



Volunteering Guidelines

Please read through these volunteer guidelines before you start volunteering. These guidelines are here to keep you and others safe whilst volunteering with us.

This section sets out, what PPE will be provided and how volunteers themselves will need to play a role in ensuring high hygiene standards. SVC will provide:

- Cotton washable face coverings
- A stack of disposable gloves
- Small bottles of hand gel

Safety Pack Cardiff Women's Aid will ensure that:

- Work stations are set up with social distancing guidelines in mind,
- Rigorous cleaning is undertaken regularly of all spaces and items necessary,
- Volunteers are made aware of basic hygiene precautions and Covid-19 do's and don'ts.

Please always adhere to the following basic hygiene precautions:

- Wash your hands thoroughly with soap and hot water on entering and leaving volunteering for 20 seconds.
- Dry your hands properly with paper towels/hand dryers.
- Use antibacterial gel when soap and water is not available.
- Do not touch your face, eyes, nose, mouth.
- Follow the 'Catch it, bin it, kill it' guidelines.

Volunteers are required to:

- Attend a safety talk at the beginning of volunteering,
- Observe the Welsh Government's social distancing guidelines where possible.
- Wear a face masks at all times while inside
 - Where social distancing guidelines cannot be followed, volunteers are asked to wear appropriate PPE.
 - Keep the sharing of resources to an absolute minimum. Wear gloves when moving/ touching items which could be used by a pupil (which will be provided by SVC and Cardiff Women's Aid)

Covid-19 Symptoms:

If anyone is unwell with a recognised Covid-19 symptom they are told strictly not to volunteer. If symptoms are seen whilst volunteering, the volunteer will be sent home and advised to follow the stay at home guidance. If advised that a volunteer has developed Covid-19 and was recently volunteering on a project please let the Lead Volunteer or Project Coordinator know as soon as possible as well as using the "Test and Trace" and take advice on any actions or precautions that should be taken.

www.gov.wales/atisn14069

www.gov.wales/test-trace-protect-coronavirus

Who	Contact Details	When to contact
<u>Cardiff Women's Aid</u> Volunteering Coordinator	Alexandra Congreve 07458 042 100 (Whatsapp is best for calls due to bad signal in rural Wales)	Alex will be your main contact at Cardiff Women's Aid to speak to about any concerns or questions about the project.
Skills & Volunteering Cymru (SVC) Project Coordinator	Kumba Sillah Mob: 07710086679 Office: 02921 676780 Or K.sillah@svccymru.org	Kumba can be contacted for any general thoughts or concerns regarding the volunteering role.
Skills & Volunteering Cymru (SVC) SVC Manager	Ad Earls A.Earls@SVCymru.org Office: 02921 676780 Mobile: 07581399499	Ad will be able to discuss any volunteering support you may require and can in particular provide guidance and support should any safeguarding issues arise.