

VOLUNTEER HANDBOOK

Corbenic Camphill Community



Version Control

Any revisions will result in a new document being issued. Where revisions have been made and evidence is required for auditing purposes, please obtain the version history from the policy owner.

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Welcome to Corbenic Camphill Community!

Thank you for choosing to join our community. By joining Corbenic you have chosen to live as part of a shared community and that means you will be closely involved with other people. It does not mean that you will not have your own space and time – you will, but you will be encouraged to become an active part of the community. You will form friendships, have support from the community and be part of an exciting way of life. This means that you will also have to think about other people too - Corbenic Camphill Community has a prime interest in the care and wellbeing of everyone that lives and works in the community. Community living is a lot to do with flexibility, with 'give and take'. To help you gain a better understanding of how things work, we would like you to read this document and become familiar with certain regulations that we must comply with. We will also provide you with other useful information about the community.

As a volunteer you will provide companionship, comfort and encouragement to the residents and day service participants, supporting residents to engage in daily life and accompanying them when participating in social activities. You will use the residents' and your own creative, musical and artistic talents to enhance the resident and day service participants' wellbeing. You will be supernumerary purely to enhance resident and day service participant in daily life and will not be filling a permanent position.

Please note that the houses and workshops are ALWAYS staffed with experienced and qualified employees. Your volunteering will ALWAYS be supervised by the EMPLOYED staff. Whilst volunteers assist with some personal care and support tasks, they are not involved in the administration of medication, resident finances or care planning. At night time volunteers support a fire evacuation rota on some nights in the house they reside in, however, staff are on the rota in each building to lead fire evacuations and support any other resident needs that may arise during the night. Staff are also responsible for liaising with social workers, health professionals, families and legal guardians.

We realise that at times you may have problems or difficulties and that it isn't always easy living with other people, so if there is anything that you do not understand then please ask your House Manager/Co-ordinator or contact the HR team and we will try and help you.

We hope that you will have a valuable and stimulating time at Corbenic.

The Corbenic Staff Team

Kindness is one of the most powerful and transformative qualities we can cultivate. It may seem simple, but its impact is profound—both for those who give it and those who receive it.

Why Kindness Matters

Builds Stronger Connections

Kindness fosters trust, empathy, and a sense of belonging. Whether it's a smile, a helping hand, or a few kind words, these small acts can strengthen relationships and create a ripple effect of goodwill.

Improves Mental and Physical Health

Studies show that being kind can reduce stress, anxiety, and depression. It also boosts serotonin and dopamine—chemicals that promote feelings of satisfaction and well-being. Even witnessing kindness can have a positive effect on our mood.

Creates a Positive Environment

In workplaces and communities, kindness contributes to a culture of respect and cooperation. It encourages open communication and reduces conflict, making it easier for everyone to thrive.

Inspires Others

Kindness is contagious. One act can inspire another, creating a chain reaction that spreads far beyond the original gesture. It reminds people of their shared humanity and the good that exists in the world.

Requires Courage and Strength

Being kind isn't always easy. It can mean standing up for someone, forgiving a wrong, or showing compassion in the face of anger. But these moments of kindness often reveal the best of who we are.

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CORBENIC CAMPHILL COMMUNITY

‘Sharing life. Living well.’

VALUES STATEMENT

Corbenic Camphill Community value being together and working together as a community of diverse individuals, sharing life so that all can live well and in a way that fosters the sense of integrity, dignity and worth in each person.

AIMS

Our values are expressed through five broad areas and reflected in our aims:

- To provide the highest quality of **care and support** based on the principles of dignity and respect, compassion, inclusion, wellbeing, and responsiveness to individual need.
- To be a welcoming, genuine **and intentional community** where members are treated, fairly, equally, listened to, empowered, and where diversity is celebrated.
- To afford choice and opportunity to all members to participate in and experience a **rich cultural and spiritual life** influenced by the traditions and rhythms of the Camphill movement based on life sharing and a program of seasonal festivals.
- To provide opportunities for all members of the community to learn and develop through participation in **meaningful activities** that promote independence and contribute to the life of the community through work, creativity, and leisure.
- To be a community who value **the environment**, treating the land upon which we live, and the physical environment around us with respect and care in keeping with organic and biodynamic principles and recognising the wider concerns associated with the climate crises.

Introduction to Camphill Communities

While Corbenic is an independent organisation, it is also a Camphill Community and is part of the wider Camphill movement, founded in 1940 by Dr Karl Konig. Dr Konig and a small group of young doctors, teachers and artists founded the first community in Aberdeen. Their aim was to live in spiritual, social and economic community and thus create healing surroundings for the life and education of children with special needs. The underlying principles to the striving of the community were inspired by the work and teachings of Rudolf Steiner (1861 – 1925).

Schools and homes were founded where every human being was recognised and accepted in his/her individuality and encouraged in his/her potential.

Since that time Camphill Schools have been established in many countries of Europe, in the USA, in South Africa and in Botswana, and the care of the Camphill Community has also extended to adults with special needs, (such as Corbenic) who have found meaningful work and social dignity in village communities or urban based house communities. There are also an increasing number of training centres for young adults.

A new way of life developed in which the daily experience of needs and challenges calls on everyone to work together and give of his/her best. This endeavour inspires creative and therapeutic ways of dealing with problems.

In this setting the person with special needs plays just as important a part as those who care for them. They are accepted as an individual and can be supported to develop their potential. Thus, they become an individual who both gives and receives.

While an induction into Camphill values and practices is provided for new staff and volunteers, there is no onus or expectation for anyone to engage further with anthroposophy. The induction is provided only as a means of supporting understanding of the history of Corbenic and Camphill and to explain where some of the traditions and practices come from.

As a non-religious organisation that values diversity, people of all faith groups, religious, or non-religious backgrounds are welcomed and valued equally as part of the multicultural and diverse group of people who comprise the Corbenic community. We will not tolerate volunteers or staff treating anyone less favourably than another person who possesses a protected characteristic.

An Introduction to Living and Working in the Community

Our aim is to establish an atmosphere of confidence, enthusiasm and trust amongst people and a sense of fulfilment in living and working together. Our relationships with each other are important because they create the social environment in which we live, work and develop. Relationships should be honest, positive and encouraging and to achieve this we must tackle the conflicts and confusions that are part of everyday life.

When a group of people work or live together, as a family or a community, some compromises and understandings must be reached. The following information should be used as guidance to help each member of the community play an active part in the life of their house and the wider community.

Each person living or working in Corbenic is different, and everyone has the right to be treated with dignity and respect and to be recognised, valued and appreciated for who they are. When someone is feeling low, they should be given support and it should be recognised that we are all dependent on each other in some way. When someone new joins a household, they need to be sensitive to the existing feel of that house and those already living there need to be open and welcoming to the newcomer.

