



deafscotland
equality & integration through communication for all

Volunteer Booklet

deafscotland is the operating name for the Scottish Council on Deafness (SCoD).
It is a Charity (SC016957) and a Company Limited by Guarantee (492886).

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1. – Introduction

deafscotland is grateful that you are supporting our work by volunteering with us. Your role will have been agreed in advance.

When you have agreed to deliver training or attend a meeting for deafscotland, it is important to remember that you are acting as a deafscotland representative.

Therefore, we have written some guidelines to help you carry out your “role” as deafscotland representative effectively.

We hope you will find the guidelines helpful. If you have any questions, please do ask a deafscotland member of staff.

2. – History of deafscotland

deafscotland, originally Scottish Association for the Deaf and formerly Scottish Council on Deafness, started to campaign for inclusive mental health services for people with a hearing loss in Scotland in 1927, the year the organisation was set up. Today it continues to campaign for mental health and wellbeing services and information to be fully inclusive for everyone.

In 2014, the Scottish Council on Deafness was incorporated and in 2018, the operating name changed to deafscotland.

Over one million people across Scotland are on the deafness spectrum. They face daily barriers, from increased experience of homelessness to greater likelihood of mental illness and underemployment. As the lead organisation for deaf issues in Scotland, we unify those passionate about providing support to those who experience deafness. They represent the marginalised and voiceless.

We represent all four ‘key pillars’ of deafness:

- Deaf/British Sign Language (BSL) users
- Deafened
- Deafblind
- Hard of hearing

Different people experience different barriers and there are different solutions, but they are unified around our vision for Scotland – a society where all people have equal access, rights, and citizenship.

As a national umbrella and membership body, we inspire and motivate inclusion, promote awareness of deaf issues, and shift attitudes across society. We also undertake lobbying activities on local and national levels, listening to our members’ concerns and championing on their behalf.

3. What we do

Our mission is to achieve access, equality and citizenship for deaf people in Scotland.

We:

- Through effective engagement: raise awareness of issues or concerns by influencing the Scottish Parliament, Scottish Government, NHS Scotland, Transport Scotland and many more statutory organisations at a Scottish, UK and European level.
- Secure links and effective relationships with the Scottish Parliament, the Scottish Government, local authorities and other policy/decision making bodies throughout Scotland to effect change.
- Offer consultancy, advice and feed back to the Scottish Government, local authorities, health boards, other statutory bodies and service providers on the barriers faced by deaf people on a daily basis.
- Offer consultancy, information and advice; encourage research and data collection; promote and provide collaboration opportunities; promote and provide monitoring and evaluation frameworks, standards and services; promote and provide development and capacity building services.
- Produce, publish and distribute position statements, manifestos, research and briefing papers, information leaflets, and maintain a website with an events calendar. Act as a key point of contact.
- Publish and distribute communications and information for example, the deafscotland Bulletin and Scottish Parliament Report and the use of the website and forms of social media

What we will do for you

We will arrange for you to meet or video call with a member of staff who will explain what deafscotland does and what we are looking for from our volunteers. This meeting will give you the opportunity to ask questions about the organisation and your role.

We will make sure you have a named contact in deafscotland who you can contact if you have any anxieties or questions about your role.

We will make sure that you are fully equipped to carry out your role. For example, we will arrange for you to have deaf awareness training if this is required; or we will give you the necessary reading materials and background information about the meetings we would like you to attend on our behalf.

We will make sure you get plenty of notice of any meetings or events that we would like you to participate in on our behalf.

We will refund any reasonable out of pocket expenses you have when attending a meeting or event on behalf of deafscotland. All expenses should be agreed before undertaking the activity.

We will make sure that you have the opportunity to report back to deafscotland on the meeting/event you attended by whatever means you feel most comfortable with.

We will make sure that you have the opportunity to be debriefed after meetings/events that have been stressful - length of meeting, discussion, topics on the agenda.

We will hold very limited records and personal details in a secure way to protect your privacy.

If you think we have treated you in an unfair or discriminatory way, please do contact our Chief Officer in the first instance to raise the matter. If you feel that you have been treated in an unfair or discriminatory way by the Chief Officer, please contact our Convenor. We will provide the necessary contact details for you to do this without prejudice.

4. Information about the Project

This Virtual Museum legacy project ensures "deafscotland's people" (our members) and the stories of deaf people generally are not forgotten. Importantly, it also wants to use technology to capture the achievements and stories going forward in a more routine and "accessible bilingual" way. (Using British Sign Language as well as English).

