



stop  
hunger

## Stop Hunger UK and Ireland

This pack contains everything you need to complete your volunteering successfully and safely. Please complete all sections of this pack as you work through your volunteering.

When volunteering as a group, please appoint a team leader, who will be responsible for coordinating with the charity and sharing information.

### Volunteering Checklist

#### Prior to Volunteering

- Seek approval from your Line Manager
- Sign up for volunteering on The Goodness Platform
- Read this document thoroughly
- Confirm the type of work you will be doing with the charity and what clothing/footwear you will need?

#### On the day

- Prompt and ensure the charity partner welcomes yourself and/or your team of volunteers and gives an overview of the charity
- Ensure everyone attends the safety brief, listen carefully to all site and task safety information. Use all PPE allocated, without exception**
- Share details of the agreed tasks, basic housekeeping, any rules of conduct and safe storage for personal items
- Check everyone understands their role, any associated hazards and what to do in an emergency
- Familiarise yourself with the facilities – toilets, rest area, etc
- Discuss refreshments arrangements



3 checks  
FOR SAFETY

Remember 'Three Checks for Safety'

Before you start any task, do the three checks

- Do I know how to do the job?
- Do I have the right equipment?
- Is my environment safe?

If the answer is no to any of these three checks, STOP! Please share concerns with the charity representative leading your event. Do not participate in volunteering if you do not feel comfortable.

Review and share the '[Three checks of Safety](#)' Safety moment with your team.



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### During the volunteering activity

- Have fun and enjoy the day out of office!
- Make sure you take regular breaks
- Remain vigilant of your own and others Health and Safety
- Monitor progress against the tasks you have been assigned to
- Take of photographs and tweet these mentioning [@STOP\\_HUNGERUK](#)
- Allow time to clear up and collect equipment.

### End of the Day

- Summarise what was achieved on the day and say thank you!
- Celebrate your hard work!

### After the Challenge

- Plan a de-brief
- Remind the team to record their hours via **Stop Hunger goodness platform** if they haven't done so already
- Send any photographs to [StopHunger.UKandIE@sodexo.com](mailto:StopHunger.UKandIE@sodexo.com)
- Publicise your team's success via internal and external company communications channels.

### Frequently Asked Questions

- Dress Code:** Casual or sportswear and sturdy shoes. No heels or flip-flops. Think about any necessary PPE (personal protective equipment). **Use all PPE provided, without exception** Remember to bring sun cream if applicable or ponchos if it's raining.
- Valuables:** Please try not to bring anything valuable with you. Agree with the charity partner a location for volunteers to store their personal belongings.
- Feedback:** All those who attended will be sent a survey via email following the event to share with the team. It is an opportunity for reflection on enjoyment of the day and to make suggestions for improvements.