It is expected that everyone living and working in Corbenic will act in a lawful and moral way that aligns with the organisation's values and aims. This means working co-operatively to support each other, respecting the rights and responsibilities of each individual and upholding the dignity of everyone at Corbenic. Residents have a right to expect that their needs will be met and supported by those living and working with them.

As a volunteer, you are encouraged to talk to your house managers/co-ordinators and workshop leaders as much as possible to try and prevent more serious problems developing. You can talk to your house co-ordinators/managers or workshop leaders in private or discuss issues openly at the Monday meetings between volunteers and house co-ordinators/managers/workshop leaders or at the volunteer meetings once monthly. If you then feel those issues are not being resolved, you can then talk with Human Resources.

TRAVEL/ARRIVAL INFORMATION

Travel and Arrival Information

When arranging your travel to Corbenic, please plan to arrive **as close to Dunkeld as possible**. The nearest train station is **Dunkeld & Birnam**, and there are also **bus services from the main airports to Perth (Broxden Park and Ride)** or to **Pitlochry**.

We can arrange to collect you from **Dunkeld, Perth (Broxden Park and Ride), or Pitlochry**, but please make sure to **agree an arrival time with us in advance** and, **where possible, keep it within reasonable hours**.

Nearest Airport:

Edinburgh Airport is the most convenient option. From there, you can:

- Take the **tram or bus** to **Edinburgh Gateway Station**, and then a connecting **train to Dunkeld & Birnam**.
- Alternatively, take a **bus to Perth (Broxden Park and Ride)** or **Pitlochry**, where we can meet you.

Useful Transport Links:

- Trains: www.thetrainline.com
- Buses: www.citylink.co.uk | www.megabus.com | <https://www.ember.to/>

Bullying and Harassment

At Corbenic we take allegations on bullying and harassment very seriously to ensure that all volunteers, staff and residents are treated with dignity and respect, free from harassment or other forms of bullying in the Community.

Bullying and harassment comes in various forms, for more in-depth information please read our 'Bullying, Harassment and Inappropriate Behaviour Policy'. You will receive training on the standards we expect from all staff and volunteers here at Corbenic.

Equality, Diversity and Inclusion

We are an equal opportunity organisation; we will act to ensure diversity, equity, and inclusion in all we do. Volunteers are expected to treat everyone with dignity and respect, and have values of collaboration, participation and empowerment. Valuing **all** individuals and groups.

For further information please see our 'Equality, Diversity and Inclusion Policy'. You will receive further training on this subject.

Drugs, Alcohol, Substance Misuse

Alcohol, drug and substance misuse can have an adverse effect not just on the individual but on their colleagues, the public and residents. Having a safe working environment, providing excellent care and customer service by maintaining productivity levels and avoiding days being lost to illness are critical to the smooth running of Corbenic.

We encourage anyone that has a drug, alcohol or substance misuse problem to seek help voluntarily. Volunteers must not report for work under the influence of alcohol, drugs or other substances under any circumstances or partake in any of these substances during volunteering time. If a volunteer comes forward voluntarily and seeks help for an alcohol, drug or substance misuse problem they will be given help and support by Corbenic. However, Corbenic's first priority will always be the safeguarding of its residents.

For further information please see the 'Alcohol and Drug Policy' for more further information.

Mental Health First Aiders

Your Mental Health First Aiders are

How are you?

Sad? Stressed? Anxious? Worried? Hopeless?
 Angry? Tearful? Overwhelmed? Want Help?



Andy



Amy



Carolin



Emma



Lance



Lorna



There are plenty of different types of support out there, and an MHFAider can help you access them.

MHFAiders are a point of contact if you, or someone you are concerned about, are experiencing poor mental health or emotional distress. They are not therapists or psychiatrists but they can give you initial support and signpost you to appropriate help if required.



Health and Wellbeing

At Corbenic Camphill Community, we believe that supporting wellbeing is essential to creating a positive, healthy and thriving community.

That's why all staff and volunteers have access to Perkbox! A platform packed with wellbeing support, everyday discounts, rewards and lifestyle benefits designed to help you feel valued both inside and outside of work.

Perkbox includes a range of helpful wellbeing features, including access to an online GP service, wellbeing resources, fitness support, high street discounts and exclusive perks to support your health, happiness and everyday life.

Staff and volunteers can access Perkbox easily using their Corbenic account via Single Sign On (SSO).



We also recommend visiting the below websites to help you manage and maintain your mental health.

[Mental Health – Scotland's Transition and Recovery](#)

[NHS24 Mental Health Hub](#)

[Mental Health Foundation's](#)

<https://www.nhs.uk/live-well/> also gives some useful advice on common wellbeing guidance.

Notification Procedure for Absence

You must inform your house co-ordinator/manager or the designated person in charge of the emergency phone by telephone as soon as is reasonably possible. Please note you may not text your house co-ordinator/manager or alert another volunteer or staff member to inform them. Some local arrangements may be in place for reporting sickness, and you should familiarise yourself with these as part of your local induction. You should explain the reason for your intended absence and also provide an indication as to the length of time you expect to be absent. You should call in every day of your absence unless you have received a Fit Note from your designated medical professional in which case you and your house co-ordinator/manager can agree on the regularity of contact during this period.

DAILY SCHEDULE – approximate, this varies for each house and all routines are flexible in order to best be adapted to the needs of each resident.

Every Monday, *unless there is a Community function*, there is a **diary meeting at 9.30am** to set the schedule for the week.

Occasionally a volunteer may be asked to remain in a house for a morning to help prepare lunch.

Monday – Friday

7.00 – 7.30am	Getting up
8.00 – 8.30am	Breakfast
	After breakfast and before workshops begin – carry out basic household tasks, help prepare residents for workshop
9.30 am	Workshops begin
12.30pm	Workshops end
12.45pm	Midday meal
1.30-2.30pm	Rest period
2.30pm	Workshops begin
5.00pm	Workshops end, go back to house and prepare supper
6.00pm	Supper
7.30pm	Evening activities
8.30pm - 9.00pm	Nighttime preparations

Weekend Schedule

Getting up – ***Church or other place of worship on Sundays*** for those wishing to attend

Brunch

Meeting

Supper

Cinema Club every Sunday

Live in Volunteer hours

If you are on in the morning

Starting at 7am to support residents getting up and dressed, prepare & have breakfast together, afterwards tidy up, washing up. Ready for workshop to start at 9.30 (approx. working time 2.5 hours)

Workshop 9.30 till 12.30 = 3 hours working time

Lunch, washing up and rest time = life sharing

Afternoon workshop 2.30 till 5 pm = 2.5 hours working time

Total hours 7.5 + life sharing

if you are on in the Evening

Start at 9.30 in workshop till 12.30 = 3 hours

Lunch, washing up, rest time = life sharing

2.30 - 5 workshop = 2.5 hours

Evening: 1 hour supper preparation and supper = (life sharing) and (approx 3.5 hours working hours)

Total hours 8.5 + life sharing

If a volunteer is working 3 mornings and 2 evenings, the total number of hours in one week are 39.5 + life sharing

If a volunteer is working 2 mornings and three evenings, total hours in one week are 40.5 + life sharing

Weekend schedules are different in each house, but are approximately the same working hours as weekdays

Living in the Houses

By becoming a volunteer at Corbenic, you should bear in mind that you will share your life with many different people. This sometimes involves long hours spent with our residents in the house, workshops or during leisure times. At Corbenic we live and work in the houses and work in the workshops together with the residents who know Corbenic as their home. This time includes mealtimes, tea breaks and relaxing with people in the evening. It's important to make the most of your time with us and stay motivated for our residents!

