

Autumn 2016

MindLine & Trans* MindLine Training Information Pack

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MindLine Training Information Pack

Dear Prospective Applicant

Thank you for expressing an interest in volunteering for Bristol MindLine.

The next volunteer training has been scheduled to take place in October 2016, with introductory information sessions being held at the end of August and in September.

Please take the time to read the information in this pack carefully. Included within are the following items:

- A description of the MindLine volunteer role and the commitment expected of volunteers
- MindLine information sheet and
- Training programme displaying dates, structure and content

Hopefully, this should provide you enough detail to help you decide if you are interested in volunteering with MindLine.

What next?

In advance of the training we are holding a number of information sessions, to provide potential trainees with an opportunity to find out more about the service and to help you make up your mind as to whether you wish to apply. Information on how to book a place on an information session is included within this pack.

You must attend one of these information sessions in order to apply for the training.

Places on the training are limited, so if after attending an information session you decide that you would like to apply, you will need to complete an application form, available at the information sessions and attend an interview.

Please be aware that we ask trainees to attend all of the training sessions* in the programme...

...it is therefore important that you do not book to attend an information session unless you will be able to subsequently attend every session of the full training.

*You only need to attend one of the information sessions.

Yours sincerely

Liz and Linda

MindLine Co-ordinators
mindLine@bristolmind.org.uk

MindLine Training Programme

The training venue is Bristol Mind, 35 Old Market Street, BS2 0EZ, please contact us for directions.

Date	Start	End	What?
Tue 30 th Aug	6:30pm	8:00pm	Introductory Information Session [*]
Thu 1 st Sep	12:30pm	2:00pm	Introductory Information Session [*]
Mon 12 th Sep	12:30pm	2:00pm	Introductory Information Session [*]
Wed 28 th Sep	6:30pm	9:00pm	The Essentials
Mon 3 rd Oct	9:45am	5:00pm	Counselling Skills 1
Wed 5 th Oct	6:30pm	9:00pm	Trans Awareness
Mon 10 th Oct	9:45am	5:00pm	Counselling Skills 2
Wed 12 th Oct	6:30pm	9:00pm	Mental Health Awareness
Mon 17 th Oct	9:45am	5:00pm	Abuse
Wed 19 th Oct	6:30pm	9:00pm	Psychiatric Drugs
Various	Various		Half-term Break and Mid-way Reviews [£]
Mon 31 st Oct	9:45am	5:00pm	Diversity
Wed 2 nd Nov	6:30pm	9:00pm	Self-Injury & Self-Harm
Mon 7 th Nov	9:45am	5:00pm	Policies
Various	Various		Final Reviews [£]
Mon 14 th Nov	9:45am	13:00pm	Induction for successful trainees [%]

^{*}Each prospective volunteer need only attend one Information Session

[£]Mid-way and Final Reviews consist of an individual meeting with tutor by appointment

[%]Induction sessions are for successful trainees only

Booking a place on an introductory information session

To book a place on an introductory information session please visit the link below. It is essential to attend an information session if you wish to apply for the training. A number of places have been reserved for Trans applicants, please the Trans specific link to book one of these places

<http://bristolmind.org.uk/volunteering/volunteering-MindLine>

Trans applicants: <http://bristolmind.org.uk/volunteering/volunteering-trans-mindline>

Additional Notes

All sessions begin promptly. All prospective volunteers/trainees should arrive 15 minutes before the start of each session for tea, coffee and chats. Please contact us if you have any access issues.

Volunteers will be asked to:

- Attend all initial and ongoing training (see training programme above).
- Staff the helpline once a fortnight for four hours for a minimum of one year after training.
- Take calls and offer support (and information when appropriate).
- Record information in line with the service's procedures.
- Participate in the monitoring of the service.
- Support fellow volunteers on the line.
- Take responsibility for covering shift if unable to work, and be open to the supervision process.
- Attend six weekly volunteer support groups.
- Receive supervision from staff after each shift worked (Volunteers without a contact landline telephone number for supervision sessions must be able to make the 45 minute call from their mobile).
- Work in accordance with all of Bristol Mind's principles and policies.
- To share in covering occasional Bank Holiday shifts including Christmas & New Year*.
- Cover weekends* – one shift out of three must cover a Friday, Saturday or Sunday evening

*The exception to these rules being those volunteers who exclusively work on the Trans MindLine Monday service.

Note to Trans applicants

- Trans applicants are being actively sought to cover the new Monday night Trans MindLine. If you are Trans and would also like to support the existing Wed-Sun MindLine service this option will also be available to you.

MindLine Volunteering Commitment

Volunteers will be asked to:

- Respond to callers in a supportive, accepting and non-directive way.
- Ask for the support they need from co-workers on the line.
- Offer information over the line in a way that enables the caller to make their own informed choices.
- Keep up to date with information about services etc. through Bristol Mind's information system.
- Distance themselves from their own experiences and issues while working with callers.
- Have an awareness of the impact of the calls on themselves and work with these issues in supervision.
- Demonstrate an understanding of the reasons behind the policies that Bristol Mind employs.
- Respect the confidentiality rights of the caller. (Confidentiality policy contained within this pack)
- Show a commitment to challenging all forms of oppression experienced in your involvement with Bristol Mind.

How and why a helpline?

The helpline was set up by Bristol Mind in 1995 in response to research which showed that people using local mental health services wanted more 'out of hours' crisis support. The helpline is funded jointly by Bristol City Council and NHS Bristol Clinical Commissioning Group (CCG). In December 2000 the helpline launched its new freephone number and became Bristol MindLine.

As of August 2016, Bristol Mind is working with national Mind to deliver a Transgender specific emotional support and information signposting service covering the south west of England. This service will launch in late 2016 on Monday nights.

Aims and ethos of the service

The aim of the service is to offer a space to anyone who may need to talk. Volunteers undertake rigorous training program in which they learn to listen to callers in a non-judgmental way and respond non-defectively. This kind of listening can be difficult to come by, especially if someone is in crisis, or if friends/family or other helpers feel pressured to find solutions or 'rescue' the person. Sometimes people are isolated or have no-one close to talk to. The helpline has access to a database which has information on local groups, services etc., and can provide information on aspects of mental health e.g. rights etc. which can support callers in making their own informed choices.

The helpline operates in line with the overall aims and principles of Bristol Mind to campaign for a socially just society, which promotes and sustains good mental health for all.

Who calls the line?

The helpline receives calls both from people who want a one-off session, and callers who may ring back over a period of time to support themselves. Callers ring in with a variety of issues ranging from isolation, anxiety, depression or suicidal feelings. Sometimes callers want information around a diagnosis they, or someone they care for, has been given, or they may have relationship difficulties or need to talk about a bereavement. Volunteers are trained to respond to all calls.

Who volunteers for the helpline?

Our team of volunteers are drawn from the diverse communities of Bristol - people who may, or may not, have experience of mental health issues. We have volunteers who have been out of work for various reasons; MindLine training and work experience can provide people with a high quality bridge back into work.

Other people want to develop new skills or may be thinking about changing direction and want experience of different kinds of work. Volunteers range in age, life experience and beliefs which

make for a lively team; at the moment we are under-represented in volunteers from ethnic minorities, and so very much encourage people from these groups to apply.

We welcome applications from anyone who can work within the Bristol Mind framework, can make the commitment that we ask, and lives locally.

In preparation for the launch of our new Trans specific service, we are particularly keen to recruit Trans volunteers.

Training

All volunteers go through the **Bristol MindLine Telephone Counselling Skills training** which is accredited by **Ascentis**, a national accreditation body. Training takes place over about six weeks, on Tuesday daytimes and Wednesday evenings. This initial course trains you in listening skills and helps you build up your knowledge and understanding of mental health and current issues.

The training and experience that you gain on the line can further your career or be valuable experience for a course. For many volunteers, the work is rewarding in its own right.

Applicants for both the existing MindLine service and new Trans service will participate in training as part of the same cohort.

Trans volunteers who successfully complete the training will be welcome to support both services, non-trans applicant may on occasion have the opportunity to additionally support the Trans service.

Support and Supervision

Every volunteer receives supervision after each shift they work. A staff worker contacts the volunteer to arrange a mutually convenient time for the supervision to take place, over the telephone; the supervision session can take up to 45 minutes and is an opportunity to reflect on the work, get support and develop skills.

Volunteers are also supported through six-weekly volunteer meetings, newsletters and further training. You will always work with at least one other volunteer.

Expenses

Travel expenses (depending on distance) and carer's costs (childcare etc.) will be available for those who need them during training, volunteering and meetings. Taxis home at the end of a shift are provided for those needing them.

Fun

You will be training and working with a large group of people. Although the work is of a serious nature there are opportunities for socialising, getting to know people and generally having some laughs.

What will the training be like?

The training is designed to be an on-going process, to provide a brief overview of the topics covered, and to enable volunteers to examine their own attitudes towards, and experience of, the issues covered.

Volunteers are assessed throughout the training to set criteria. There is a review half way through the training to discuss how it is going and to address any difficulties. A final decision is taken at the end of the training as to whether a place on the line will be offered.

The training is seen to be a two-way process so that volunteers can assess whether or not this work feels suitable for them at this time.

All MindLine volunteers are referred to the Bristol Mind Confidentiality and Safeguarding Children and Vulnerable Adults Policies.

Key Statement

- The primary purpose and responsibility of Bristol MindLine is to offer a confidential service to callers.
- Confidentiality is between the caller and the service (i.e. volunteers, co-ordinators and supervisors), not between a caller and an individual worker.
- We do not record calls nor callers' phone numbers. However, the emergency services are able to trace callers' numbers in the events that we to breach confidentiality as a result of safeguarding concerns.
- There are only **5** circumstances in which information disclosed by a caller would be passed to another agency:
 1. Any information disclosed which falls under the ***Prevention of Terrorism Act*** (e.g. bomb warning) is an exception to the rules of confidentiality. The content of the call and relevant information should be passed on immediately to the police by ending the call and dialling 999.
 2. Inappropriate use of MindLine. Callers who are sexually inappropriate or threatening/aggressive and those misusing any of our policies and procedures, such as our Suicidal Callers Procedure and calling other Blue Light services on their behalf. We reserve the right to inform Police or other mental health services as appropriate.
 3. Where a volunteer believes a ***child (either the caller or another child)*** is currently at risk of physical, emotional, sexual abuse or neglect, and the caller discloses sufficient identifying information (e.g. full name and/or address). This also applies to disclosure of historical abuse to the caller but other children are currently at risk now (e.g. school care home/foster parents). (*Refer to Safeguarding Child and Adult Policy for guidance*)
 4. When a volunteer believes an ***adult*** is at risk of significant harm to themselves or others, or in danger of a serious crime (unlawful behaviour) occurring to them and the caller offers/discloses (intentionally or unintentionally) sufficient identifying information. (*Refer to Safeguarding Children and Adult Policy for guidance*)
 5. Harm to someone else. When a caller admits intension, plan and means to (or has already) to cause significant physical

In no other circumstances do we disclose any information about a caller to another agency.

Confidentiality Policy continued on next page

Definition of a Vulnerable Adult

MindLine believes any adult could be viewed as vulnerable, especially an adult (over 18) who receives care through an organisation or through a personal carer as a result of being physically disabled or incapacitated in some way. In addition, someone having a learning disability or a mental health difficulty can at times be vulnerable.

Important additional notes

- Confidentiality is between the caller and the service, not with an individual worker; this should be made clear to a caller if they enquire about the service's policy on confidentiality, or if the worker suspects that the caller is not aware of this.
- In the case of information which falls under the Prevention of Terrorism Act and violence to others, if you have informed the police remember to get support from your co-worker and let the Coordinators know as soon as possible the next day or use the on-call system if it's a weekend
- Apart from the exceptions listed in the key statement above, there are no circumstances in which the confidentiality of the service user would be breached or information about a caller passed to another agency; nor should a worker ever try to obtain information about the caller (or anyone else) that the caller does not offer freely.
- Please see the Suicidal Callers Procedure regarding people who might be considered a Vulnerable Adult due to impaired mental health capacity in terms of decision making and rational thinking. MindLine wants to provide a confidential supportive space for callers, respecting their personal wishes and feelings whilst being mindful of callers possible suicidal actions or self-neglect (the ability to care for themselves) due to momentary or persistent impaired mental capacity.
- Where a caller has self-harmed and **is not** in a life threatening state. Helpline workers need to refer the MindLine Self-Injury Procedure to be clear how to respond to a caller and the procedures to be followed.
- In no circumstances will the content of individual calls be discussed outside the service, even with friends, family or partners. This is vital to protect callers, ourselves and the reputation of the helpline.
- Information kept on calls for monitoring purposes will contain no names at all. It will be limited to gender, approximate age or, if given, ethnicity, sexuality and region. Volunteers supervision notes should be shredded after use, whether taken home or not.
- Volunteers' confidentiality and privacy must also be ensured. There will be no disclosure of personal details about ourselves or any other worker. Volunteers may identify themselves to callers by their own first name (or an alias) only.

