment, communication and guiding skills and how we, as sighted individuals, can help someone who has a visual impairment.

The sessions include:-

- **A short questionnaire on visual impairment** – this allows the group an opportunity to discuss various aspects of visual impairment.
- **Practical session** – gives participants an opportunity to practise guiding and communicating in controlled situations using blindfolds and stimulation spectacles.

Each participant is given an information pack, which covers most of what is discussed during the session. A certificate confirming attendance on the course is also awarded at the end, if required.

VOLUNTEER APPLICATION FORM

PLEASE READ THIS FORM AND COMPLETE ALL THE QUESTIONS

Mr/Mrs/Miss Surname: _____

Maiden Name: _____

Forename(s): _____

Surname: _____

Address: _____

Postcode: _____

Tel. No. Home: _____

Tel. No. Work: _____

Age Date of birth

Occupation: (past/present) _____

Do you hold a clean current driving licence? _____

Do you have your own transport? _____

How much time could you give to volunteering?

weekly 1 hour half day full day

monthly 1 hour half day full day

other _____

Interests/hobbies/skills

Have you done any voluntary work in the past?
(If yes, please elaborate)

What type of volunteering would you like to do?

How did you hear about the society?

Emergency contact _____

Character references

Please give the names and addresses of two referees'
(not a member of your family)

1. _____ 2. _____

SIGNATURE.....

DATE...../...../.....