Staff

As well as our live in volunteers, Corbenic have a staff team in the roles of House Managers/Co-ordinators, Assistant House Coordinators, Senior Support Workers, support staff, workshop leaders and Managers. Some staff live at Corbenic and others live nearby.

Staff that are on call

On the diary sheet there is information about the staff members you can go to for assistance. A member of the **sleepover staff is available each night** and can be contacted if needed on **07594 568819**.

We also have a **designated senior manager on call each week**, who can be contacted if the nightly sleepover staff are unavailable on **07591 55400**

Personal Care

Volunteers also assist residents in the mornings and getting ready to go to bed. This includes personal care i.e. help with toilet, showering, bathing, teeth cleaning and helping people to get dressed appropriately for the day.

Walks

All residents should be supported to be appropriately dressed in good footwear and waterproof clothing if they are to go out on a walk. The distance people can walk should be considered and discussed with a relevant member of staff.

You should plan any outings, selecting groups and destinations carefully. Record where you are going and who with and assess any possible risks with your House co-ordinators/managers before your scheduled outing.

Exhibiting Distressed Behaviour

You may experience distressed behaviour from some residents; this usually comes about when people react to a situation which they feel unsure or anxious about. Behaviour like this can be alarming to someone new to the community, however Safety Intervention training by a qualified instructor is given shortly after your arrival which will support you in your role and give you confidence when handling any incidents which may occur. Your House Manager/Coordinator will discuss the residents' needs and supports in your own house but please also ensure you read all resident guidelines and behaviour support plans. Any incidents must be reported to your house co-ordinator/manager or workshop leader immediately. Volunteers are not expected to support distressed behaviours by themselves and beyond a low level and trained staff are available to support individuals.

Houses

Each household within the community is different because of the people who live and work there. Each house has a house co-ordinator(s), assistant house co-ordinators/managers and support workers, who are responsible for the household. Everyone in the house takes their share of the everyday duties such as cleaning and washing up. Also, everyone is responsible for making the house into a home, by looking after the house plants, picking flowers for the table and creating a homely atmosphere.

Bathrooms

Corbenic has shared bathrooms, all with a lock, which can be opened from the outside, for safety reasons. These must never be unlocked from the outside unless an individual is in trouble. Where a resident needs help in the bathroom, this must be agreed and carried out in an understanding way to make sure that their dignity is kept. No one should be in the bathroom, apart from the person carrying out the personal care.

Bedrooms

Bedrooms are the private space of those who live there and must not be entered by anyone else without permission (in some instances entry may be required for maintenance, if possible, notice will be given). The occupier of the bedroom is responsible for their bedroom furniture and fittings and for keeping their room clean and tidy. We have a mixture of single and twin bedrooms so you may be required to share your room. Always knock and await permission to enter a bedroom, no matter how well you feel that you know the occupant.

Laundry

Most houses have a washing machine and dryer for personal laundry. Many people like to look after their own laundry and we encourage and support residents to be involved in this. Larger items such as duvet covers and towels can be washed in Staffa - Not all houses have a washing machine but facilities are available at Staffa.

Cleaning Up

Everybody who lives in the house is responsible for keeping it clean and tidy. The kitchen must always be clean, including the fridge, freezer and cupboards. All food must be stored correctly. Those more able in the household should help and guide others. Any problems concerning the maintenance of the buildings and any problems you come across must be reported to your house managers/co-ordinators, who in their turn will write a maintenance request.

Mealtimes

Mealtimes are important meeting points for the household, and everyone is expected to attend (unless it is your day off). The time spent around the table; eating and sharing a conversation or a laugh are important elements of community building. Punctuality, a proper laid table, home cooked food and a communal responsibility towards the success of the meal are therefore essential. (A moment of quiet appreciation is observed to mark the beginning and end of the meal). You are still able to take meals with the rest of the house on your days off.

You will be given the choice of eating a homemade meal 3 times a day, if you wish to prepare something else for yourself, please refrain from using the house meat/fish items, as these are part of the weekly meal plan for the house. You are very welcome to choose from pasta, lentils, vegetables or sandwiches etc; please be mindful that we are a charity and only have a certain amount of budget to spend on food each week. If you wish to cook meat or fish outside of meal times you are more than welcome to do so but will need to fund this yourself. Each house does have a small extra budget if there are particular food items that you would like. Please inform the House Manager/Coordinator or Assistant House Coordinator who can make additions or amendments with weekly food orders.

Allergies and Special Diets

If you have an allergy or follow a special diet you **MUST** ensure that your house team is aware of this and that food storage and preparation arrangements are in place. Any dietary requirements that you have should be known to the house and good orders made to accommodate.

Training is given in food safety and hygiene.

Festivals

The celebration of the seasonal multicultural festivals forms a thread running through the whole year and provides opportunities for joyful activity and for quiet reflection. These festivals are true community-building occasions which can be enjoyed by everyone. Easter Monday Outing, Family Weekend, Earth Day, International Day, Advent Market and Christmas Day, are community celebrations and all are welcome and encouraged to join. If these fall on your off days, you can get another day/s instead of the days that are affected. Corbenic Community celebrates diversity and welcomes all faith or non-faith backgrounds and beliefs. Celebrating a range of festivals enables residents to experience a familiar rhythm for each year and giving opportunity to explore a range of beliefs.

Music and Television

Music is a very personal to each person and it must be remembered that not everyone will like your choice of music. Recorded music or radio is rarely played in common areas because of this and is never used as background music during workshops. You are welcome to listen to music in your own rooms. There are televisions in the houses. These are used for watching films and relaxing but are not left on as background noise.

Weekends

The end of each week is usually marked on Saturday evening by a special meal together in each house and Saturday group outings happen across the Community. On Sundays some residents like to attend a place of worship in Dunkeld. All are welcome to join. Residents must be supported to make an informed choice about attendance at any religious service.

Supervision

The house co-ordinators/managers will ensure that appropriate supervision is in place for the household. Volunteers should take it in turns to be in the house together with staff to be with the residents between lunch finishing and the afternoon workshops beginning, and also in the evenings. At all other times, when there is no organised activity, two or three volunteers/members of staff must be in the house and available if needed by a resident.

