

Process for Registering Volunteers

From September 2015, Hands Up for Health volunteers are not required to register with Guy's and St Thomas' NHS Foundation Trust's volunteering services, as volunteers are not left alone unsupervised and they do not volunteer frequently on multiple occasions. However, SaLL Centre staff must still make all reasonable attempts to screen and verify volunteer applications.

Eligibility and Applications

Eligible persons must be one of the following:

- Employed at Guy's and St. Thomas' NHS Foundation Trust (clinical or non-clinical role)
- Employed or studying within King's Health Partners (clinical or non-clinical role)
- Employed by an NHS organisation in a clinical role*

*External (outside Guy's and St Thomas' NHS Foundation Trust and King's Health Partners) applicants in non-clinical roles cannot be accepted as volunteers.

All eligible volunteers must complete a registration form annually to ensure the SaLL Centre's records are kept up to date.

All eligible volunteers must provide the following details on the registration form:

- Full details of their current employer or place of study
- Professional registration (if applicable)
- Disclosure and Barring Service (DBS, formally CRB) status in current role
- Completion of safeguarding training in their current role

Verification (to be completed by SaLL Centre Staff)

1. Verifying internal applications (Guy's and St Thomas' NHS Foundation Trust staff)

- Volunteers who do not use an @gstt.nhs.uk email address may be asked to provide copy or scanned evidence of current employment (e.g. headed letter, employment contract, payslip no more than 3 months old) OR:
- Perform spot checks (target those who do not use an @gstt.nhs.uk email address):
 - Checking professional registration status online
 - Checking staff email database
 - Checking DBS and safeguarding training status via HR services

2. Verifying King's Health Partners applications

- All volunteers must provide copy or scanned evidence of current employment or place of study (e.g. headed letter, employment contract, payslip no more than 3 months old)
- Perform spot checks:
 - Checking professional registration status online
 - Checking employment, DBS and safeguarding training status via the relevant Human Resources (HR) services at their place of employment / study.

3. Verifying external applications

- All volunteers must provide copy or scanned evidence of photo identification (Passport or driving license).
- All volunteers must provide copy or scanned evidence of current employment or place of study (e.g. headed letter, employment contract, payslip no more than 3 months old)
- Perform spot checks:
 - Checking professional registration status online
 - Checking employment, DBS and safeguarding training status via the relevant HR services at their place of employment.