

Friends For Life Rescue

Ways of Working



The Friends For Life Ways of Working are the general guidelines that all Volunteers and Foster Carers agree to conduct themselves with other members of the team and with members of the community as a Rescue Volunteer. These are as follows:

General Guidelines

1. We are all responsible for upholding the Ways of Working Guidelines.
2. We agree to be respectful and courteous to other Volunteers, Rescue Administration and community members at all times.
3. We respect each other's privacy and maintain confidentiality.
4. We will message (out of business hours) Rescue Administration if there are any questions or worries.
5. As most Volunteers and Administration work in paid employment, we will respect each other's personal life by contacting outside of business hours (unless urgent – this relates to any issues involving cats or kittens in the rescues care, not requests for assistance).
6. Any urgent messages to Rescue Administration will begin with "SOS", which will ensure immediate attention.
7. We will not post on social media relating to rescue matters (Friends For Life Related or not) by making negative comments, that may reflect badly on Friends For Life Rescue. (Being a volunteer associates us with the Rescue and people assume you are commenting on behalf of the rescue).

Safety

- We understand that safety is everyone's responsibility and we will notify Rescue Administration of any concerns and always ensure 'Safety is First'.
- We understand we are likely to receive scratches by cats and kittens as carers and volunteers, however will take all precautions to reduce the likelihood of this occurring.
- We will not participate in any outside rescue activities that are not organised and co-ordinated through the Friends For Life Rescue.
- We will ensure all cats and kittens in our care are safe at all times.