Outings and Unstructured Time

House outings are planned and agreed at House Meetings. When deciding where the outing will be, peoples' needs, likes, dislikes, abilities, interests and finances need to be considered. Outings to the cinema, shopping, theatre or places of interest are common. All trips must be planned and agreed with the house co-ordinators. Residents pay for the person who supports them at their outing.

Support and Supervisions

You will receive a quarterly Support and Supervision session (every three months) to check on your wellbeing and how things are going for you in your charity worker role.

Raising Issues

If you have a concern or worry then you should discuss this with your supervisor or senior staff member at the time and not await until your next supervision date. We believe in openness and honesty within the team and with colleagues and do not tolerate gossip. Gossip can be hurtful, cause poor working relationships and brings the morale of staff down so please promote positive communication and teamworking.

Fire Cover

Staff cover is present in each building overnight. These staff are responsible for leading fire evacuations and to respond to any resident needs arising overnight. Volunteers living in the residential buildings assist with fire evacuations.

Volunteers are trained in evacuation in the event of a fire and at least two volunteers should remain in the house each evening to assist if required.

On occasions of social gatherings for all volunteers' fire cover must be put in place and covered by other people from the community. You cannot leave the house at all if you are scheduled for fire cover, nor can you be under the influence of alcohol.

Maintaining Professional Boundaries within the community

Maintaining clear professional boundaries helps ensure that everyone involved with Corbenic is treated with dignity, respect and fairness. Volunteers represent the organisation and are expected to conduct themselves in a professional and responsible manner at all times.

Treat all residents, day service participants, staff, contractors and fellow volunteers with respect, regardless of background, belief, or personal circumstances.

Avoid any action or relationship that could be perceived as a conflict of interest or that might bring Corbenic into disrepute.

Keep your conduct open and accountable. If you are ever unsure about what is appropriate, seek guidance from the House Coordinator/Manager or HR.

Respect and protect the confidentiality of any personal information you encounter through your volunteering. Do not share it outside Corbenic unless required by safeguarding or legal obligations.

Use official communication channels such as MS Teams for professional correspondence.

Do not exchange personal contact details or connect with residents or day service participants via social media.

Do not give or accept money or expensive gifts from residents or staff.

Avoid taking on staff or contractors personal problems or becoming a source of emotional dependence.

Volunteers often hold positions of trust and influence. Never use this position to gain personal advantage, manipulate others, or blur professional lines.

If a situation arises where your impartiality could be compromised, speak to HR. You should not enter anyone else's personal spaces without permission. This works both ways. If you feel a staff member or contractor is crossing any boundaries please contact HR immediately.

If you experience or witness any situation that could constitute a boundary concern or breach:

- Report it promptly to HR or House Coordinator/Manager. All reports will be treated seriously, handled confidentially, and investigated in line with Corbenic's policies.

Guidelines on Appropriate Physical Contact with Residents and Day Participants

The following guidelines aim to clarify what comprises appropriate boundaries and physical contact between residents, day participants and those involved in provision of care and support. These guidelines have been drawn-up in line with the Health and Social Care Standards which came into effect from April 2019.

Respecting Personal Space and Boundaries

As you spend time with our residents, you may notice that some individuals express affection or friendliness in ways that may feel unexpected or unfamiliar. People with learning disabilities can have a unique way of interpreting and interacting with the world around them, and this may include seeking physical contact like hugs. One of the questions that arises frequently is relating to hugging residents and whether this is deemed appropriate. The answer to that is YES, *provided* the resident or day participant approaches you for a hug or requests a hug and/or the action is appropriate to the place and time. It is **NOT** appropriate to initiate hugs i.e. give hugs without being asked.

It's important to respond with kindness and respect, while also honouring your own comfort and boundaries. If a resident tries to hug you and you're not comfortable with physical contact, it is absolutely okay to gently decline. You can kindly say, "*No thank you,*" turn slightly away, or use the Makaton sign for 'no' if you feel more comfortable doing so.

Please remember that these actions are often meant with warmth and friendliness, even if they may not follow typical social conventions. By responding with compassion and clear communication, you help create a safe, respectful space for both yourself and the people we support.

Any other form of physical contact e.g. holding a hand or an arm etc. should only take place if described and agreed in the individuals support plan and/or risk assessment and you have been told that it is appropriate to do so as part of your induction in the house or workshop.

It is important to remember that residents and day participants must be always treated as adults and with respect and dignity. This means treating them as you would another adult. If at any time you feel unsure about how to interact with any residents or day participants (such as in the event of some unusual or non-atypical behaviour) please speak immediately to either your house co-ordinator or workshop leader for guidance.

It is all our responsibility to ensure that residents are kept safe from harm or abuse. If you see, hear or experience an incident that causes you concern about the wellbeing of a resident then you must raise and report this to a senior member of staff or care and support team immediately.

Safeguarding

Corbenic Camphill Community (Corbenic) aims to ensure that all vulnerable people are kept safe from any sort of abuse while they are with Corbenic employees, live-in volunteers and other volunteers and any other person/s they come into contact with. The rights of vulnerable people to respect, dignity and privacy will be promoted at all times. Corbenic aims to promote a fair, open, and positive culture and ensure everyone feels able to report their concerns. Concerns will be responded to and investigations will be carried out. Corbenic's whistleblowing and safeguarding policies are available online on MSTEams.

Volunteer Code of Conduct

- Treat every individual, be they resident, volunteer or staff member with dignity and respect, regardless of ability, background, or condition.
- Recognise each person's right to make choices, participate in decisions, and live with as much independence as possible.
- Support communication preferences, including the use of assistive technologies or advocacy.
- Create a culture where the safety of vulnerable adults is a core responsibility.
- Prevent abuse, neglect, exploitation, and institutional harm through following proactive training and safeguarding policies.
- Your duty to respond and report to safeguarding concerns immediately.
- Tailor your volunteering to the unique needs, preferences, and aspirations of each individual.
- Maintain confidentiality and follow all GDPR requirements
- Respect the privacy of others
- Respect others right to live meaningfully and with purpose
- Promote an inclusive environment, free from discrimination or prejudice
- Maintain appropriate boundaries with residents
- Respect others' culture, religion, sexuality, and gender identities
- Respect legal representatives and support networks while maintaining resident voice and choice
- Follow all Corbenic Camphill's policies and procedures
- Only share information with consent or when lawfully required
- Promote the rights of vulnerable adults to speak up, participate, and be heard
- Act with honesty and integrity when dealing with money and property of Corbenic Camphill Community

This code affirms that Corbenic Camphill Community serves vulnerable adults and volunteers must lead with compassion, accountability, and deep respect for the people in their care.

Failure to comply with any of this code of conduct may result in termination of my volunteer agreement.

Corbenic Poetry Path

"A magical and inspiring place where people, poetry and landscape meet." Andy Jackson

Set in the grounds of Corbenic, the path meanders through a variety of terrains including open hillside, moorland, ancient native woodlands, hazel coppice, and riverbanks around our boundary. The path has been designed with a variety of surfaces to be as sensitive as possible to the wild terrain it passes through. The path has been made possible by and is used regularly by those who live in the Corbenic Community, as well as being open to the public.