The Virtual Museum has three aims-

1. To provide meaningful, useful information across culture, heritage and health/well-being in a fully accessible way. The aim is to have a minimum of 90 exhibits in the first year. One for each birthday year.
2. Provide confidence and capacity building for a target number of 90 deaf people, across the four pillars of deafness, through volunteering activities. Again celebrating the birthday achievement and involving others.
3. Provide a link to digital/technology development and pathways to more mainstream volunteering opportunities in culture, heritage and health settings.

5. Volunteer Role Description

Role Title: Virtual Museum Volunteer



Background of Organisation

deafscotland is an intermediary type umbrella that has organisational and individual membership. Established in 1927, our mission is to achieve access, equality and citizenship for deaf people in Scotland. We focus on a spectrum of deafness which includes four key pillars: Deaf/Deaf Sign Language users; Deafblind; Deafened and Hard of Hearing.

Outline of the Role

Our Virtual Museum project is funded by the National Lottery Heritage Fund and is being run over two years as a pilot project. The role is intended to be flexible. Options include:

- 1) We are looking for contributors to film themselves telling their stories to camera. This would include yourself sharing your experience of a different range of subjects such as education; drama; sports; arts and culture.
- 2) Assisting with IT development.
- 3) Sharing photos, objects or items of interest.
- 4) Other roles as developed through time.

Skills, Attitudes and Experience needed:

- Lived experience or professional experience of deafness.
- supportive of the definition of deafness;
- agree to share their value base;
- Promote the language and communication for all principle
- Promote the social model of disability
- Promote the human rights based, person centred approach.

Benefits to the volunteer: Builds confidence; skillset; experience for CV.

Where and when does the role take place? Home-based but this can be flexible to suit your availability. Time also flexible to suit availability.

Support: Stewart Campbell, the project officer will be available for support if required.

Any questions: Please contact Stewart at media@deafscotland.org if you are interested or have any questions.

6. Guidance for Good Practice

Please:

- Be well prepared and leave plenty of time for travel.
- Wear clean & smart clothes.
- Be on time.
- Be polite.
- Bring all relevant papers with you to meetings/training workshops.
- Treat other people with respect.
- Use the BSL/English Interpreters or other communication support for the meeting/training work only.
- Let deafscotland know as soon as possible if you are unable to attend the meeting or deliver training.
- Be positive about deafscotland and its members, as well as others.
- Stay for the entire meeting/workshop unless you have a valid reason for leaving.

Please do not:

- Attend drunk or smelling of alcohol.
- Be aggressive or lose your temper.
- Do not use your mobile phone during the meeting/training session.
- Do not leave the meeting or training workshop early unless you have a valid reason.

Appendix A Media Consent Form

A parent or guardian must complete this form for people under 18 years.

It asks for your permission to use all written materials, video footage and photographs taken for and by deafscotland.

This may include:

- all footage taken of you, including rushes (footage that is taken but is not included in a final video);
- all sound recording taken of you;
- any still images taken from the video;
- any quotes (written quotes taken from what you have said during the filming); and
- any photographs taken of you.

I give my permission for deafscotland to use any footage and photographs if they decide to do so.

I understand that footage and photographs may be used at different times and that I will not be contacted each time.

I also give permission that any video footage may be edited or altered to be used in other videos and the final decision with the editing rests with the deafscotland team.

I am aware that any footage, photographs or stories shared via social media could be shared further through external websites and digital platforms including national and international broadcasting and media outlets both print and online.

I also give permission for any photographs/videos that I have supplied to deafscotland myself, to be used as above.

Some of the ways footage or photographs might be used include:

- on deafscotland website
- on social media (Facebook and Twitter for example)
- video-hosting platforms (YouTube and Vimeo for example)
- in other deafscotland information or campaigns
- in deafscotland publications (leaflets, posters, training materials or presentations)
- any other appropriate use

I agree and give my permission for deafscotland to use footage and photographs of me as described. Please delete as appropriate

Yes No

Your details

Title (Mr/Mrs/Ms)	
First name	
Last name	
Email	

Your address

Address	
Email address	
Telephone Number(optional)	
Postcode	

Your signature	
Date	
State your relationship (if under 18)	

Appendix B **Guidance for making an electronic contribution**

Downloading

The term “download” means to make a copy of the original. Your contribution towards the project would be connected

Connect device to PC using the Lightning cable (or 30-pin if you have an iPhone 4S or earlier).

