**Guidelines for Damask Befrienders**

* Initial assessment of client by manager of befriending programme and form completed
* Volunteer introduced to client and frequency of visiting arranged – usually at least fortnightly
* Review to take place after 4 – 6 visits, and every six months thereafter
* Expenses – the volunteer can claim any mileage within a 10 mile radius. Longer trips should be cleared beforehand with the manager. The volunteer can claim expenses up to £3.50 per outing for coffee etc (a receipt is needed). Additional expenses (eg a cinema ticket) may be claimed if agreed with the manager.
* Parking can be claimed for hospital visits.

**Volunteer’s Requirements**

* Interview – by manager and at least one Board member
* Training – on vulnerable adults and on lifting and handling
* Car Insurance – to be checked. (A list of car insurers is available)
* Police Check – may be required.
* Any adverse incident or accident must be reported to the befriender manager at the earliest opportunity.
* Please note – no gifts over a value of £10 should be given or received.