More information: www.corbenicpoetrypath.com

Hobbies

Time when there is nothing else organised should be enjoyed, but some residents find it difficult to use this leisure time and you should try and encourage them to develop or pursue hobbies or play games like football, make jigsaw puzzles or walk in the evening when it is light enough to do so. Keeping in contact with residents' family members is also a nice way to spend time together, for example writing cards/postcards or to help with catching up with a phone call when appropriate.

Evening activities

Some evenings we offer evening activities such as:

Discussion Group: (Tuesday) in which we discuss what has been happening in the news or a cultural topic.

Gospel or Bible Study: (Wednesday) we discuss a bible reading and listen to a story relating to the time of year for anyone who wishes to attend.

Poetry & Art: (Thursdays)

Residents and volunteers are welcome to read and write poetry, view and discuss art, and enjoy a variety of creative things.

We also offer at certain times of the year a Knitting Group, Singing Group and Makaton Choir for anyone who wishes to attend.

Working in The Workshops

Meaningful work is a key aspect of life here.

We are a 'working community', with everyone, volunteers and staff, contributing to the meaningful work necessary for maintaining ours and the resident's mutual interdependence, our mutual pride in achievement, and our mutual sense of belonging.

This means that general work is an important part of the life in Corbenic. To manage and share all the work takes a lot of organising and needs all members to be co-operative in meeting the demands.

We try to find a working situation which suits each person and in which they can develop their skills and responsibility.

You will be allocated a workshop/s when you arrive in Corbenic. This can be reviewed after six months if you would like to try working in another area, complete the form in your induction folder and submit to Human Resources.

Volunteers should work together and support our residents to participate in a meaningful way in the workshop.

INDOOR WORKSHOPS

Bakery

The bakery workshop provides the daily bread for the community. Many varieties of loaves are produced including, if necessary, speciality breads for restricted diets. As well as participating fully in the baking process, residents are taught weights and measures, food hygiene, awareness of domestic risks such as heat and electricity, and responsibility for leaving the workplace clean and tidy.

The confectionery is part of the bakery and specialises in cakes, biscuits and festive food. Tasks range from simple mixing to more creative cake decoration, and residents are encouraged to advance from the basic to the more complex procedures.

Craft

In our craft workshop, we try to create a bright, colourful and therapeutic environment where residents and volunteers can express themselves creatively. We work as a team producing beautiful crafts that can be sold in our shop in the village of Dunkeld or at our advent market. Our main activities are papermaking, papier mâché, loom weaving, silk painting, drawing and painting, mosaic and felting. We also have a printing press and some residents really enjoy lino printing. These craft activities are rotated every two months throughout the year. Volunteers work closely with the residents encouraging them to work as independently as possible through making colour choices, design ideas and carrying out their tasks. We always try to achieve a relaxed and friendly atmosphere. Along with working in the workshop, our craft team enjoys decorating the Hall for our many festivals and events throughout the year. We involve ourselves in art projects with local groups out-with the community too, sharing our craft skills and at the same time creating social links.

Woodwork

The wood workshop at Corbenic has been an important part of the working life for many years. The focus of the workshop is on the production of furniture, household items and their repair. Projects are discussed in relation to choice of materials, design, quality, use and destination of finished products. Strong emphasis is placed on ensuring that residents and volunteers are aware of **health and safety** issues.

Residents graduate from basic skills such as hand sanding through to the operation of equipment, such as the mortise machine, planing and sawing timber, and assembly line jigsaw work also. This last activity is extremely popular since it gives a great sense of achievement.

Pottery

Our pottery is a workshop where we work on different projects; we make dishware and tea-sets, with the residents making special decorations, such as sculptures, vases, nameplates and bowls. We try and use different techniques from the wheel, coils, to slabs, pinching and sculpting. We experience the whole process starting with wedging and kneading, then making the pot/object/sculpture, sending it, decorating to glazing before firing. We supply the houses and workshops with the dishes as well as 3 shops in the towns nearby.

Home Making/cooking

In some of the houses one resident and one volunteer will have the task to help to look after the home and will do any task that is needed e.g. cleaning, watering the plants, laundry and preparing lunch etc.

OUTDOOR WORKSHOPS

Garden

In the garden, fruit and vegetables are grown for the table; flowers and plants for home decoration. Taking part in this seasonal work gives residents and volunteers a feeling for the rhythm of the year, and an appreciation of the annual festivals such as Easter, St John's Day, Earth Day, Michaelmas and Christmas. The preparation of the soil for sowing and the harvesting of crops give everyone a sense of the achievement.

Estate

The Estate Team are responsible for the conservation and management of the grounds and woodlands, production of firewood, and for maintenance of the estate paths and communal grass areas. Most of the estate work is outdoors, but there are also some inside activities to do especially when the weather is particularly bad.

Farm

On our farm, we have cows, pigs, chickens, ducks, goats and sheep. You will be supporting the residents to look after the animals under the guidance of the farm workshop Leader. There is a weekend farm rota and two volunteers on Saturdays and Sundays are expected to take turns feeding the animals.

Horse Care

We have three horses in the community, the Horse Care workshop cares for the horses and helps residents to ride. Volunteers who are allocated the Horse Care Workshop will be asked to help with feeding and checking horses at the weekend (*if involved in horse cover you will not be asked for farm cover*).

Other information

Money

You will receive £242.67 subsistence allowance every month ahead of the following month, as broken down below:

Travel Expenses - Transport, Fuel, other driving costs. Must get Young Scot Card (free buses and 1/3 off rail)	Public	£74.08
Other Expenses - Replacements of clothes, other purchases beyond basic toiletries. You may want to add treats and foodstuffs outwith the house budgets, alcohol.	Repair and	£30.42
Daily Living Expenses - Eating Out, postage, stationary	Groceries, Gym,	£50.37
Holiday Expenses - Excursions Cultural Workshops or Events	Sightseeing and	£65
Emergency & Miscellaneous Expenses - Unexpected Travel or Family Emergencies Loss of Belongings		£22.80

You cannot have accrued pocket money transferred to a bank account. Your pocket money is intended to cover your personal living expenses whilst you are here, as Corbenic provides full Board and Lodging.

A spending card will be provided via Equals Money and will be topped up monthly to a maximum balance of £242.67.

If the balance on the card reaches or exceeds £242.67, **no additional funds will be added that month**. If there is a remaining balance below £242.67, only the amount required to bring the card balance back up to the maximum value will be topped up.

Any monies not spent **cannot** be withdrawn or transferred and will be lost.

Corbenic will also fund flights for arriving and leaving Corbenic. Along with collection and drop off at the Airport.

- £700 for flights outside Europe
- £250 for flights inside Europe

Health Insurance

If you are here on a temporary worker (charity worker) visa you will pay the immigration health surcharge as part of the application process, the application fee for your visa is £340. and the immigration health surcharge is £1035 for 12 months.

