

The Caversham Group Practice & The Listening Space Volunteer Agreement

We are really delighted and appreciative that you want to volunteer with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Your volunteer role is described in the attached role description.

This agreement describes the arrangement between the Caversham Group Practice, incorporating Camden Anchor and The Listening Space, and you. In order to facilitate the best experience for you, we have put in place the following policies and processes.

- **Induction and Training** – You will receive an induction into the organisation and your area of work.
- **Supervision, Support and Flexibility** - You will have a named person as your main point of contact. This person will meet with you regularly to provide support and supervision whilst you are in your volunteer role. Regular supervision gives you the opportunity to discuss achievements, as well as any problems you are experiencing in your role.
- **Expenses** – We will meet the following expenses:
 - Travel by public transport to and from the place of volunteering
 - Meal expenses if working 4 hours or more during a day or food is not provided
 - Any other out-of-pocket expenses, to be agreed in advance.

To claim these you will need to retain receipts and follow the guidelines in the Camden Anchor travel expenses policy (INSERT LINK).

- **Health and Safety** - As part of your induction you will be orientated to our Health & Safety Policy, a copy of the policy is available (INSERT LINK).
- **Insurance** – We will provide adequate insurance cover for volunteers whilst carrying out the volunteering duties which have been approved and authorised by us.
- **Equal Opportunities** - We operate an Equal Opportunities Policy, a copy of which is available here (INSERT LINK)
- **Problems** - We aim to identify and solve any problems with you at the earliest opportunity. In the case of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Camden Anchor complaint procedure (INSERT LINK)

As a volunteer with the organisation we would ask you to:

- Help the organisation fulfil its aims and objectives by performing your volunteering role to the best of your ability
- Follow the policies and procedures identified above, this includes attending appropriate training
- Maintain the confidential information of the organisation and of its patients
- Provide referees if requested and to agree to a Disclosure and Barring Service (DBS) check. The check discloses details of convictions and conditional cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974

Volunteer Singing Group Leader Role Description

What will I be doing?

(To be co create with Volunteer) You will be working with other volunteer leaders and named contact to organise the Caversham singing for breadth group. Typical responsibilities would be designing the structure of the session, lead exercises as appropriate, seeking feedback from participants.

What we Practice is what we become...

Our aim is to work as staff and patients, side by side, with positivity, creativity and imagination towards better health for ourselves, each other and our wider world. To do this we aspire to follow the 6 grounding virtues of the [On Being Civil Conversations Project](#). We encourage all participants in the listening space to practice these virtues with the intention that what we practice is what we will become....

- **Words that matter** – *the words we use shape how we understand ourselves, how we interpret the world, how we treat each other. When we are in our listening space we endeavour to recognise this and use words that convey our vision of a world that can exist.*
- **Hospitality** – *we want all who share in the listening space to extend hospitality in order to create an inviting, trustworthy space. That hospitality can be as simple as a smile, a welcoming hello, an invitation to join*
- **Humility** – *is a companion to curiosity, surprise and delight. Humility is about approaching everything and everyone with a readiness to be surprised and delighted.*
- **Patience** - *we want all who share in the listening space to extend patience. That patience can be giving others time, sitting alongside a person, working with them in their time horizon.*
- **Generous Listening** – *this is the very soul of the space we create. Listening is more than being quiet when another speaks. It's about trying to connect with others letting go of our own assumptions and being curious about those we are listening to.*
- **Adventurous Civility** – *we want to create new possibilities for living and that means we need to question, understand how we and others are, respond, behave. This can be difficult but adventurous civility can help us navigate through this. It is about self-reflection, acknowledging others values and points of view, creating a shared vision.*

Who is going to help and support me ? Your name point of contact will be (INSERT NAME)

When will I be doing this ? : (Inset volunteering hours agreed with volunteer.) If you can't attend the volunteering session planned please let (INSERT NAMED CONTACT) know as soon as possible.