



Moving On With Life & Learning (Ltd)

VOLUNTEERS HANDBOOK 2011



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MOWLL Vision

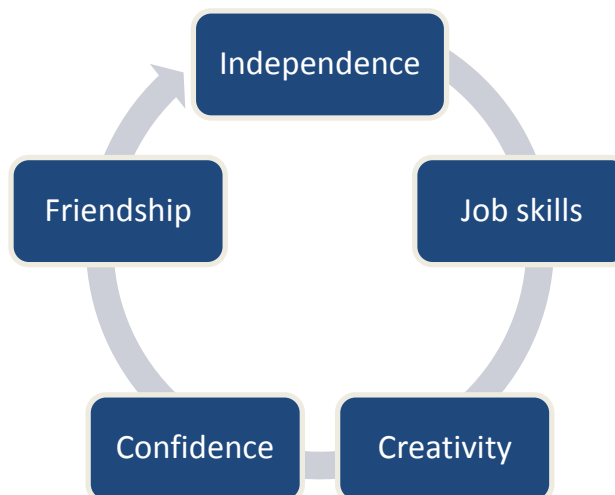
MOWLL Seeks, Invests, Achieves, Celebrates by means of mutual support, respect and creativity.

We work through a person-centred approach with adults who have a learning disability or mental health issues.

MOWLL believes everyone has the right to an independent life and to feel part of their community.

What we do at MOWLL

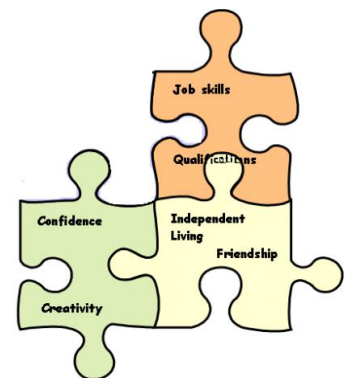
We offer a unique learning experience for staff, Volunteers, Peer Advocates and Self Advocates. We encourage personal growth, where confidence and communication can flourish.



Programmes and Projects at MOWLL:

At MOWLL we run both full time programmes and short term projects and courses. People with learning disabilities or mental health issues can access these projects either by being referred from Social Services or paying for it directly through individual budgets.

The Jigsaw Programme is a flexible modular learning programme which supports Self Advocates in gaining confidence and building self-esteem.



Jigsaw runs on Wednesday and Thursdays, the focus is on sharing experiences, developing project based work and creative activities. The sessions are based around five areas:

- Community & Identity
- Health and Wellbeing
- Job skills
- Steps to Independence
- Circles of support



Keys4 projects

Each year we deliver a number of short projects to groups across Liverpool. The projects cover topics such as health and wellbeing or jobs skills.

We also deliver motivational session around planning for the future for young people and adults.

Peer Advocacy Changing Things Together (PACTT)



PACTT is a team of volunteers and paid staff who support self advocates both within MOWLL and in their own communities. The team also support the design and delivery of a Keys4 Projects and our Disability Equality Training.

Satellites groups

The PACTT team organise a number of groups which meet on different days to the Jigsaw programme and sometimes in the evenings. Each group focuses on a particular area and meets separately, once a month we organise a forum for the groups to share ideas.

WOMBB - Women of MOWLL Bite Back! - This is a women-only group who meet regularly to socialise, pursue activities and enjoy each other's company.

GOM - Gentlemen of MOWLL. This is a men-only group who meet regularly to socialise, pursue activities and enjoy each other's company.

ReVoice! - A choir for people who want their views to be heard. They enjoy music & singing and get together to create songs & voice pieces as well and to practise and perform with other choirs.

Art from the Heart - This is an art group who want to develop their talents and aim to have their work shown in exhibitions.



MOWLL Volunteers

We describe a Volunteer as someone who offers their time freely to MOWLL but who will receive 'out of pocket' expenses.

Volunteer Role Description

Volunteers will have the choice between administrative work or supporting Self Advocates, both on a one-to-one basis and within groups, to complete the tasks set by the MOWLL Team. This will include encouraging students to participate, support with literacy and numeracy skills and making learning materials accessible for example reading written material or scribing responses according to need.

Volunteers will support MOWLL Self Advocates within the canteen, classroom, offices and computer training suites of the Eleanor Rathbone Building and also within the wider community when required and by prior agreement.

MOWLL Volunteers Guidelines

- Jigsaw Sessions run from 10am-12pm and 1pm-3pm. Volunteers would be expected to support students throughout the day including during lunch and breaks.
- Volunteers must ensure when supporting students that they are in the presence of a paid member of staff or another Volunteer.
- All contact with students or PACTT members outside of MOWLL must be logged in the Student Communications diary. If possible permission should be sought in advance.
- Discretion must be used when disclosing personal contact information between staff, students, PACTT Volunteers and MOWLL Volunteers. In line with POVA regulations MOWLL Volunteers and PACTT Volunteers must not exchange phone numbers or Bluetooth information.