This fee covers your stay here to use the British National Health Service (N.H.S.) and covers visits to the doctor and hospital. You can register with the dentist but will have to pay for any treatment if you are over 25 or go through the private service and not NHS. There are no charges for prescriptions in Scotland.

You will be given a form to register with a doctor at the local Health Centre. Soon after your arrival at Corbenic you are required to make an appointment with the doctor, taking the completed forms and your passport along with you.

Corbenic is covered by an employer's liability insurance, but it should be made clear that this does not come into effect unless it can be proved that the volunteer in question took **every precaution for personal safety.**

Time off

Every volunteer has two days off per week.

Holidays

You will receive 20 days of holiday per full year of volunteering. If your placement is less than 12 months, your holiday entitlement will be calculated on a pro-rata basis.

Holidays can be taken once you have submitted a request online through people first (training for this will be provided when you arrive at Corbenic) and they have been approved by your house co-ordinator/manager and workshop leader. **It is the responsibility of the Volunteer to inform the Workshop leader of any Holidays and request this with them**

Please give at least four weeks' notice when requesting holiday leave. Volunteers are encouraged to avoid taking time off during festivals, as these are an important part of community life at Corbenic.

You may not be granted holiday at the same time as other volunteers in your household, and you must not use holiday leave at the beginning or end of your volunteering placement.

Visitors

You may wish to receive visitors during your stay at Corbenic. As such, we are open to visitors; however, it is important that you check with your house co-ordinator/manager and household by bringing this to a house meeting at least four weeks before your visitors are

due to arrive. This is to ensure it is agreeable for you to have visitors and to confirm whether a room is available.

Any visitors staying within the community may do so for a maximum of five (5) nights.

All visitors must strictly adhere to our Visitor Policy.

Visitors can be accommodated in guest accommodation on site; however, this is very limited and availability cannot be guaranteed.

Please note: it is your responsibility to ensure that bed linen and towels are available for your guests (from your own house). You must also strip the bed when your visitors leave and ensure the room is cleaned and left tidy.

Further information regarding visitors is included in your arrival paperwork folder (Visitor Guidelines and Visitor Record Form). A form must be completed for each visitor and given to Betty in STAFFA. A recent police check from their home country must also be provided.

Visitors are welcome; however, they must not enter residents' houses unsupervised or without permission, and they must not access kitchen areas for food without approval.

If there are no suitable rooms available within the community, the nearby village of Dunkeld offers bed and breakfast and hotel accommodation options – However this is to be funded by the visitor or volunteer.

Internet

There are internet facilities and a wireless connection available in each house.

Films and music are protected by copyright and unauthorised downloading is actionable as a **copyright infringement**, even if it is only for personal use. The owners of the copyright can detect illegal internet activity, downloading and uploading files is not anonymous, whenever you connect to the internet your computer can be identified. Corbenic is ultimately responsible for any illegal downloading activity and if this happens our internet can be disconnected. Corbenic provides internet access for work and personal use by the people who live here, please adhere this warning and use the internet responsibly with consideration for Corbenic and its users.

Laptops, phones and other mobile devices should not be used during social time with residents in the house or during workshop time.

Most of our residents do not have phones or understand what phones can do, and it is not therapeutic to be distracted and not be fully present when you are with the residents. It is especially important that phones are not used during mealtimes.

Phones should only be used in private.

Photographs taken at Corbenic should not be shared on the internet, Facebook or any other social media channel including Whatsapp. All volunteers and their visitors to the community must recognise the need to uphold **complete resident confidentiality** and ensure that no information regarding resident's personal, medical, financial or other information is disclosed to non-participating parties.

Social Media

Please do not allow residents or their relatives to be a 'friend' or contact on social media, as anything posted online could leave you open to scrutiny from the public bodies and subsequently can be viewed as misconduct. Please **protect yourself and residents by not taking pictures of them if possible, and never post pictures of residents on social media.**

Smoking

Smoking/vaping is not allowed inside any of the buildings. There are designated smoking areas outside all houses where ashtrays are installed. We would ask you not to smoke when you are in the company of the residents. We would also ask that you dispose of the cigarette ends responsibly in the designated ash trays.

Alcohol and illegal drugs

Corbenic adopts a "zero-tolerance" policy regarding **alcohol when on duty (including fire cover)** and if a **live-in volunteer is found, after investigation, to be under the influence of alcohol when on duty (or providing fire cover)** the volunteer agreement may be terminated, and the live-in volunteer asked to leave without notice.

Corbenic adopts a "zero-tolerance" policy regarding **illegal drugs** and if a live-in volunteer is found, after investigation, to be **in possession of or under the influence of illegal drugs** the volunteer contract may be terminated, and the live-in volunteer asked to leave without notice.

Life sharing is an important aspect of life within the Corbenic community. However, if alcohol is consumed to excess and results in a live-in volunteers' behaviour falling below the standards expected then this may result in a **formal process** and the possibility of the **volunteer agreement being terminated.** Social gatherings with live-in volunteers from other houses is not permitted within houses after 10pm. **Social gatherings after 10pm should take place out-with houses in the live-in volunteers' social spaces.**

Parties/Gatherings

To organise a gathering, **permission should be sought via Betty.** Two people will need to take responsibility for tidying up and ensuring lights and heating are off and the premises are closed.

Currently, the volunteers have access to the Horse workshop cabin where gatherings/parties can take place along with the new community barn. Often people will meet when they finish in the evening to socialise and catch up and you can also cook there if you wish to do so, but you must purchase your own food and drink. It can also be used at weekends during the day time. No gatherings should take place within the houses after 10.00pm. Volunteers should be mindful of being inclusive of all volunteers in arranging and inviting others to gatherings/parties.

Relationships at Work

At Corbenic, workplace relationships refer to close personal connections between colleagues or volunteers, such as family ties, friendships, or romantic relationships. These should never interfere with duties, create conflicts of interest, or affect professionalism. Volunteers are expected to be respectful, avoid favouritism, and maintain appropriate boundaries, especially in front of others. If you are in a close personal relationship with someone at Corbenic, you must complete the declaration form and share it with HR. Any concerns or situations that could impact the team or residents should be raised with a manager or HR.

The Workplace Relationships full policy is available on Teams.

Bicycles

Volunteers have access to bicycles while you are here; they are available in the bike shed. There is a bike inventory (with individual pictures of the bikes) for volunteers in the shed. The bikes are monitored and **should not** be left at train stations or in Dunkeld.

Please wear the helmets and vests provided, also UK brakes are on the opposite side to what you are used to – front brake = right hand, back brake = left hand.

Health and Safety

Corbenic Camphill Community is required to ensure conditions are safe for residents, staff, contractors, volunteers and visitors. Corbenic is not only committed to conforming to all standards and legal requirements but is furthermore committed to going over and above this.

