



Title – Volunteer Policy

1.0 Volunteering with OvaCare

1.1 About us

It is our goal to improve diagnosis and education of ovarian cancer within Ireland, through sharing global research and best practice, and providing support and advocacy through OvaCare's dedicated support network.

1.2 Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at OvaCare. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

1.3 Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for OvaCare you will be making a positive contribution to community development in our area. Volunteers are vital to our work.

2.0 Attracting volunteers and volunteer agreement

Opportunities for volunteers are available on our website along with our Volunteer registration form – Appendix A. Once a completed registration form is received, a member of



our the board follows up within 10 working days to discuss the available opportunities. All information received is managed in accordance with our Data Protection Policy 1001.2019.1009.

2.1 Garda Vetting

If volunteer roles require a Garda Vetting Application Form this is communicated to the volunteer and if agreement is reached, garda approval is sought and the outcome retained on file. This applies to any volunteer position which involves regulated activity with children or vulnerable adults.

2.2 Induction and training

On approval an induction package is issued to the volunteer which includes:

- Some information about OvaCare, our vision, mission and our future plans;
- the role of the volunteer;
- copy of all the relevant policies including this volunteer policy, our Health and Safety Policy (Doc 1001.2018.1002), expense and communication forms (from Doc nos 1002.2019.1001 and 1004.2019.1007 respectively)
- essential procedures such as timekeeping, rota;
- Confidentiality agreement (from Doc 1004.2018.1004)

These are to be reviewed by each volunteer and signed off as having been read, understood and agreed (Training Procedure and Record 1004.2019.1009).

2.3 Up to date HSE guidance on Covid-19 protection is communicated with the volunteer and agreement to comply is needed in order to progress the application.

3.3 Review



A review will be carried out after each volunteer event to ensure that the volunteer is gaining maximum benefit from the volunteering experience and any issues are addressed within 5 working days.

3.4 Support

The Event Co-ordinator will provide support to any volunteers and remain the key contact throughout, to discuss any issues that may arise.

3.5 Recognition and reward

We could not do the work we do without our volunteers. To acknowledge this we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

4.0 Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed including expenses for travel and meals (if working more than 4.5 hours in one session) using the expenses claim form which is provided by the event co-ordinator. In order to claim expenses, valid receipts must be provided and the completed form and receipts must be provided to the event co-ordinator as per our Financial Procedures Manual 1002.2019.1001).

5.0 Health and safety, accidents and risk assessment

OvaCare provides each volunteer with access to the Health and Safety Policy (Doc 1001.2018.1002) and confirm that it is read and understood. This highlights potential hazards for each event which should be discussed in detail with the volunteer. In the event an incident occurs, this must be reported immediately to the Event Co-ordinator who will address it at the time of the incident.



6.0 Resolving problems

In the event an issue arises, in the first instance this should be communicated to the event co-ordinator at the time, if this is not sufficient to address any issue that may arise, our Complaints procedure should be requested and followed to ensure the issue is resolved to everyone's satisfaction (see Document 1004.2019.1007)

7.0 Confidentiality

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press (see Contractor Policy 1004.2018.1004 – Appendix A)

8.0 Equality, Diversity and Inclusion

OvaCare is committed to embracing diversity and promoting equality and inclusion. When representing OvaCare as a volunteer we expect you to support our commitment to promoting equality (Reference Documents: Child Protection Policy 1004.2018.1003, Equality Policy 1004.2018.1001).

9.0 Volunteering whilst on benefit

You can still volunteer with us if you are receiving benefits provided that we follow the legal guidelines. We have information from the Department of Social Protection which we can talk through with you regarding the hours you can do.



Appendix A: Volunteer Application Form

VOLUNTEER APPLICATION AND DATA PROTECTION FORM

OvaCare encourages the participation of volunteers who support our mission. If you agree with our mission and are willing to be interviewed and trained in our procedures, we encourage you to complete this application. The information on this form will be kept confidential and will help us find the most satisfying and appropriate volunteer opportunity for you.

Thank you for your interest in our organization.

Name: _____

Address: _____

Phone: _____

Email: _____

Any special talents or skills you have that you feel would benefit our organization?

Interests: Please tell us in which areas you are interested in volunteering

Peer to Peer Support (i.e. ROCC programme)

Administration

Events

Fundraising

Communication

Please indicate days available: Mon Tues Wed Thur Fri Sat

Times available: From _____ to _____

Any physical limitations? _____

In case of emergency contact: _____

As a volunteer of OvaCare I agree to abide by the policies and procedures. I understand that I will be volunteering at my own risk and that the organization, its employees and affiliates, cannot assume any responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work I perform for the organization. I agree that all the work I do is on a volunteer basis and I am not eligible to receive any monetary



payment. I agree to comply with all up to date HSE guidance around Covid-19 and any additional requirements specified by OvaCare.

Signature:

Date:

DATA PROTECTION STATEMENT

OvaCare will use the data provided on this form in order to assess your application to volunteer with us.

The information which you provide in this form and any other information obtained or provided during the course of your volunteering with us ("the information") will be used for the purpose of assessing your suitability for roles, in emergency situations e.g. to protect life or in a medical situation, and in relation to legitimate interests of our business.

If you choose not to accept any offer of voluntary role that we make, the information will be retained for a further 6 months in the event of a more suitable opportunity arising, after which time it will be destroyed.

If your application is successful, the information will form part of your volunteer file and we will be entitled to process it for all purposes in connection with your voluntary role.

For further information about how we process your data please refer to our full privacy statement (Data Protection Policy 1001.2019.1009 Rev 001).

Signed:

Date: