Outreach Angels recognises the importance of having robust systems in place to ensure the safe arrival & departure of the volunteers attending outreach.

The manager will ensure that an accurate record is kept of all volunteers attending the weekly outreach & that any arrivals or departures are recorded in the register, this is kept in an accessible location on outreach at all times. In addition we conduct regular headcounts during the outreach.

**Arrivals**

Our nominated person will greet all volunteers warmly on their arrival & will record their attendance on the register& they will be signposted to the allocated volunteer responsible, who will ensure all necessary forms are completed & an introduction to the weekly outreach will be given.

Volunteers will be responsible for loading their allocated trollies, this information will be shared prior to outreach. Runners will begin preparing the Gregg’s food then once volunteers have loaded their trollies they will assist with this.

All trollies & equipment are to be kept clean & tidy & this is the responsibility of each volunteer. The nominated person who is responsible for completing the register will also be responsible for allocating vital equipment & signing these in & out.

All volunteers will ensure they are present & listen to the weekly briefing given by management with important information being shared, unless otherwise agreed.

**Departures**

On return volunteers are responsible for unloading their trollies remaining contents to the necessary place & ensuring the trolley & equipment is clean & free of all rubbish before returning to the nominated van.

All volunteers are required to remain for a final de-brief by management before leaving outreach, unless otherwise agreed.

All volunteers must sign out on the register with the nominated person & return any equipment signed out on arrival any issues with equipment should be identified.

If volunteers have any concerns they can speak to management prior to leaving or make them aware so they can be contacted at a future date.

**Absences**

All volunteers must report any sickness or absence to the management in advance, anybody not attending with less than 48 hours’ notice will not be able to attend the following week.

If volunteers do not attend without any notice management may contact them to check on their wellbeing.

Anybody with sickness or diarrhoea should not attend outreach unless they have been clear of any episodes for over 48 hours.