



FAQs for Organisations

What is WeCitizen?

WeCitizen is a Leicestershire Partnership NHS Trust staff volunteering initiative. As part of the Trust's corporate social responsibility WeCitizen encourages staff to volunteer and support local organisations with their activities.

How many volunteers will be available?

The number of volunteers will be based on the number of staff interested in your opportunity and their availability. We cannot guarantee a specific number of volunteers but will do our best to promote and advertise your organisation and any roles.

On what days will staff be available to volunteer?

Staff have the opportunity to volunteer on any day of the week, including evenings and weekends. It will be dependent on the role you advertise and the individual's availability. Any time staff request to volunteer will be subject to their manager's approval.

How much time can someone volunteer?

Staff have an maximum number of hours they can re-claim for volunteering based on their contracted hours. The maximum amount is 15 hours and this can be spread over a number of activities for one or more organisations.

What health and safety measures do we need to have in place?

In order to be considered for the WeCitizen Scheme, we require that your organisation...

- Has Public liability insurance (min £5m)
- Complies with the Health and Safety at Work Act 1974
- Has a written health and safety policy
- Has a volunteering policy
- Provides a health and safety induction for all volunteers
- Informs LPT of any incidents involving volunteers

- Has suitable and sufficient risk assessments in place for tasks and activities that volunteers will be expected to undertake
- Provides any necessary personal protective equipment to staff free of charge
- Provides DBS check (if applicable)

You may be asked to provide copies of your policies and processes upon registering your volunteering opportunity. It will be the host organisations responsibility to keep staff safe whilst volunteering.

If required, who is responsible for DBS checks?

We would expect that organisations follow their own policies and processes with regard to DBS checks and therefore host organisations will be responsible for liaising with the volunteers and administering any DBS checks required.

Do we need to pay for expenses?

It is assumed that host organisations will have their own expenses policy and any expenses will be discussed with volunteers prior to the activity.

What are we expected to provide?

Your organisation will need to supply staff with any training required plus any protective clothing based on the activity.

How do I confirm staff attendance?

A member of the WeCitizen team will contact you on a routine basis to confirm staff attendance.

Can I give feedback?

Yes, once volunteering has taken place, we ask that you give feedback about the WeCitizen scheme and volunteers by filling out the [organisation reflection survey](#). Your feedback will help us make improvements to the scheme.

The link to this survey is available on the [Trust website](#) and will also be emailed to you when we notify you about staff who are interested in your volunteering opportunity.

Is training included in the total amount of hours staff are given to volunteer?

Yes. Any time staff claim to volunteer with your organisation is included. We recommend that you include any training requirements in your advert as part of the role. If more time is required please discuss this with the volunteer.

How will we know if staff are interested in volunteering?

Staff members who are interested in your opportunity will contact you by telephone or email, in order to discuss dates and times. They will then need to get authorisation from their manager, before contacting you again to confirm their volunteering.

How will you promote our volunteering opportunities?

In addition to using our various networks, including social media channels and staff newsletters, we will use your company logo and text from your organisation's website to create bespoke advert(s), which will feature on our staff website.

If you still have a question that has not been covered in this document, please do not hesitate to email WeCitizen@leicspart.nhs.uk



Recruiting an LPT Volunteer

Step 1: Visit www.leicspart.nhs.uk/WeCitizen

Step 2: Fill in the online expression of interest form to submit your volunteering opportunity

Step 3: You will receive a call from the WeCitizen team who will do a health and safety check and then send you an opportunity form to provide full details about your opportunity

Step 4: Your opportunity will be posted on the LPT intranet for staff to view and register for

Step 5: Staff will then contact you via telephone or email to discuss dates and times and to find out more information

Step 6: They will then speak to their manager to get their volunteering leave authorised, before contacting you again to confirm the date(s) and time(s)

Step 7: Volunteering takes place and you will have the opportunity to give feedback via the online reflection survey