Open File Explorer; Wake your iPhone and unlock it. Tap ‘Trust this computer’ if prompted.

Click on your iPhone under This PC (or My Computer on older PCs).

Apple user

1. Connect device to PC using the Lightning cable (or 30-pin if you have an iPhone 4S or earlier).
2. Open File Explorer; Wake your iPhone and unlock it. Tap ‘Trust this computer’ if prompted.
3. Click on your iPhone under This PC (or My Computer on older PCs).
4. Double-click on Internal Storage on the right, then on DCIM, and you’ll see one or more folders, labelled 100APPLE, 101APPLE, 102APPLE etc. The most recent videos will be in the folder with the highest number i.e 102APPLE.
5. You can then right-click on the selected files, copy them and paste into a folder of your choosing.

Android User (Samsung) for Windows

1. Unlock your Android device.
2. With a USB cable, connect your device to your computer.
3. On your device, tap the 'Charging this device via USB' notification.
4. Under 'Use USB for', select File Transfer.
5. A file transfer window will open on your computer. Use it to drag files.
6. When you've finished, eject your device from Windows.

MacBook for Androids

1. Download and install **Android File Transfer** on your computer.
2. Open **Android File Transfer**. The next time that you connect your device, it opens automatically.
3. Unlock your Android device.
4. With a USB cable, connect your device to your computer.
5. On your device, tap the 'Charging this device via USB' notification.
6. Under 'Use USB for', select **File Transfer**.
7. An Android File Transfer window will open on your computer. Use it to drag files.
8. When you've finished, unplug the USB cable.

Uploading

The term “upload” means to publish a visual file which can be seen online.

There are several options below in which you can upload your file such as YouTube; WeTransfer or Dropbox. If you feel uncertain in uploading, you can send us your USB. The address can be found on the back page.

YouTube

Step 1: Sign into your account

Go to youtube.com

Click sign in

You may already have an account but if not, create one. This is essential to be able to upload your clip.

Step 2: Click the upload button

It's also located in the top right-hand corner and is represented by an up arrow with a line underneath it. That will take you through to a dedicated upload page.

Step 3: Choose video source and privacy settings

The upload page gives you a few options to choose from. Please select unlisted on the privacy settings. This will ensure that the only people who see it would need a link to access the video. This is not public.

If you are uploading from the computer/laptop, click the large white arrow with a grey backdrop in the centre of the screen and pick the video you want to upload.

Send the link which can be found on the video upload page to media@deafscotland.org.

WeTransfer

We Transfer is simple, secure and free of charge.

1. Go to wetransfer.com

2. Click on the + sign and add the video clip you want to send.

3. Type in the email address- media@deafscotland.org. This will be where you are sending it to.

4. Type your own email address

5. Write a short message, if you want.

6. Hit the transfer button.

Dropbox

Android	Apple
<ol style="list-style-type: none">1. Open the Dropbox app.2. Open the Dropbox folder where you'd like to store your photos.3. Tap the + (plus) icon at the bottom of your screen.4. Choose Upload photos or videos. <p>Find the files you want to upload and tap to select them for upload.</p> <ol style="list-style-type: none">5. A check mark indicates the file has been selected6. Tap the folder icon and select where you'd like the files to be added.7. Tap Set location.8. Tap Upload.	<p>Open the Dropbox app. Tap the + (plus) icon. Tap Upload photos. Find the files you want to upload and tap to select them for upload. A check mark indicates the file has been selected Tap the folder icon and select where you'd like the files to be added. Tap Set location. Tap Upload</p>

Note: The Dropbox app for Windows devices does not currently support video uploads. This is due to operating system limitations. Please upload onto the website version.

The next stage would be to share the file with the project worker.

To share a file or folder with the Dropbox website:

1. Sign in to dropbox.com.
2. Click Files in the left column.
3. Hover over the file or folder you'd like to share.
4. Click Share.
5. Type the email address media@deafscotland.org
6. Click Share. They'll receive an email with a link to the file or folder.

To share a file or folder with the Dropbox mobile app:

1. Tap Files at the bottom of the screen.
2. Tap the ... (ellipses) under the file or folder you'd like to share (iPhone or iPad) or beside the file or folder you'd like to share (Android).
3. Tap Share.
4. Type the Email, name, or group of the person (or people) you'd like to share with.
5. Tap Share. They'll receive an email with a link to the file or folder.

