



# **Inside Out Community Volunteer Induction Pack**



## Volunteer Induction Pack

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## **Inside Out Community**

*'We believe in the power of the creative process to strengthen the spirit.'*

**Inside Out** is an arts and mental health charity founded in 2003. We are committed to providing programmes throughout the year for people drawn to the therapeutic arts as a way of improving and sustaining their mental health and well being.

We are based in Ipswich UK and our programmes take place mainly in East Suffolk. Participants are mainly people recovering from periods of mental ill-health and those who live with a continuing vulnerability to episodes of psychological distress.

Workshop programmes include: the visual arts, creative writing, singing, music, drama, and more, led by professional artists who share their skills in inspiring and supportive ways.

We believe that being part of a creative community can lead to the recovery of well being and to a confident re-engagement in life and we offer our participants to explore that experience for themselves.

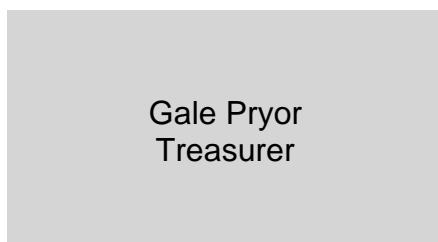


## Inside Out Community

*-Who is who*



The Organisation's organisational structure is set out in the diagram below.





## **Inside Out Community**

### **-Our members**

Our participants are mainly people recovering from periods of mental ill-health and those who live with a continuing vulnerability to episodes of psychological distress. As is the case with working with vulnerable adults, we need to follow the safe guarding policy (See page\_), whilst supporting their own creative journey to well being. The following text has been extracted from Peter Watkin's article on The Case for Arts & Mental Health (see website \_).

### ***Can participation in the arts make a real contribution to recovery from mental ill health? Can the arts contribute to a more sustained state of well-being?***

The testimony Inside Out has received from participant students in evaluations and surveys during 10 years of running therapeutic arts programmes suggests the answer to both these questions is an emphatic yes (see Inside Out Survey 2010 listed on the *About Us* page).

In a review of the evidence for Arts and Health Walford (2010) identifies improvements widely experienced and attributed to participation in arts and health programmes. These include: improved motivation; increased social engagement; enhanced self confidence and self esteem; increased resilience and a more relaxed state of mind; better concentration; increased self expression and self understanding; and a stronger more positive sense of self. These outcomes can be achieved by people with more enduring problems of mental ill health as well as those experiencing less severe, but nonetheless incapacitating, episodes of distress in their lives that may manifest itself as depression or anxiety.

Through engagement in the creative process participant students discover for themselves the ways in which making art in the company of others can be a healing experience that helps improve and sustain wellbeing and meets many of their desired health and wellbeing outcomes.

Inside Out has three key values which thread through interactions within the group - our rules of engagement. They are: (1) *warm acceptance* (2) *inspirational engagement* (3) *positive validation of participant students and their creative achievements*. We want Inside Out groups to be warm, friendly and safe places; places where you can feel inspired by the activity, the facilitators and others to explore your creative self; a place where you can immerse yourself in the flow of the groups creative energy; discover more of yourself and your creative potential and have that positively affirmed.

As one Inside Out participant student put it '*I'm a creative person and creativity needs to be at the heart of my recovery*'.



## **Your role**

### ***-Volunteer workshop assistant***

As a volunteer you are a valued member of Inside Out Community. Every week you'll be a friendly face to all who come to our sessions. You will have the responsibility to make sure members feel welcomed, engage with the group and the art activity. You will work with and be responsible to the Programme Leader/ Project Leader.

## **Role**

- Be a friendly and welcoming face to all members.
- Be present prior to the commencement of all workshops to greet members and organise the workshop space.
- Support member's participation in art activities by participating alongside them and be supportive of their creative process.
- Seek to build supportive, empathic relationships with members.
- Take part in promotional and 'show case' activities and events
- Help fund raise on behalf of Inside Out

## **Abilities & Qualities**

- Enjoy meeting people and have a friendly approachable manner
- Be respectful and warmly accepting of people attending Inside Out sessions
- Be an enabler – encouraging, motivating, inspiring, helping, and energising members to engage fully with inside Out activities.
- Have a sensitive awareness of participant's vulnerabilities and strengths and their quest for a pathway to wellbeing through the creative life.
- Have a strong interest in the arts and how participation in the arts can contribute to wellbeing in your own life.

## **Responsibilities**

- Maintain the culture of Inside Out Community as a welcoming, safe, enabling creative space.
- Ensure that basic Health and Safety and Safeguarding procedures are followed.
- Be punctual, committed and professional.
- Maintain appropriate ground rules and boundaries.



## Requirements

All volunteers will be required attend an informal interview; provide two references; have an up to date DBS check for working with vulnerable adults.

