

LEAMINGTON NIGHT SHELTER

Volunteers Work Sheet

Below is a summary of what happens on a Sunday and Wednesday evening. This is to help new people, and also to clarify in writing what has been happening over the last year that the Leamington Night Shelter has been operating. We are evolving, and we are always looking for better ways to organise and improve.

Order of Events

Unload cars, with items put into various rooms as much as possible, i.e. food in Kitchen, bedding, towels toiletries, Volunteers room. cakes in Church Hall, Bread in Kitchen. Generally all volunteers help with putting items in correct rooms.

Entrance Hall and Toilets

Make sure hand wash is put in toilets

Make sure toilets are presentable.

Have a table for booking clients in.

Have a table ready for the Security Doorman with basket for emptying pockets etc.

Church Hall

Put table and chairs out for meals.

Kitchen

Volunteers to wash hands.

Have teas, coffee and drinks in Kitchen.. Mugs ready.

Oven lit with jacket potatoes ready. Pizzas ready. Cheese grated.

Soup made and put in slow cooker or whatever is available

Cutlery, plates etc. ready.

Have stand by tins ready in case we run out of food.

Volunteers' Room

Put bedding, toiletries and towels in Volunteers' room.

Inflatable airbeds inflated ready. Pillows ready. Bedding sorted.

Courtyard

The Courtyard can be used at all times for clients to smoke.

Up to now, it seems to have worked that everyone joins in and does what is needed, When all is ready we all gather round table and allocate appropriate tasks which are below, also general discussion around the running of the Shelter. All invited to comment,

All volunteers sign in the book with time of arrival.

Make sure everyone is aware of any new developments.

Allocate tasks to be undertaken from 9.00 pm - these are:

Trained Security Doorperson on door to search men, and one female to search women - and men if the clients wish it - and the volunteer is happy about this.

One person needed to book in clients and explain the general running of the evening, people who have stayed with us before just need a reminder.

One person needed to list any prescribed medication on the sheet and secure the medication in the container provided, labelled with the client's name.

One person to make sure clients have washed their hands.

One person needed for teas and coffees.

Two or three people needed in kitchen for preparing and serving food.

One person sorting out the bedding if this has not already been finished.

Prayers for the evening – we sit down around a table when everything is ready and just say The Lord's Prayer, then talk about anything that is relevant.

The Co-ordinators are to make sure each volunteer is aware of what needs to be done. It should be noted here that in all areas, volunteers should not be on their own with any client, all volunteers need to be aware of this and look out for each other. and move to another area if necessary.

Once security checking is cleared, our aim is to provide a safe haven where clients feel they can be in a relaxed atmosphere and are able to ask for any help where necessary.