

Volunteer Welcome Pack







Welcome to the team

Thank you for choosing to volunteer with the Pelvic Radiation Disease Association (PRDA). In being part of PRDA you are helping to make a real difference to the lives of those who are living with or who are affected by Pelvic Radiation Disease (PRD).

Volunteers are essential to the work we do and the goals we want to achieve. We want you to know how much we appreciate you and your time.

Activities undertaken by volunteers like you provide valuable additional support to our service users and health professionals in helping to raise awareness of PRD, provide support and information and improve professional awareness and education on the prevention and treatment of PRD.

We hope you find your time with us rewarding and enjoyable. It's important to us that you feel valued in your role.

Thank you,





John Webber - Chair of Trustees



The Pelvic Radiation Disease Association is a small UK charity whose objectives are to see that the effects of Pelvic Radiation Disease (PRD) are minimised, that people affected by PRD are given the best possible care and treatment, and that PRD is accepted as a serious problem and given the attention it deserves.

PRDA aims to support all people affected by, or at risk of, side effects due to pelvic radiotherapy, at any stage of cancer treatment, and however longago cancer treatment was given.



Our background

In 2008, a small group of patients at London's Royal Marsden were being treated for gastrointestinal problems resulting from radiotherapy to the pelvic region. An informal group was formed, to share their experiences and offer each other support.

It quickly became apparent that there are many cancer patients throughout the UK suffering from the unpleasant and isolating symptoms of radiation induced pelvic injury, for whom there is little or no medical or peer support.



In 2010 the association took on a more structured form and in 2012

the Association became a registered charity, No. 1147802.

We are now a significant voice within the cancer community.



Why we are here

Many of the 22,000 people treated each year with pelvic radiotherapy have debilitating side effects which reduce their quality of life, sometimes for many years or decades.

The Pelvic Radiation Disease Association (PRDA) estimates that at least 100,000 people in the UK experience ongoing problems due to the side effects of radiotherapy to the pelvic region.

We will continue to focus what we do around living with PRD and taking the time to understand each person's unique needs.





I didn't discover anything about post-radiation effects until I found a Macmillan pamphlet about a year and a half after my treatment. I sat and cried, reading it. I was there for my check up, and everything fell into place, because it described my symptoms.

- Milena

Volunteering with PRDA

You are massively important to PRDA, because you and all our other amazing volunteers make it possible for us to support more people with PRD.

We simply couldn't provide the emotional and practical help they need without you. We never forget this, which is why we take every step possible to make sure your experience with us is as rewarding and enjoyable as possible.

Your time and dedication are so important, and you can make a real difference to those people who are living with PRD.

66 Lunderstand how upsetting PRD is and if there is anything that I can do to help other people, then I would like to do it. I know that as a PRDA Volunteer I can help people in so many different ways; doing so also aids my

own mental recovery ??

- Dafydd



There are so many ways you can volunteer for PRDA – raising awareness, raising money, supporting our work to name just a few.





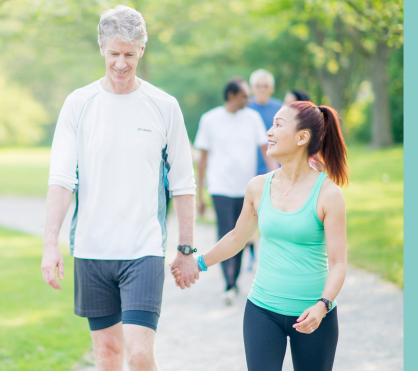
Keep an eye on our website for volunteering opportunities. But please get in touch if you have any innovative ideas about how we can best utilise your skills!





- Always treat you with respect, consideration, and appreciation
- Provide a clear written description of your role and responsibilities
- Give you the appropriate training and support when you need it
- Put you in touch with a member of staff who can answer any questions you may have about volunteering





- Make sure your role makes a difference to the lives of others
- Give you access to our policies and procedures, so you know what to expect from us and what we expect from you
- Create a safe, respectable, and friendly environment
- Try to resolve any issues fairly
- Never forget the enormous contribution you make

"It was such a relief (& a real pleasure) to chat openly & honestly with another person suffering with PRD & similar pain symptoms as mine. I feel more positive knowing I'm not alone suffering with the painful late effects of PRD. Thanks so much for being there for me. You make such a difference". - Sheena



We ask you to:

- Treat other volunteers, colleagues, staff, and members of the public with dignity, respect, and consideration.
- Don't do anything that might bring PRDA into disrepute.
- Make sure you understand your role, and the standards of performance and conduct required of you.
- Represent our aims, objectives, policies, and procedures
 (including equality and diversity) even if they differ from your own opinion.
- Keep confidential information about yourself, other volunteers, service users, staff, and the charity private and do not seek this information from other people.
- Let us know in good time if you can't fulfil a prior commitment with us or if your circumstances alter
- Take care of your own health and safety, as well as the health and safety of those you meet while volunteering



Guidance and procedures

While you are volunteering with us, we need to you follow PRDA's core procedures. This is to ensure that volunteering is safe, legal, and consistent with other areas of our work.

You should be familiar with our guidance on:

- Expenses
- Health and Safety
- Diversity, Inclusion and equality
- Keeping data safe
- Safeguarding
- Problem solving
- Cash handling (if you are fundraising)





You can find out more on our website **www.prda.org.uk** where the latest guidance is always available. Your Staff Contact will help you identify which procedures apply to your role.

Keeping data safe



It's so important that people feel they can trust us to do the right thing by them. A huge part of this is making sure we keep private details private. In fact, there are laws about privacy, especially when it comes to sharing and keeping information about people that could be used to identify them.

We all feel differently about how our personal data is used, so it's important that people are fully informed about and agree to how we will use their data.

Here are a few simple steps to be aware of when you collect, use and store data, like names and addresses:

Collecting data

We should only collect the data we need

Using data

We can only use data for the specific reasons we have collected it for and not for any other reasons.





Recording data

We need to make sure information is recorded in the right place, and that it is correct and up to date.

Storing data

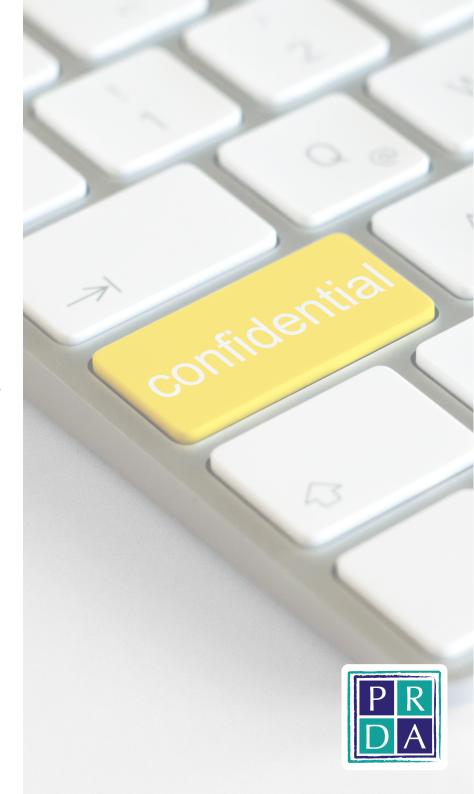
We need to make sure we store data somewhere secure

Sharing data

We should not share data with anyone outside of PRDA, unless we have a formal agreement in place with the person or organisation involved.

Getting rid of data

We need to dispose of data securely whenever we no longer need the information for the reasons we collected it.



We are so glad that you are part of the team and hope that your volunteering experience is rewarding. No matter what role you take on, know that you are making a real difference to the lives of everyone affected by PRD.

