



Oxfordshire Oesophageal
and Stomach Organisation

REGISTERED CHARITY No: 1152733

OOSO Volunteer Policy

Dated: 12th October 2022 v1

Volunteer statement

We are a small but inclusive charity, warmly welcoming volunteers who wish to help us help newly diagnosed cancer patients and their families at a time when they most need it. Our volunteers are called 'Friends of OOSO' or 'Friends' for short.

Volunteer definition

Our definition of a volunteer is a person willing to give up their time in support of OOSO and our various activities without payment, unless claiming expenses as outlined within this policy.

1.0 Executive summary

1.1 The Oxfordshire Oesophageal and Stomach Organisation (OOSO or 'the Charity') has four Trustees, who work closely as a team and make executive decisions, and operate the charity in accordance with Charity Commission regulations and guidelines.

OOSO Trustees and Friends understand that our work must adhere to the remit of the Charity and not go beyond our stated objectives.

1.2 There are no salaries paid, and it is a decision of the Trustees not to claim expenses unless in exceptional circumstances, which must be approved in advance by the other Trustees.

It is OOSO's policy to minimise costs associated with the upkeep of the Charity and maximise the utilisation of funds that are raised in support of patients and the clinical team at the Churchill Hospital.

1.3 The Trust Board have a good working relationship with the Upper GI clinical team at the Churchill Hospital, including ward staff, advanced nurse practitioners and consultant oncologists and surgeons.

We most warmly welcome volunteers to work with the Board to support and benefit patients and their families in contact with us. We greatly value our Friends, who themselves mutually benefit from the experience of working with us and patients that seek our support.

2.0 Responsibilities

2.1 The Trust Board has overall responsibility for the running and performance of the Charity, and have sole responsibility for making executive and management decisions.

2.2 The Trust has a responsibility to ensure the health and safety and welfare of volunteers whilst carry out activities on behalf of the Charity. Public Liability Insurance will be in place to protect it's officers and volunteers carrying out duties specified within this policy.

2.3 No liability can be accepted for any loss, damage or wear and tear to personal property. Volunteers can seek their own insurance in respect of this.

2.4 Responsibilities of Volunteers:

- Be friendly, welcoming and always listen;
- Commit to at least one activity in a 12-month period, be it supporting a patient, or assisting with the running of the charity, or a networking or fundraising event;
- Maintain regular contact with the Trustee volunteer coordinator;
- Do not advise upon or become involved in or assist with any clinical treatment;
- Understand what OOSO does and do not misrepresent the Charity in any way;
- Comply with the Volunteer Policy and Guidelines issued by Trustees. Any breaches of Charity policies and procedures may lead termination of the volunteer arrangement with immediate effect.

3.0 OOSO's Objectives

3.1 OOSO's objectives, as detailed within our Constitution, provide a broad spectrum of possibilities whereby the Charity might become active. However, we do not aspire to achieve goals in all of these areas all of the time. Our routine work is very much focussed on our primary objective and main priority, which is to support patients with cancer through their treatment and recovery.

3.2 Constitutional objectives

To promote the treatment and care of persons suffering from oesophageal or stomach cancer and to provide support to those caring for such persons or who are affected by oesophageal or stomach cancer amongst their families or friends, by means of (but not limited to) the provision of:

- (a) Counselling, support, advice (including telephone advice services), education and information not normally provided by the statutory authorities.

- (b) Counselling and other support to the family and friends of patients and to those who have been bereaved.
- (c) Education in relation to these illnesses.
- (d) Facilitation of meetings between patients and their carers, family and friends with members of the clinical team involved in treatment.
- (e) Representation of the patient voice on medical committees and similar forums.
- (f) Measures to advance the education of the public in relation to stomach and oesophageal cancers including the provision of lectures, forums, websites, newsletters and other publicity and educational material.

4.0 Volunteer recruitment

4.1 The Trustee Volunteer Coordinator, currently Matt Carter, is primarily responsible for recruiting Friends, but any Trustee of OOSO may appoint a volunteer.

4.2 We welcome expressions of interest to become a Friend of OOSO, but can only accept volunteers where there is a clear need and sufficient activities to fulfil both the expectation of a Friend and the outcomes sought by the Charity.

4.3 Expressions of interest must be put in writing, ideally by email, to the Volunteer Coordinator, who will respond promptly with a decision, and if appropriate with further guidance.

4.4 A Friend may leave the group at any time. It is courteous to inform the Volunteer Coordinator in advance of leaving.

5.0 Volunteering Services – guidance notes

5.1 Please refer to 'Friends of OOSO Guidance Notes'. These will individually cover the various activities undertaken by the Charity, for example "Patient Support".

5.2 By mutual agreement, a Friend may engage in more than one activity.

6.0 Expenses

6.1 Trustees and Friends would not normally claim expenses unless in exceptional circumstances. Because our activities are low key, often infrequent and locally based we accept there will be small costs incurred as part of our volunteering.

6.2 However, if a Trustee or Friend takes on a more significant task or activity to the benefit of the Charity, *with prior agreement of the Trustees*, those expenses may be

applied for in writing, supported by receipts. These may include costs of materials or stationery, accommodation, meals and travel.

7.0 Health, Safety and Wellbeing (HSW)

7.1 HSW arrangements will be in place for all events and activities we are engaged in. Either a full and bespoke HSW risk assessment or HSW advice within guidance notes (5.1) will be provided to Friends prior to any volunteering taking place.

7.2 The Health and Safety at Work Act 1974. Trustees and Friends are required to comply with the Health and Safety at Work Act 1974 and always act with due regard to their own safety and that of others. The Health and Safety at Work Act 1974 can be referenced here via this **link:** [Health and Safety at Work etc Act 1974 – legislation explained \(hse.gov.uk\)](https://www.hse.gov.uk/legislationexplained/)

8.0 Safeguarding

8.1 None of the Friends will work directly (or unsupervised) with children or vulnerable adults, and therefore do not require prior vetting.

9.0 Disputes and severance

9.1 Any grievance or dispute brought to the attention of a Trustee will be considered by the Board, and a decision made whether an investigation is warranted or not, and what further action is to be taken.

9.2 Any breaches of Charity policies and procedures, or actions damaging the reputation of the Charity, or bringing it into disrepute may lead termination of the volunteer arrangement with immediate effect.

10.0 Equality

10.1 It is the policy of the Trustees to welcome any adult who wishes to express an interest in becoming a Friend of OOSO.

Volunteer Policy

Author: Mr Matt Carter

Position: Trustee of OOSO and Volunteer Coordinator

Date: 12th October 2022

Version 1

Approved by the Trustees of OOSO