- Experience of, or a strong interest in the arts is an expectation.
- Experience of, or a strong interest in mental health and wellbeing is an expectation.

## Time commitment

- We expect volunteers to commit for a minimum of 3 months
- To be a regularly presence at one of Inside Out's arts and wellbeing programmes (3 hours weekly)
- To meet with the Programme Leader for a review at least once during each term.

## Commitment to our volunteers

### Support and training

- Inside Out will run an informal induction training session before your volunteering begins and one further training session each year.
- Inside Out will support relevant external training and personal development as funds allow.
- Inside Out will be responsible for relevant DBS checks
- Supervision & regular feedback

### Benefits

- The workshop assistant role offers a great opportunity to meet new people in a friendly creative environment
- Volunteers have access to all the workshop sessions and are able to participate in a wide range of art forms
- The role provides an opportunity to gain an understanding of the arts, creativity and wellbeing.
- Volunteers become part of the Inside Out Community and develop an experiential knowledge of the role of 'community' in sustaining wellbeing.



- Volunteers are able to take part in any 'show case' exhibitions and performances that Inside Out stage.
- If you commit to volunteering regularly Inside Out can provide a valuable reference and a strong strand of experience to your CV
- Volunteering with Inside Out can contribute to your personal and creative development.
- Volunteering with Inside Out can offer a stepping stone towards a career the health and social care professions.

## Volunteer Guidelines

**Thank you for volunteering with Inside Out. The purpose of this guide is to give you some practical information and guidelines to enable you to fulfil your role as a volunteer workshop assistant at inside out safely and with confidence.**

### Confidentiality

you will be working with vulnerable adults and during the course of conversations with participants they may disclose information about themselves. You must not disclose any information you are given in confidence to any person.

If you have any concerns about anything that has been disclosed to you whereby the participant or any other person may be at risk or you are concerned for their safety or wellbeing, you should speak directly to the Programme Leader, who will assess the sensitivity of the information and act accordingly.

You must not pass on the contact details of staff or other volunteers without their prior consent.

Please also note that the principle of confidentiality remains after you have completed a task or are no longer a volunteer for the Trust and you should not disclose sensitive information obtained whilst a volunteer under any circumstance.

### Boundaries

During the course of your interaction with participants, you may be asked for your telephone number, email or Social media address. We would strongly recommend that you do not give out your personal detail to any participant unless you are certain that you are happy to have a relationship with that person outside of Inside Out.

If you do consent for a participant to have your personal details then Inside Out cannot be held responsible for any consequences *e.g. someone may decide that you are their new best friend and feels it is Ok to phone you at any time of day or night*

### Health and safety

You will be made aware of the general health and safety procedures applicable to all staff and volunteers, including first aid, fire and evacuation procedure

For the comfort of all please remember that no policy or precautions can ensure the safety of any individual in every situation, always be aware of potential risks and take positive action to protect yourself.





The Programme Leader will be responsible for assessing your task and ensuring that you are aware of the necessary measures required to remove or reduce any risk, training will be provided if necessary. This process will be completed prior to you commencing your task.

We will provide equipment or clothing where it is a requirement for the task e.g. aprons or gloves when using paints or inks.

We will ensure that volunteers are covered by our public liability insurance whilst engaged on an activity authorised by Inside Out

### **Problems complaints**

If you are unsure or unhappy to have any concerns at all about your role, the workshop/s or individuals attending the workshops, contact your Programme Leader.

If your problem or concern is not resolved by talking to the Programme Leader (or your concern is with the Programme Leader) then you should contact our Chairman of the Trustees.

### **Contact details**

Programme Leaders:

Allan Williams, Marie Grueberova [info@insideoutcommunity.com](mailto:info@insideoutcommunity.com) Tel: 01473 563900



# Volunteer Induction Checklist

Volunteer's name: \_\_\_\_\_

Start date: \_\_\_\_\_

Date	
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**TASK**

Introduction to key members of staff & their roles explained		
Location of toilet facilities, rest room, catering facilities		
Arrangements for lunch, teas/coffee breaks		
Place of work and work space		
Dress code, protective clothing (aprons)		
Car parking		

**HEALTH AND SAFETY ISSUES**

Emergency procedures		
Safety policy received and location known		
Location of first aid box & first aid arrangements (incl. name(s) of first aiders)		
Fire procedures and locations of fire extinguishers		
Accident reporting and location of the accident book		
Instruction on equipment you will be using		
Others issues e.g. disability awareness, mental health awareness		

**Volunteer:** I confirm that I have completed all items in the induction checklist and where indicated understand the policies and procedures.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Volunteer Supervisor:** I confirm that all items in the induction checklist, including policies and procedures have been explained.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_