



CHERRY TREE NURSERY REFERRAL PROCEDURE



When considering referring a potential volunteer to Cherry Tree Nursery, referrers should first ensure that the volunteer meets the project's criteria for volunteers. No offer of a place can be made until the completed referral form has been received and a visit completed.

- 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 have complex needs, or require continual 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. Referrers may be contacted for additional information on the Client Risk Assessment.
- 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
- 9 must be able to work in the nursery
- 10 places cannot be offered to new volunteers who are over their individual retirement age.

Referrers should also ensure that –

- A the potential volunteer is sufficiently motivated and is ready and willing to come to Cherry Tree
- B the volunteer is looking for meaningful occupation, and not a drop-in facility

If the volunteer meets the criteria, the next stage is to complete the referral form fully and 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. A volunteer cannot go on the waiting list until a referral form is received. Please note that for reasons of confidentiality we can only accept referral forms sent by post or delivered by hand.

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

If a potential volunteer is unsure whether they are interested in attending Cherry Tree and would like to see what is on offer, they are welcome just to come for a look around, and then make an appointment at a future date. 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. Please note that we cannot take referrals for in-patients. We may contact the referrer for more information prior to offering a visit.