This is achieved by identifying and managing risks, having safe systems of work and by everyone following these systems all of the time.

Corbenic is a safe place to work, but incidents and ill health are important factors to consider, which have to be managed in our daily lives. Those on site at Corbenic or off site but acting for Corbenic achieve this by:

- Applying an element of common sense to what they do
- Reading and following guidance and policy information
- Looking after their own, and others' health and safety whilst carrying out their duties.
- Ensuring a Risk Assessment is in place for all activities, and this has been read and understood.

We learn from instances when things go wrong. It is a legal duty to report any untoward incident or indeed, near miss so that we may learn from these events.

Accidents or near miss accidents within the Community should be recorded using the **accident reporting forms held in Staffa and or the Care incident reports**, if advice is required, please contact the Facilities or Care and Support team.

Corbenic encourages a culture of openness through continuous support and feedback to staff involved in incidents. It is important that all at Corbenic understand that the purpose of reporting an incident is not to apportion blame but to identify problems and remedy them.

Please make yourself aware of the relevant policies and procedures.

Adverse Weather Conditions

Sometimes we have extreme weather conditions at Corbenic, in these situations, you are expected to help clear any snowfall. This helps us to allow staff/volunteers to continue the care provided for residents and day service participants.

Dress Code

Corbenic requires that you dress appropriately at all times for your role and that you maintain adequate personal hygiene.

The company urges volunteers to use common sense and sound judgement when it comes to selecting their attire. When in doubt, refer to the smart/casual side. To assist you, in general, the dress code for volunteers is casual.

If the dress code policy contradicts the rules of your faith or is offensive to you in any way, please contact the HR Team

Vehicles for Live In Volunteers – Corbenic Vehicles

You can only drive Corbenic cars if you are 18 or over held your licence for at least one year.

You must have an assessment with the driving instructor before driving our vehicles no matter how long you have held your driving licence. Once you have been in the country for 12 Months your national driving licence can no longer be used.

If you need a lift to/from Dunkeld or Perth and can't drive, you must arrange with another volunteer who meets the criteria to drive in the UK, alternatively you can request to be taken down in a drivers group.

Drivers who meet the above criteria can drive the house cars only for the purpose of house business e.g. shopping for the house, collecting volunteers from Dunkeld (if it is required), **not for personal use.**

The volunteer car **must not** be away overnight from Corbenic, unless authorised by Tom Stirton, Head of Facilities. It is only to be used for day trips around the local area or to access the closest public transport hubs for onward travel for longer journeys. It should not be used to travel outside of Scotland.

Please check if **other volunteers require a lift** and please be mindful; **do not rely on the same person driving every time.**

Driving assessments can be organised at the main office (Staffa). (*Contact HR*).

Please note the vehicles available for use by live in volunteers are:

- SA18 CZL (Manual) – available out of office working hours (before 9.00am, after 5.00pm and weekends) **When booked**
- LL61 BVN – (Automatic) available anytime **when booked**

Please remember that you are responsible for fuel costs for your journeys and must return the car refuelled. Corbenic will cover the cost of filling the car once per month.

Please also remember to use the logbook provided in the car to record your mileage.

Booking forms MUST be completed for our insurance to be valid.

REPORT ANY AND ALL ACCIDENTS, including anything minor to Tom Stirton, Head of Facilities.

Volunteers must undertake a driving test/assessment with a driving instructor prior and be passed as safe to drive, before driving Corbenic vehicles.

Gym

We have a gym for volunteers to use which is in our farm at your own risk and to be maintained by the volunteers.

We also have bicycles for use by anyone in the community.

Please ensure that the high visibility clothing and cycling helmets provided are worn at all times when cycling.

Your Room

It is your responsibility to keep the room clean and tidy. Please do not use any reusable sticky tack or tape on the walls, use the pin boards provided. Do not remove any furniture from your room without first gaining permission from the house managers/co-ordinators. **At the end of your stay we would like you to leave the room as you found it on your arrival.** The room will be inspected before your departure and cleaning and maintenance costs will be deducted from your final pocket money payment if property has been damaged or furniture is missing.

Reviews

We like to hear how you have been getting on after your first few months at Corbenic and if you have any questions. You will be contacted to give you a questionnaire for this purpose. We will also seek your feedback at the end of your time with us. In addition, we are happy to provide you with references should you need them.

Clothing and Personal Items

Scotland's weather can be unpredictable, so we recommend that all volunteers bring appropriate clothing for a variety of conditions. You may experience sunshine, rain, and cooler temperatures all in the same day!

Please ensure you bring:

- **Warm, layered clothing such as jumpers, fleeces, and waterproof jackets.**
- **Comfortable outdoor wear suitable for walking or working outdoors.**
- **Waterproof footwear such as sturdy shoes or hiking boots.**
- **Swimwear and a towel for swimming activities.**
- **Activewear for any outdoor activities such as hiking, cycling, or other excursions.**

It's important to dress for comfort and practicality, as well as to stay warm and dry during your time here.

Support

You can contact anyone in the HR team with any concerns that you may wish to discuss confidentially. The office is also open and willing to help with any general enquiries you may have. Just pop in anytime!

Monthly volunteer meetings are scheduled where you can meet as a group and discuss any points you may have and also receive updates on any new information.

Corbenic Friends & Family Newsletter

Stay up to date on Corbenic community life by signing up for the Friends & family Newsletter. Published every few months with lots of photos and stories, it's a great way to hear about what's happening around the community. Anyone can sign up, so please feel free to share with your own friends and family so they might also hear about what's going on here.
<https://www.corbeniccamphill.co.uk/newsletter>

Policies and Procedures

You will have access to full policies and procedures for the community when you arrive via Microsoft Teams and it is your responsibility to familiarise yourself with these regulations. You will be shown by your house co-ordinator/manager about how to access these. You will also be emailed a copy of this handbook, together with a detailed overview of what working hours we expect of you via email.

The Policies and Procedures we would like you to make yourself familiar with are:

- ADULTS WITH INCAPACITY
- ADVOCACY
- CARE AND SUPPORT PLANNING
- CONFIDENTIALITY
- BULLYING, HARRASSMENT and INAPPROPRIATE BEHAVIOUR
- RESIDENT & HOUSE HOLIDAY POLICY
- DEATH OF A RESIDENT
- DIGNITY, PRIVACY & CHOICE
- EMERGENCY ON-CALL COVER
- HOT WATER BOTTLE POLICY AND PROCEDURE
- FOOD SAFETY
- INFECTION PREVENTION & CONTROL
- THE MANAGEMENT OF MEDICATION
- MANAGING BEHAVIOUR THAT IS CHALLENGING
- MISSING PERSONS
- PETS
- PROFESSIONAL BOUNDARIES
- QUICK REFERENCE ON INCIDENT/ACCIDENT/OUTBREAK REPORTING
- RECORD KEEPING
- RELATIVES, FRIENDS AND CARERS
- RELATIONSHIP POLICY
- RESIDENT COMPLAINTS
- RESIDENTS ONLINE SAFETY
- RISK ASSESSMENT POLICY
- RISK ENABLEMENT POLICY
- SAFEGUARDING VULNERABLE ADULTS FROM ABUSE – POLICY & REPORTING PROCEDURE.
- PVG POLICY FOR VOLUNTEERS AND BEFRIENDERS
- VOLUNTEER CODE OF CONDUCT

Forms

- **Application form**
- **Next of kin**
- **Holiday Request Form**
- **Application to register with GP**
- **Grgery Patient Questionnaire**
- **Visitor Record**
- **Confidentiality Clause**
- **Consent form for Gym**
- **Equipment agreement form**
- **Relationships at work**
- **Change of Workshop Request Form**
- **Ad-Hoc change of Workshop Request Form**
- **Support and Supervision form**
- **Induction form**
- **Feedback questionnaire**

Training for New Volunteers

Full details of these will be given to you on arrival, please see list of training below.

