

Safety Hour Discussion Pack

Topic:

Purpose of the discussion:

Why has this been chosen as a Safety Hour topic? Is there a risk, incident or change that the team need to be aware of? To raise awareness of charitable giving activity (e.g. volunteering and fundraising), which has a positive impact on employee health and wellbeing, team building and personal skills development, contributing to a workforce more engaged in and able to communicate safety messages.

Expected outcome from discussion:

What do you want people to commit to as a result of this Safety Hour Engagement in a charitable giving activity (e.g. from partaking in a Dress Down Day to becoming a Charity Ambassador).

Discussion points: Use below to plan your facilitated discussion. Remember, you don't have to have all the answers – the role of the facilitator is to create an engaging discussion where everyone identifies and commits to solutions.

Discussion points	Supporting notes
<p>Introduction - topic Purpose of the discussion Desired outcome</p> <ul style="list-style-type: none"> • Volunteering • Fundraising • Payroll Giving • The role of a Charity Ambassador • Network Rail's Charity of Choice 	<ul style="list-style-type: none"> • In 2016-17, 3895 people used at least part of their volunteer leave, but that's only 5% of the workforce. This year, our target is 10% • Fundraising ideas; Barnardo's target (£200k for 2017-18) • Payroll Giving description and link • Charity Ambassador role description • Barnardo's introduction and Believe in Me video
<p>Questions to facilitate discussion</p> <ul style="list-style-type: none"> • What charitable giving activities have you been involved in previously? • Do you understand the volunteer leave policy? • Have you ever fundraised as a team? What did you do? How would you get your team involved in a fundraising initiative? • Has your workplace had a visit from Payroll Giving? • Who is your local Charity Ambassador? 	<ul style="list-style-type: none"> • Volunteer leave policy available at connect/volunteering - Payroll Giving and Charity Ambassador details also available on Connect

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Topic: Charitable Giving

Discussion points	Supporting notes
<p>Discussion around solutions</p> <ol style="list-style-type: none"> 1. How can you encourage your colleagues to take volunteer leave? 2. What are the benefits of volunteering to a) the individual b) the team c) the business d) the charity/local community? 3. How could you use your volunteer leave to support safety messages in your local community? 	<ol style="list-style-type: none"> 1. E.g. organise annual team volunteer days, include good news stories in team communications 2. E.g. skills development, team building, reputation, raising awareness 3. E.g. using community engagement volunteering to deliver a rail safety message
<p>Actions and commitments to change</p> <ul style="list-style-type: none"> • Arrange a volunteering day for your team • Organise a fundraising activity with your team • Sign up to Payroll Giving • Become a Charity Ambassador • Share what you've discussed today 	

For further information:

Insert any appropriate links – write in full as this discussion pack will be printed for Safety Hour delivery.

- <http://connect/communities/charities/Volunteering/default.aspx>
- <https://do-it.org/>
- <http://www.givewhatyouregoodat.co.uk/>
- <http://connect/communities/charities/GetInvolved/FundraisingIdeas.aspx>
- <http://connect/communities/charities/WaysToGive/PayrollGiving.aspx>
- <http://connect/communities/charities/GetInvolved/Ambassadors.aspx>
- <http://connect/communities/charities/NRAndCharity/OurCharityofChoice.aspx>