Companions of the Order of Malta

INFORMATION FOR VOLUNTEERS FOR *AD HOC* ACTIVITIES

Please read this sheet, it contains important information on safeguarding and risk management, as well as guidance on appropriate conduct by volunteers, to ensure the health and safety and wellbeing of all involved at any activity. This information is specific to activities (such as packing and distributing aid parcels) where you will only occasionally have direct personal contact with any recipient/vulnerable adult. If you have any questions, please ask your Activity Leader.

1) Volunteers should note the following regarding appropriate conduct in case of personal contact:

   - Do not hand out personal details other than first names;
   - Do not make any independent arrangements of any kind;
   - Always dress modestly and appropriately;
   - No photography of activity without specific consent of all affected;
   - Be kind and courteous at all time.

2) Some risks to helpers and steps to be taken to mitigate:

   - If any conflict arises volunteers should disengage and if necessary seek assistance from the Activity Leader, or in default - nearest volunteer;
   - If any medical emergency arises volunteers should seek assistance from the Activity Leader or the designated First Aid officer or in default - nearest volunteer.

3) Volunteers should note that if they have a safeguarding concern report it immediately to the Activity Leader or contact the CoM Chair, Paul Letman or the CoM Safeguarding Officer (contact details below).

4) What we ask of our Volunteers:

   - To help the Companions carry out its charitable activities;
   - To complete a volunteer registration form before first volunteering
   - To perform your volunteering role to the best of your ability;
   - To follow the Companions policies, procedures and standards;
   - To meet time commitments and to give reasonable notice if you are not able to attend so that other arrangements can be made;
   - To provide references if required;
   - To allow us to carry out a DBS check if required.

Safeguarding – if you suspect it report. The Activity Leader is the nominated safeguarding officer on any given activity, but any matter can also be reported any time to the CoM Chair, Paul Letman or the CoM Safeguarding Officer, companions.safeguarding@orderofmalta.org.uk

If you have any problems or enquiries contact Paul Letman on 07730 070403 or companions.chair@orderofmalta.org.uk or our Secretary, Annie Eyre at companions@orderofmalta.org.uk

To become a Companion visit: orderofmalta.org.uk/companions

Thank you for joining the COM community

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