



EALING, HAMMERSMITH and HOUNSLOW SAMARITANS

HOW WE WORK TOGETHER, PRE-REGISTRATION

This is how we work together to get you registered, and to keep the lines open for our callers, at the times when they need us most.

In your first 6 months, to be registered, you are expected to attend. Groups will be registered together.	Notes
All Core Training and Embed sessions	Please attend for the full duration of all your SIT sessions
<p>A minimum of 15 shifts in your first 6 months on the phones, including your mentored shifts.</p> <p>One day shift (3 hours), or evening or weekend shift (2 hours) per week.</p>	<p>If you usually do evening shifts, every 4 weeks you need to do a weekend shift (ie between Friday evening and Sunday night).</p> <p>2 hours' face-to-face outreach counts as 1 shift, and 1 hour as half a shift. These are recorded on Three Rings</p>
<p>20 hours of "unsocial hours":</p> <ul style="list-style-type: none"> • Late Shifts: 23.00 – 01.00 (2 hours) • Night Watches: 01.00-7.00 (6 hours) <p><i>If you don't do your unsocial hours requirements for 3 months, we reserve the right to allocate unsocial hours shifts to you</i></p>	<p>You can do these hours as</p> <ul style="list-style-type: none"> • 4 x 2-hour Late Shifts, plus • 2 x 6-hour Full Night Watches OR • Split into 4 x 3-hour Half-Night Watches. (If you prefer to split Night Watches, you need to do an equal number of 1.00 - 4.00 and 4.00 - 7.00 sessions)
Attendance at Group meetings is compulsory in the first year	
<p>Every shift you've booked for. <i>Please check your diary and the Rota regularly</i>, to make sure</p> <p>Absent Samaritans can mean lost lives</p>	<p>Please arrive 10 minutes before the start of your shift. If you're running late, you must call the office number 020 8560 5089 to make sure the Leader and the other volunteer(s) know.</p>
<p>Once you've booked, that shift is your responsibility.</p> <p>If you've mis-booked on Three Rings, you have 2 hours to change your booking</p>	<p>If you suddenly find you need to pull yourself out of a pre-booked shift (with the exceptions below), you are personally responsible for finding a replacement. Contact your fellow group first to see if they can take it on or swop and then inform the Rota team. If you have any problems contact the Rota team.</p> <p>Unless it is:</p> <ul style="list-style-type: none"> • Day shift 10 days away or • Night shift 60 days away
	<p>If you have an emergency, and you're unable to do your shift, ring the Leader and/or the DD for that day/night. Don't ring the office number</p>



At all times, you must adhere strictly to all Samaritans' policies and procedures.

EALING, HAMMERSMITH and HOUNSLOW SAMARITANS

HOW WE WORK TOGETHER, POST REGISTRATION

You are expected to attend	Notes
<p><u>A minimum of 45 shifts per year.</u></p> <p>One day shift (3 hours), or evening or weekend shift (2 hours) per week.</p>	<p>If you usually do evening shifts, every 4 weeks you need to do a weekend shift (ie between Friday evening and Sunday night).</p> <p>2 hours' face-to-face outreach counts as 1 shift, and 1 hour as half a shift. These are recorded on Three Rings</p>
<p>40 hours of "unsocial hours":</p> <ul style="list-style-type: none"> Late Shifts: 23.00 – 01.00 (2 hours) Night Watches: 01.00-7.00 (6 hours) <p><i>If you don't do your unsocial hours requirements for 3 months, we reserve the right to allocate unsocial hours shifts to you</i></p>	<p>You can do these hours as</p> <ul style="list-style-type: none"> 5 x Late Shifts, plus 5 x 6-hour Full Night Watches or Split into 10 x 3-hour Half-Night Watches. (If you prefer to split Night Watches, you need to do an equal number of 1.00 - 4.00 and 4.00 -7.00 sessions)
Attendance at Group Meetings is encouraged.	But it's mandatory for 1 year after completing SIT1
5 hours of Ongoing Training (OGT per year)	Volunteers who've just completed SIT 2 are exempt from this for one year
<p>Every shift you've booked for. <i>Check your diary and the Rota regularly</i>, to make sure</p> <p>Absent Samaritans can mean lost lives</p>	<p>Please arrive 10 minutes before the start of your shift. If you're running late, you must call the office number 020 8560 5089 to make sure the Leader and the other volunteer(s) know.</p>
<p>Once you've booked, that shift is your responsibility.</p> <p>If you've mis-booked on Three Rings, you have 2 hours to change your booking</p>	<p>If you suddenly find you need to pull yourself out of a pre-booked shift (with the exceptions below), you are personally responsible for finding a replacement. Contact your fellow group first to see if they can take it on or swop and then inform the Rota team. If you have any problems contact the Rota team.</p> <p>Unless it is:</p> <ul style="list-style-type: none"> Day shift 10 days away or Night shift 60 days away
	<p>If you have an emergency, and you're unable to do your shift, ring the Leader and/or the DD for that day/night. Don't ring the office number.</p>



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