USB

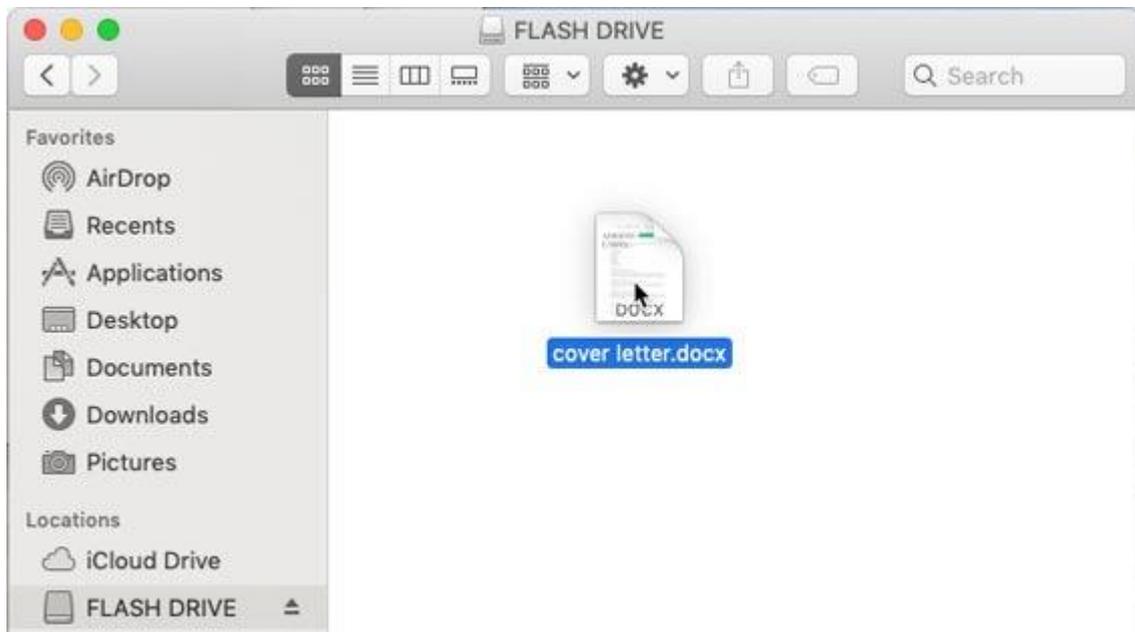
1. First, insert the USB memory stick into an available USB port.
2. On Windows, this will bring up a window showing the memory stick is now seen as a drive on your computer (e.g., "Removable Disk" E: drive). You'll also get a menu of options for using the device. Select "Open folder to view files" at the bottom.

Alternatively on Windows, you can also get to the drive by going to your Computer (or My Computer) folder and finding the new drive letter there. This is also similar to how you would find the drive on Mac: open up a Finder window and look for the new mounted drive under "Devices."

3. To copy files from the USB memory stick, select your files and drag them to your desktop or, for better organization, a folder in Windows Explorer (or Finder on Mac).
4. To copy files to the USB memory stick, drag them from the Windows Explorer folder to the drive.
5. When you're done, right-click on the drive and select "Eject" so you can safely remove the drive.

Macbook

1. If you want to copy a file **from your computer to the flash drive**, click and drag the file from your computer to this window.



2. The file will be duplicated, and the new version will be saved to the flash drive. The original version of the file will still be saved to your computer.
3. If you want to copy a file **from your flash drive to your computer**, click and drag the file from the window to your computer.
4. If you want to **remove a file from your flash drive**, click and drag the file to the **Trash**, then click and hold the Trash icon and select **Empty Trash** to permanently delete the file.

To safely remove a USB drive

When you're done using a flash drive, don't remove it from the USB port just yet! You'll need to make sure to disconnect it properly to avoid damaging files on the drive.

1. In Finder, click the **Eject** button next to the flash drive. You can also right-click the flash drive and select **Eject**.
2. You can now safely remove the flash drive from the USB port.

DVD Windows

1. Stick a blank DVD (or CD) in your DVD drive.
2. Use the program that is on your computer to burn the file
3. Follow the steps involved.
4. Send DVD to the deafscotland office. The address can be found on the back page.

Blank Page



Contact deafscotland

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The Venlaw Building
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Glasgow G2 4AA

Email: admin@deafscotland.org

Website: www.scod.org.uk

Telephone: 0141 248 2474

Mobile: 07925 417338

Facebook: @deafscotland

Twitter: @deafscotMedia

YouTube: [deafscotland](https://www.youtube.com/deafscotland)