

EALING, HAMMERSMITH AND HOUNSLOW SAMARITANS
HOW WE WORK TOGETHER, POST REGISTRATION

This is how we work together to keep the lines open for our callers, at the times when they need us most. Each year we do the following shifts:

5 Late Shifts from 23:00 to 01:00	
5 Night Shifts from 01:00 to 04:00 and 5 Night Shifts from 04:00 to 07:00	We can do these as full nights (01:00 to 07:00) or we can split them.
35 Other Shifts	<p>We can do a mixture of day shifts (3 hours) and evening/weekend shifts (2 hours).</p> <p>We need to do at least one weekend shift (Friday evening to Sunday night) per month.</p> <p>2 hours' face-to-face outreach counts as one shift, and 1 hour as half a shift. These are recorded on 3 rings.</p>
Making a total of 50 shifts per year. This is roughly one shift per week. If we're away on holiday etc, we double up before or after wherever possible.	

This is how we work together to make the Rota run smoothly:

Booking shifts	<p>All shifts are booked through 3 Rings. 3 Rings gives us two hours to change our mind about a booking.</p> <p>Once we have booked a shift, it is our individual responsibility to fulfil it. We check our own diaries and the 3 Rings Rota regularly.</p>
Withdrawing from a shift	<p>We can withdraw from a night shift if it is more than 60 days away, or from any other shift if it is more than 10 days away.</p> <p>After this point, it is our individual responsibility to find a replacement. When we have done so, we let Anna 464 know.</p> <p>On the day, if an emergency stops us doing our shift, we ring the leader and/or the DD for that day/night (NOT the office number).</p>
Timekeeping	<p>We arrive 10 minutes before the start of our shift.</p> <p>If we are running late, we call the office number (020 8560 5089) to make sure that the Leader and other volunteers know.</p>

This is how we learn and reflect together:

We attend 5 hours of OGT per year	OGT (On-Going Training) is compulsory from our first anniversary of SIT 2 onwards. Before then we are welcome to join in.
We attend group meetings	Our attendance is mandatory for the first year after SIT 1, after which it is encouraged.

EALING, HAMMERSMITH AND HOUNSLOW SAMARITANS
HOW WE WORK TOGETHER, PRE REGISTRATION

This is how we work together to keep the lines open for our callers, at the times when they need us most. In the first 26 weeks, between the end of SIT1 and registration, we do the following shifts, in any order.

4 Late Shifts from 23:00 to 01:00	
2 Night Shifts from 01:00 to 04:00 and 2 Night Shifts from 04:00 to 07:00	We can do these as full nights (01:00 to 07:00) or we can split them.
Approximately 15 Other Shifts	<p>We can do a mixture of day shifts (3 hours) and evening/weekend shifts (2 hours).</p> <p>We need to do at least one weekend shift (Friday evening to Sunday night) per month.</p> <p>2 hours' face-to-face outreach counts as one shift, and 1 hour as half a shift. These are recorded on 3 rings.</p>
Making a total of 23 shifts in 26 weeks. This is roughly one shift per week. Our first six shifts are mentored, and we obviously need to agree mutually-convenient times for these first six shifts.	

This is how we work together to make the Rota run smoothly:

Booking shifts	<p>After our first few mentored shifts, we have access to the 3 Rings system, which we use to book all our future shifts. Each time we book, 3 Rings gives us two hours to change our mind.</p> <p>Once we have booked a shift, it is our individual responsibility to fulfil it. We check our own diaries and the 3 Rings Rota regularly.</p>
Withdrawing from a shift	<p>We can withdraw from a night shift if it is more than 60 days away, or from any other shift if it is more than 10 days away.</p> <p>After this point, it is our individual responsibility to find a replacement. When we have done so, we let Anna 464 know.</p> <p>On the day, if an emergency stops us doing our shift, we ring the leader and/or the DD for that day/night (NOT the office number).</p>
Timekeeping	<p>We arrive 10 minutes before the start of our shift.</p> <p>If we are running late, we call the office number (020 8560 5089) to make sure that the Leader and other volunteers know.</p>

This is how we learn and reflect together: Although we are exempt from on-going training for the first year after SIT2, we are welcome to attend before that. Our attendance at group meetings in the first year is mandatory. There are normally four to six meetings each year.