



Princess Alice Adoption Home T/A Princess Alice Care Centre

A facility of Joburg Child Welfare

VOLUNTEER GUIDELINES

Thank you for your interest in volunteering. As a non-profit organisation with limited resources, we rely heavily on the support that we receive from committed individuals like you.

OUR VOLUNTEER PROGRAMME

A volunteer is someone who offers an organisation his/her services of his/her own free will. S/he is not paid but is nevertheless expected to follow the guidelines and regulations set out by the organisation.

This document outlines the opportunities available to volunteers at Princess Alice. It also explains our expectations. Continuity and consistency are important. Continuity builds relationships and consistency maintains them. We believe that volunteers should be aware of the commitment and responsibility that is required for the positive development of our babies, as well as the success of the organisation.

Most importantly, we believe that every volunteer can make a difference in the lives of the children we serve.

If you are interested in becoming a volunteer at the Home, please do the following:

- Complete the relevant application form,
- Attach a recently certified copy of your identity document or passport,
- Provide police clearance that is less than 6 months old
- Submit your forms and attend the next possible orientation.

SOME OF THE WAYS TO GET INVOLVED ARE:

- **Getting involved with the children** (This is detailed on pages 2 & 3)
- **Fundraising**

Our need for funding has increased with our service and its social impact. If you would like to become a fundraising ambassador for Princess Alice, please speak directly to the Manager. It is important that we are aware of fundraising activities taking place in our name.

It is also easy to become involved in fundraising in the following ways:

- **Debit order donations:** Would you, or someone you know, consider becoming a monthly debit order donor? Small, regular donations make a BIG difference in helping us meet to our expenses. If you would like more information or would like to receive a debit order

form, please send an email to manager@princessalice.org.za or ask at reception.

- **Wish list and donations in kind.** A wish list is regularly updated and highlights our most urgent needs. Donations in kind assist us in containing our expenditure and accessing resources that we cannot afford to buy.
- **Networking.** Tell your contacts about us, you never know when they might be interested in providing us with a pro bono service or making a donation to Princess Alice.
- **Assist with fundraising events by helping plan, work at or participating in them.** We organise events and functions periodically throughout the year. Let us know if you are keen to be involved, and PLEASE TELL YOUR FRIENDS ABOUT THEM.
- **My School/My Community card.** Once you have applied for a MySchool/MyCommunity/MyVillage card and nominated Princess Alice Adoption Home as your beneficiary, a donation is made back to us when you shop at any Woolworths store. You can join here: <https://www.myschool.co.za/portal/register>
- **Maintenance**

We often have odd jobs around the house. Please let us know if you are able to assist with basic DIY.

Getting involved with the babies in the Nursery:

The babies and toddlers at Princess Alice have either been abandoned or consented for adoption. They are placed in our care via Court Order. Each

child has a designated social worker who works to provide the best possible future within the confines of the law. **We do not discuss the children's backgrounds with volunteers and ask that any acquired information pertaining to the children is kept strictly confidential. The Children's Act of 2005 is used when going through the Children's Court and emphasizes the importance of maintaining confidentiality and respecting the privacy of all children.**

Do:

- Once registered with us, please visit the nursery during the following times:

Monday to Friday –

07h30 – 13h00: During this time volunteers assist with mealtimes and entertain babies and toddlers.

14h30 – 17h00: During this time, volunteers assist with feeding at 15h30 as well as the care and stimulation of babies and toddlers

Saturday and Sunday –

07h30 – 13h00: During this time volunteers assist with breakfast and entertain toddlers and assist as necessary.

14h30 – 17h00: During this time, volunteers assist the nursery staff with the routine or by interacting with the babies and toddlers.

Please note that our Granny Programme runs on weekdays, between 09h00 and 13h00. The Grannies (or gogos as they are known) follow a structured programme focused on stimulation and bonding. This is a HUGE benefit to

our babies and toddlers and we are very grateful to the funder who has made the programme possible.

- **Wash your hands before touching any of the babies. Continue to wash your hands throughout the day.**
- Play with the babies and talk to them for stimulation.
- Ask for permission to take children into the garden. Small babies are not permitted to go outside. Older ones benefit from some exposure to the sun.
- Ask the nursery staff which bottle is for which baby when feeding. Each child has its own nutritional requirements. Feeding a child from the wrong bottle could cause harm.
- Sign the volunteer register at the front door on each visit.
- Apply universal precautions when dealing with blood and any body fluids from the babies. Any first aid required should be done by the staff on duty.

Do Not:

- Please do not take photographs of the babies and toddlers. If photographs are required, please ask the manager to take them for you.
- Handle the newborn babies without permission from a qualified staff member.
- Purchase or provide any food or drink for the children without obtaining permission from the Child Care Workers.

- Discipline the children verbally or physically. If troubled by certain behaviour, please tell the team leader on duty.
- Take any child off the property.
- Administer any type of medication or first aid. If you notice a problem, report it to the team leader. She is trained to take necessary action or may consult with our nursing sister if needed.
- Administer any alternative therapies or massage on the babies without permission from the nursing sister or manager.
- Visit the Home if you are ill.
- Wake sleeping children unless instructed to do so by the nursery staff.
- Change nappies. If a baby needs a nappy change, ask a staff member to change the nappy.

STAY IN TOUCH

Follow us on  or 

OUR DETAILS

Manager/Fundraiser: manager@princessalice.org.za

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