



@stjohnwales



/stjohnwales

Your Induction Booklet



St John
Cymru - Wales

www.stjohnwales.org.uk

Registered charity number: 250523

Name.....

St John Division.....

Thank you for choosing to become a part of St John Cymru Wales

We are pleased that you have decided to play
a vital role within the charity as a St John Wales volunteer.

Getting Started

This booklet is designed to guide you on your next steps when becoming a St John volunteer. It is meant to inform, not overwhelm you, so please read through it at your own pace. If something is unclear please feel free to ask your divisional contact or leader (DOIC / DMIC)

This booklet offers:

- A brief introduction to St John Cymru Wales
- Details of where to locate all policies and procedures
- A list of all activities and training involved in volunteering for St John Wales

You can use this guide to tick off what you've learned and to make notes as you go. By using these checklists, you can make sure that your induction period has covered everything you need to know.

You will be teamed up with an experienced member of St John at the division. She or he will help you feel welcome and provide you with all the necessary information.

Always feel free to approach and talk to your Divisional Leader about sharing existing skills, experience and ideas. Bringing your personal expertise to a particular aspect of running the division will benefit everyone. Especially you!

Many thanks for choosing to volunteer with St John Wales!

St John Cymru Wales

who are we and what do we do?

St John is a major international charity providing first aid, healthcare and support services in over 40 countries. Volunteering is a great way to give something back to your community and to gain exciting new skills and experiences. Our mission is to have a first aider on every street in Wales, but we need your help

St John Cymru Wales is the nation's leading first aid charity and our aim is to have a first aider on every street. Every year in Wales, up to 7,500 people die in situations where first aid could have saved their lives. We have over 4000 volunteers supporting the local communities. We work across Wales and offer a range of opportunities from:

- Youth activities for ages 5+
- First aid competitions
- Overseas activities
- Community First Responder Scheme
- Attend local and national events
- Provide free training from First Aid to the Duke of Edinburgh award

By becoming a volunteer, you can

- Learn new skills
- Meet new people
- Gain confidence
- Improve your CV
- Travel to new places
- Save lives

We respond to a number of emergency situations throughout the year and have saved many lives with the help of our volunteers. We spend thousands of hours each year out in the local community raising awareness of first aid



General introduction

- Meet the other volunteers
- Find out where to store / leave your personal belongings
- Find out where the toilet and kitchen facilities are
- Learn where the fire exit(s) are
- Find out how to claim your expenses
- Find out the divisional training plan and any important dates
- Find out where to source a uniform
- Discuss the role you will undertake within the division
- Read through the safeguarding policies and procedures
- Discuss St John Cymru Wales policies and procedures
- Training required to undertake your role

Health and safety

- Read through the health and safety policy
- Learn how to report any accidents

Know what to do in a emergency

- If you discover a fire
- Evacuate the division
- Know where the meeting point is
- Know where the first aid kit is kept

Know how to avoid hazards

- Safe manual handling
- Avoiding slips and trips
- Use of any equipment

Other things we require

- Structure chart - www.members.stjohnwales.org.uk/the-priory/nhq-contacts/
- Role description - www.members.stjohnwales.org.uk/operations/administration
- Volunteer agreement - www.members.stjohnwales.org.uk/operations/administration/



Useful contacts

Divisional Leader

Name:

Number(s):

Email address:

Other

Name:

Number(s):

Email address:

Commissioner

Name:

Number(s):

Email address:

Other

Name:

Number(s):

Email address:



National Headquarters

Member services team
029 2044 9600
memberservices@stjohnwales.org.uk

Youth team
029 2044 9638
Youth@stjohnwales.org.uk

Training team
0845 678 5646
Training@stjohnwales.org.uk

Members website - www.members.stjohnwales.org.uk

Main website - www.stjohnwales.org.uk

Policies and procedures - www.members.stjohnwales.org.uk/operations

Word index

DOIC	Divisional Officer in Charge	Leader of the division
DMIC	Divisional Member in Charge	Leader of the division
Division	Group that meets within your area	

Training Roles

If you would like to attend local or national duties the following training will be required. We have a number of different levels of training that you can undertake from a Basic First Aider right through to an Emergency Transport Attendant.

Basic First Aider (BFA)

The objective of the basic level is to give an insight into the role of a first aider, and teach sufficient skills and knowledge to cope with an emergency incident, and deal with a variety of situations. A member who has achieved BFA level would be permitted to attend public duties in a support role, working under supervision and assisting in a first aid situation or moving equipment.

Intermediate First Aider (IFA)

This level equips the member with the level of knowledge required to provide unsupervised first aid support. Basic first aid equipment would be available and the IFA would either give appropriate treatment or hold the casualty until more qualified help arrives.

Enhanced First Aider (EFA)

This level will qualify members to use extended skills in Automated External Defibrillation (AED), Medical Gases and Spinal Injury Management as a minimum. This also prepares members to progress onto Patient Transport Attendant (PTA) and gives them the pre-requisites for this. Members are eligible to become Community First Responders.

Patient Transport Attendant (PTA)

This level includes basic ambulance aid with highlights of common pre-hospital scenarios. The qualification is aimed at those undertaking routine ambulance tasks and responsibilities and sets a foundation to operate as vehicle crew staff in a non-emergency setting.

Emergency Transport Attendant (ETA)

Elements include intermediate ambulance aid with in-depth awareness into a range of medical, trauma and obstetric emergencies. This qualification is aimed at those undertaking emergency ambulance tasks and responsibilities.



Please remember that we also offer other roles within St John that are equally as important. See below for examples-

Divisional Secretary

The role of a Divisional Secretary involves looking after the Divisional member records and other administration services. This type of role will require someone with great organisation skills and the ability to inform others of the new procedures given by NHQ.

Divisional Treasurer

The role of a Divisional Treasurer involves managing and accurately recording the Divisional finances. This type of role would require someone with knowledge of accountancy and organisational skills.

Divisional Youth Leader

The role of a Divisional Youth Leader involves planning and organising activities for young members within the Division and ensuring that the youth programmes that are in place are run successfully. This role will require you to undertake the following courses

- Safeguarding
- Youth Development Course
- First Aid course

Links to further information

www.members.stjohnwales.org.uk

Links to role descriptions

www.members.stjohnwales.org.uk/operations/administration



Follow us



@stjohnwales



/stjohnwales