Specific Training Needs	Provider	By who	Type of Training
Induction	Line Manager	All Volunteers	In Person/On the Job
Fire Evacuation	HC/AHC	All Volunteers	In Person
Adult Support and Protection	My Learning Cloud	All Volunteers	Online
Assisting and Moving People	My Learning Cloud	All Volunteers	Online
Autism Awareness	My Learning Cloud	All Volunteers	Online
Basic Life Support and First Aid	My Learning Cloud	All Volunteers	Online
Bullying and Harassment	My Learning Cloud	All Volunteers	Online
Control of Substances Hazardous to Health	My Learning Cloud	All Volunteers	Online
Data protection and GDPR	My Learning Cloud	All Volunteers	Online
Dementia Awareness in Health and Social Care	My Learning Cloud	All Volunteers	Online
Diabetes Awareness	My Learning Cloud	All Volunteers	Online
Dysphagia	My Learning Cloud	All Volunteers	Online
Epilepsy	My Learning Cloud	All Volunteers	Online
Equality, Diversity, Inclusion	My Learning Cloud	All Volunteers	Online
Fire Prevention and Awareness	My Learning Cloud	All Volunteers	Online
Food Hygiene Awareness	My Learning Cloud	All Volunteers	Online
Health and Safety Awareness	My Learning Cloud	All Volunteers	Online
Infection Control	My Learning Cloud	All Volunteers	Online
Learning Disabilities	My Learning Cloud		Online
Manual Handling	My Learning Cloud	All Volunteers	Online
Nutrition and Health	My Learning Cloud	All Volunteers	Online
Oral Health	My Learning Cloud	All Volunteers	Online
Positive behaviour support	My Learning Cloud	All Volunteers	Online
Safeguarding Adults	My Learning Cloud	All Volunteers	Online
Slips, trips and falls	My Learning Cloud	All Volunteers	Online
Whistleblowing	My Learning Cloud	All Volunteers	Online
Epilepsy and Midazolam Administration	Dave Reilly	All Cottage, Ossian, Lochran Volunteers	In Person
Moving and Handling (People)	John Morris	All Volunteers	In Person
Managing Challenging Behaviour	Caring for Care	All Volunteers	In Person

Contact List

<u>Name</u>	<u>Extension</u>
Reception	100
HR Employee	102
Jon	103
HR Volunteer	105
Betty	106
Finance	107
Muck	108
Andy	109
Fundraising	111

<u>Name</u>	<u>Number</u>
Staffa	01350 723 206
Cottage	01350 723 360
Farragon	01350 723 337
Fingal	01350 723 248
Ossian	01350 723 326
Lindisfarne	01350 723 230
Lochran	01350 723 256
Mullach	01350 723 266
Turach	01350 723 216
Craft/Pottery	01350 723 250
Woodwork	01350 723 283
Bakery	01350 723 300
Shop	01350 727 330

Lloyd Tech 0333 311 1002

<u>Name</u>	<u>Email</u>
Office	Office@corbeniccamphill.co.uk
Finance	Finance@corbeniccamphill.co.uk
Lloyd Tech	Support@lloydtechnology.com – Please copy in a member of the HR team to your email
Volunteer	Volunteer@corbeniccamphill.co.uk

Volunteer agreement:

Part 1

Corbenic Camphill Community is committed to:

- offer you a unique experience of working and living together with others, including people with learning disabilities.
- provide you with a full induction to your household and workshop and any training necessary for the volunteer role.
- explain the standards we expect and to encourage and support you to achieve and maintain them.
- provide you with a team of people who will be your main points of contact whilst volunteering, this being the HR team.
- treat you and all volunteers in line with this handbook and agreement.
- provide insurance cover for you and all volunteers whilst undertaking volunteering approved and authorised by us.
- implement good health and safety practice and provide adequate training to ensure you know what to do to stay safe, in accordance with our Health and Safety policy.
- be flexible in relation to your volunteering hours, recognizing your need for holiday time and time off.
- honour the time commitment you have agreed to give us and not to expect more from you unless offered and agreed.
- do our best to help you develop your volunteering role with us, including providing English lessons where HR have assessed these would be helpful to you.
- try to resolve fairly any issues or difficulties you may have whilst you volunteer with us before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with the relevant policies.
- follow up on any feedback or questions you may have regarding your involvement as a volunteer.
- Offer you full board and lodging and subsistence allowance for basic expenses together.

Please note that three shared meals a day will be provided, volunteers can also cook outside these times basic meals such as pasta, toast etc. but if meat, fish or other such items are required they are expected to pay for this themselves.

Part 2

I, _____ (print name) agree to volunteer with Corbenic Camphill Community and am committed to:

- perform my volunteering role to the best of my ability as agreed in my volunteer role description.
- commit to 40 hours of structured core volunteering per week outwith mealtimes, which are an essential part of life sharing. Seasonal festivals are an important part of Camphill life and we ask for your support to take part in these celebrations, including our annual Advent market and family weekend.

- follow the organisation's policies and procedures relevant to volunteers and the volunteering role I am undertaking
- maintain the confidential information of Corbenic Camphill Community.
- meet time and other commitments as agreed but when unable to do so to give reasonable notice so that other arrangements can be made.
- agree to appropriate checks under the Protection of Vulnerable Groups (PVG) scheme in Scotland as required, overseas police checks and to complete all other necessary paperwork and checks.
- Undertake and complete all training requirements within the time frame provided.
- look after my room and leave it in the condition I found it when I arrived.

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either party. Neither Corbenic Camphill Community or the volunteer intends any employment relationship or other worker relationship to be created.

Volunteer Agreement

I have read through and understand the live-in volunteer's handbook and agree to follow the guidelines.

Signed *Date*

Print name.....

THIS

This curve of track this twist of heather

This folded map this fluted land

This mossed rock this lichened stone

This wrap of rain this truest green

This song of wind
this song of spruce

This sun bleached bone this stunted pine

This cling to life this turn of time

Jon Plunkett

