

Supported Volunteer attendance policy

This is the statement of general policy and arrangements for:		THE RIGHT TO WORK
Debbie Lyall Sharron de Abreu Faria Louise Macmillan		MD has overall and final responsibility for this policy
Senior Job Coaches Job Coaches		has day-to-day responsibility for ensuring this policy is implemented when needed
Statement of general policy	Responsibility of: Manager/Job coach	Action/Arrangements (What are you going to do?)
All SV's will be initially assessed at interview and if successful be offered a trail placement, after which there is a 4 week introductory period where the contract may be terminated by either side (The Right to Work/ SV's or their representative) if it is assessed that the supported volunteer placement is unlikely to be successful.	Debbie Lyall Directors	Initial interview and assessment Individual risk assessment Care plan
The Right to Work operates 51 weeks a year – attendance of SVs during these times is expected to be regular – failure to attend will result in action being taken	Debbie Lyall Directors	Letters/communication of closure dates to all SV's Social Services will be informed if an issue is perceived or non-attendance for more than 4 concurrent occasions is noted unless there is a valid reason for this.
Services provided – Supported volunteers (SV's) will be given training and ongoing support enabling them to complete work tasks at a given site within the remit of The Right to Work company and to meet Health and Safety requirements.	Barbie Walker – Julia Lewis and Louise McMillan – Staunton Country Park Cathy Clarke and Liz Porter – Hewitt's cafe Sharron de Abreu Faria - Art Invisible	Ensure up to date risk assessments are in place for all sites
SV's must notify The Right to Work if they are not attending due to illness or holiday	Barbie Walker – Julia Lewis and Louise McMillan – Staunton Country Park Cathy Clarke and Liz Porter – Hewitt's cafe Sharron de Abreu Faria - Art Invisible	Keep up to date contact details of all SV's/NOK details
Each SV will receive regular Reviews and encourage dto give TRTW feedback	Barbie Walker – Julia Lewis and Louise McMillan – Staunton Country Park Cathy Clarke and Liz Porter – Hewitt's cafe Sharron de Abreu Faria - Art Invisible	TRTW completes an initial assessment over the first month – from this a Written Review will be completed and talked through with the SV and a copy <u>will be posted</u> to their home After 3 months a further update Review will be written - the same sharing process will be completed Annually a Written Review will be completed – same sharing process to be completed.

		Each Annual Review will be sent with a copy of our Feedback sheet – asking for it to be completed and returned.
The Right to Work is committed to reviewing this policy and good practice regularly. Debbie Lyall	Debbie Lyall	Annual review of policies

Signed: Debbie Lyall	Managing Director	Date:	July 2019
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