



CHERRY TREE NURSERY REFERRAL PROCEDURE

When considering about referring a potential volunteer to Cherry Tree Nursery, referrers should first ensure that the volunteer meets the project's criteria for volunteers –

- 1 must have an identifiable mental health problem as the primary diagnosis.
- 2 must be able to get to Cherry Tree Nursery by their own or public transport
- 3 must be able to work without supervision once the task has been fully explained
- 4 must not need constant one-to-one support
- 5 must be entirely free from alcohol and any non-prescribed drugs or other substances during periods of attending, while on outings, or helping at plant sales etc and must not bring any of these substances on site at any time
- 6 must not have violent, challenging or inappropriate behaviour, or be disruptive or cause distress to other volunteers
- 7 must be able to attend for a minimum of one full day (from 9 am to 4 pm) or two full mornings (9 am to 12.30 pm) – i.e. a minimum of seven hours per week
- 8 must be suitable for a working day based on repetitive routine work

Referrers should also ensure that –

- A the potential volunteer is well enough and sufficiently motivated not to need to go to Bridges first and
- B the volunteer is looking for meaningful occupation and not a Day Centre.

If the volunteer meets the criteria, the next stage is to telephone the Nursery to make an appointment for an informal visit. This will take the form of a guided tour from another volunteer at the Nursery followed by an informal interview with Nursery staff.

If the potential volunteer is interested, their name will be placed on Cherry Tree waiting list and a discussion will take place as to how long they may have to wait for a place at the Nursery.

It is useful if a completed referral form can be given to the Nursery at or before this time as a volunteer cannot go on the waiting list until the referral form is received. Please note that for reasons of confidentiality, we cannot accept faxed referrals.

If a potential volunteer is unsure whether they are interested in attending Cherry Tree and they would like to see what is on offer, they are welcome just to come for an informal look around, and then at a future date to make an appointment. We are, however, unable to offer an interview to someone who calls in without an appointment.

Before a volunteer can start, we require where applicable and with their permission, a copy of their Care Plan and Risk Assessment.