MOWLL Volunteers Guidelines

- Expenses forms must be completed after each support session and kept in G.17. Expenses will be reimbursed once a month and will be kept in the office Room 1.31, where they can be collected and signed for from The Administrator.
- Volunteers must have an enhanced CRB disclosure and undergo an agreed induction period before undertaking the training required in the Volunteer Policy (POVA and Child Protection).
- Any Volunteers requiring use of the university car park must pay a refundable deposit of £5 for a car park card (if one is available), which can only be used for Volunteering purposes. These cards are limited and there may not be enough for all Volunteers.

Policies and Procedures



Policies and procedures are documents that explain how an organisation works. These are rules and guidelines which ensure people can work together well.

There is a specific policy for MOWLL Volunteers which is kept in the office and Volunteers can see it whenever they need. If you would like a copy you can ask for one.

Expenses

MOWLL will repay 'out of pocket' expenses of up to £7 per day. This means if you spend money on travel or food and drink while you are

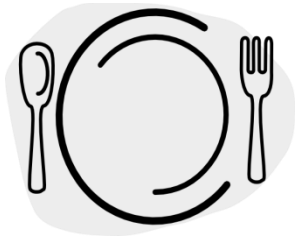


Volunteering you can ask for this money back.

If you travel by bus and don't have a pass you need to keep your ticket.



If you travel by car you can claim back mileage and borrow a car park pass (see above).



If you buy any food or drink you need to ask for a receipt.

If you want to take a taxi you will need to talk to The Administrator or The Volunteer Coordinator first.



Absence and Illness

If you can't come in we need to know as soon as possible to make sure we have enough support in sessions.

Also if you are going away on holiday please let us know as soon as you can.





You can call The Administrator on 0151 794 2991 - leave a message if she's not there.

Current MOWLL Term and Closure Dates are in Appendix 1. During shutdown weeks there are no Volunteer sessions but sometimes there may be Volunteer training sessions.

Volunteer Agreement

This agreement is intended to show our commitment to do the best we can to make your time with us as a Volunteer an enjoyable and worthwhile experience. This agreement is between:



Volunteer:	
and MOWLL represented by:	

MOWLL will:

- Provide appropriate information, training and support to each Volunteer
- Offer regular feedback session for each Volunteer
- Pay out of pocket expenses following procedures set out in the Volunteer handbook and our expenses policy
- Provide adequate insurance cover for Volunteers whilst undertaking voluntary work approved and authorised by us

- Ensure all Volunteers are dealt with in accordance with our equal opportunities policy
- Try and resolve fairly any problems, grievances and difficulties you may have while you Volunteer with us
- Recognise the individual achievements of each Volunteer

As a Volunteer I will:

- Respect the organisation's values and principles
- Adhere to the organisation's policies and procedures.
- Be clear about the time and commitment I can give.
- Meet time and duty commitment, except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made.
- To provide referees as agreed who may be contacted, and have had a full CRB check

Signed (Volunteer)	
Signed (Vol Coord)	
Date:	

Appendix 1: MOWLL Term and Closure Dates 2011

2011	Dates	Term Length
Term 3	Monday 10 Jan - Friday 11 Feb	5 Weeks
Shutdown	Monday 14 Feb - Friday 18 Feb	1 week
Term 4	Monday 21 Feb - Friday 1 April	6 weeks
Shutdown	Monday 4 April - Friday 15 April	2 weeks
Term 5	Monday 18 April - Friday 27 May	6 weeks
Shutdown	Monday 30 May - Friday 3 June	1 weeks
Term 6	Monday 6 June - Friday 22 July	6 weeks
Shutdown	Monday 25 July - Friday 5 August	2 weeks

Appendix 2 - Glossary of Terms Used in This Handbook

Term	Description
CRB	Criminal Records Bureau
Eleanor Rathbone Building	This is the building within the University of Liverpool where most of MOWLL's activities are based. We have a teaching room (G17) and two offices (1.30 and 1.31).
Jigsaw	A modular programme which runs throughout the year - the modules are designed by the Self Advocates
Keys4Change	Short courses run once or twice a year for Self Advocates who want to plan their lives.
MOWLL shutdown	This is a week in the calendar when Jigsaw sessions are not run. Staff may use this time for planning and training and other activities may still run during this time.
Peer Advocates	Volunteers with learning disabilities who support Self Advocates
Policies & Procedures	These are kept in room 1.31. Ask a member of staff to show you.
POVA	Protection of Vulnerable Adults - a statutory term covering all adults with learning disabilities or mental health issues.
Routeways to Employment	A short-term project as part of a consortium with Greenbank College aimed at getting people into work.
Self Advocates	People with learning disabilities and/or mental health issues who attend MOWLL's courses
Staff	Paid members of the team
Student Communications diary.	This is kept in room 1.31. Ask a member of staff to show you.

Term	Description
Teaching & Learning Team	The members of staff and Volunteers who work together to produce the Jigsaw and Keys4Change courses
Vision	A statement of the values by which MOWLL operates
Volunteers	Someone who offers their time freely to MOWLL but who will receive 'out of pocket' expenses.