All expenses are paid by cheque. Although every effort is made to pay expenses promptly, there can be delays. If possible, claims should be made at least quarterly, subject to a minimum of £10 (unless agreed otherwise).

Training and Team Meetings

Mileage

The maximum mileage payable is £11.25 per round trip. This is paid at 45 pence for the first 25 miles (i.e. 25 miles at 45p = £11.25).

Cyclists

20 pence per mile

Public Transport

Refunded in full within the city limits. Tickets need to be included with the claim. In the case of First Bus e-tickets, proof of purchase will suffice – within city limits a bus ticket should cost no more than that of a First Day ticket (£4.00).

Taxis

We cannot pay taxi fares during training or monthly meetings, except for people with mobility difficulties. The training/meetings are timed to allow people to use public transport to get home.

Parking Costs

We endeavour to train/meet at venues with adequate free parking spaces. However, if this is unavailable for some reason, parking costs can be reimbursed in full after discussion with the coordinators.

Expenses Procedure continued on next page

On the Helpline

Expenses for the Helpline are paid as above. The exception to this is:

Taxis

Maximum amount payable £17.00 per session (homeward bound journey). This is based on the maximum journey distance home within the city boundaries. We have an account with a taxi company, so you will not need to pay them yourself. Please approach the co-ordinators if you feel that the total amount will be over £17.00.

Volunteers will be asked to contribute any amount over and above the maximum fee. Bristol Mind will pay the monthly taxi bill and issue an invoice to volunteers for the excess charge.

i.e.:	Total journey fee	=	£19.00	£17.00 + £2.00 excess
	Number of journeys in month	=	3	
	Taxi firm invoice (to be paid by Bristol Mind)	=	£57.00	£19.00 per journey
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	Volunteer contribution to Bristol Mind	=	£6.00	£2.00 per journey
	Total cost to Bristol Mind after vol. contrib.	=	£51.00	£17.00 per journey

Carers

Bristol Mind recognises that our volunteers may have caring responsibilities and that these should not prevent them from being involved. Where you require support for children, partners or relatives, we will pay carer's expenses of up to £5.35 per hour for the hours of actual training attended:

Hours of training	Length of training	Maximum claim*
9:30am to 5:00pm	7.5 hours	£40.00
6:00pm to 9:00pm	0.3 hours	£16.00

*Maximum claim values have been rounded to the nearest whole pound.

Please submit to us a written receipt showing hours worked, money received and the date, which should be signed by the person who has been paid to support your caring responsibilities.

Expense Procedure continued on next page

Telephone

Telephone calls from home incurred whilst carrying out volunteer duties for the helpline can be reclaimed.

Please make sure that you keep a note of all your calls so that you can itemise them on our claims sheet. Claims sheets are available in the office.

Bristol Mind will not be able to pay for costs incurred by the use of mobile phones. Please discuss any difficulties you have concerning this issue with the co-ordinators.

Sundries

If you incur any additional occasional costs that you feel Bristol MindLine is responsible for (e.g. stamps, photocopying etc.) please discuss with your key-worker before submitting a claim.

Submitting Claims

All expenses claimed need to come with relevant receipts, dates etc. and need to be presented on Bristol MindLine Volunteer Expenses Claims Forms. Please address claims forms to:

***MindLine Administrator
Bristol Mind
35 Old Market Street
BRISTOL
BS2 0EZ***

If you live more than 15 miles from Bristol Mind Administrative office, please contact the co-ordinators to discuss travel.

End of Expenses Procedure

End of Info Pack