



**ORDER OF MALTA
IRELAND**

Policy Title
Policy on Access and Equality

1 INTRODUCTION

This document details the Access and Equality Policy of the Order of Malta Ambulance Corps. It outlines a commitment to treat, with equal respect, all those who participate in training courses, apply to join or are members of the Order of Malta Ambulance Corps, without regard to Nationality, gender, marital status, family status, sexual orientation, religious beliefs, age, disability, race and membership of the Traveller Community. This policy is central to the ethos of the Order of Malta where according equal respect to all members of its community and to all who wish to join, arises naturally from the four cardinal virtues represented by the arms of the Maltese Cross; Prudence, Justice, Temperance and Fortitude.

To develop the full potential of students and members, an important element of this organisation is to have an environment of equality. This policy will evolve and develop to take account of changing circumstances internally and externally to the Order of Malta.

2 AIM OF POLICY

The aim of the policy is to ensure no course participant or member receives less favourable treatment due to nationality, gender, disability, sexual orientation, race, membership of the Traveller Community, religious beliefs, age, marital status or family status.

3. MISSION STATEMENT

The mission statement of the Order of Malta Ambulance Corps clearly outlines the organisation's commitment to a non-discriminatory environment:

We, the volunteers and staff of the Order of Malta Ambulance Corps, strive to make a difference in society by providing: community care, first aid & nursing services, youth and personal development in a Christian, caring and non-discriminatory environment.

4. ACCESS

General principles

Membership of the Order of Malta Ambulance Corps and participation in our training courses is open to people from all sections of society.

The process of admission of a student and/or member will be conducted in an equitable manner in accordance with procedures and will avoid unfair treatment of any individual or groups of individuals.

Wherever possible the Order of Malta will address the individual needs of applicants within the constraints of resources and equity for all.

The Order of Malta will ensure that all students are treated fairly and will endeavour to ensure that where practicable they have an equal opportunity to develop their full potential.

Access for members with disabilities

The Order of Malta is committed to a policy of equal opportunity and to ensuring that students with a disability have as complete and equitable access to all facets of the organization that can reasonably be provided.

In assigning duties or conducting training to students or members with disabilities, care should be taken to ensure, to the greatest extent possible, that they are given the same opportunities as other students or members to acquire the range of skills and experience necessary for their future career development.

Students with disabilities should be offered the same access to training as all other participants, and measures should be taken to ensure that they are not inhibited from availing themselves of such opportunities for reasons of physical or sensory access to training centres, format of training materials, etc.

Safety and Evacuation Procedures

Students with disabilities may have particular problems in regard to safety and evacuation procedures. For example, the evacuation of people with mobility problems raises particular difficulties where lifts cannot be used. People with hearing difficulties may require some arrangement to ensure that they are aware that the alarm has been raised. It is essential that such problems are identified and that appropriate alarm and evacuation arrangements are put in place. Course policy documents should contain safety and evacuation procedures with a particular emphasis on disabled members.

5. THE VOLUNTEER CHARTER

The Order of Malta Ambulance Corps has developed a volunteer charter. This charter states the rights and responsibilities of the volunteer and the organisation. (Appendix 1). In summary the organisation undertakes to ensure that the overall volunteering experience is a rewarding one and ensures equal access. The organisation also gives an undertaking not to discriminate.

6. CAREER PATH

A member of the Order of Malta can choose to follow one or more particular career paths. This is illustrated in Appendix 2. Most training courses are open to suitably qualified candidates. e.g. a member who has completed the foundation level course and is 18 years of age can progress to the Emergency First Responder Course. Some courses are subject to nomination such as the potential officer's course. In all cases the criteria is clearly laid down.

The access criteria for Order of Malta Training courses are as follows:

Course	Entry criteria
Foundation level	16 years old
Ambulance equipment	16 years old Foundation level complete
Occupational first aid	18 years old
Cardiac first responder (CFR)	Organisation: Part of foundation level External: No barrier to course entry
Emergency first responder (EFR)	18 years old CFR complete (within 1yr)
Intermediate home nursing	18 years old 1 year membership Foundation level complete
Methods of instruction	18 years old 1 year membership Foundation level complete
CFR instructor	18 years old Current CFR certification Instructor potential recommendation
EFR instructor	PHECC registered practitioner Instructional methods CFR instructor
Basic youth leadership	18 years old
Potential officers course	Officer in charge & Regional Director recommendation
Officer development course	Officer in charge & Regional Director recommendation

7. SUMMARY

The Order of Malta Ambulance Corps is committed to full and equal access to all aspects of the organisation subject to specific and clear criteria that exists for defined sections. This policy is based on the ethos of the organization, which has equality for all at the core. It is the policy of the organisation to maintain vigilance to ensure barriers are not placed to impede access and progress through the organisation.

Volunteer Charter

Charter for Volunteers in the ORDER OF MALTA AMBULANCE CORPS

The **ORDER OF MALTA AMBULANCE CORPS** is defined by the time and effort given freely by its members, as *volunteers* in this charitable organisation. The organisation greatly appreciates the level of commitment shown by all *volunteers* and acknowledges that the each person's level of commitment is determined by their own personal circumstances, which change over time. With this in mind we gladly accept your offer to *volunteer* in the **ORDER OF MALTA AMBULANCE CORPS**.

To help make your experience both rewarding and enjoyable we have developed a “**VOLUNTEER CHARTER**” which may help you to understand the relationship, rights and responsibilities, which exist between our *Volunteers* and the Organisation (**ORDER OF MALTA AMBULANCE CORPS**).

VOLUNTEERS' RIGHTS

- To be given meaningful work to do
- To be entitled to wear uniform when appropriate
- To know what is expected from them
- To be offered appropriate training
- To be thanked and have their voluntary contribution recognised
- To receive supervision and support
- To get personal satisfaction from their work
- To know who to go to if there is a problem
- To be reimbursed for agreed out-of pocket expenses incurred when volunteering
- To make mistakes and learn from them
- To be made aware of any disciplinary and grievance procedures
- To be treated fairly and not to experience discrimination
- To have safe working conditions, including insurance cover
- To be informed about, and given the opportunity to play an active part in, the organisation as a whole
- To be able to leave without feeling guilty

VOLUNTEERS' RESPONSIBILITIES

- To respect the values and aims of the organisation
- To demonstrate an agreed level of committed
- To be reliable
- To be punctual
- To attend training, Unit meetings and undertake duties
- To undertake the work to a high standard
- To be genuine if there are difficulties and to help solve them
- To respect confidentiality
- To leave when asked if your actions are considered to hinder the organisation achieving its goals
- To abide by the regulations

ORGANISATION'S RESPONSIBILITIES

- To ensure the overall volunteering experience is a rewarding one
- To ensure equal access and not to discriminate
- To define clear, meaningful roles for volunteers
- To have policies and procedures for volunteers
- To provide all necessary information to volunteers
- To be available for volunteers
- To provide training as necessary
- To thank and value volunteers
- To provide insurance cover
- To inform volunteers of any legal liabilities
- To supervise and to provide support
- To reimburse agreed out of pocket expenses
- To provide a safe working environment
- To take cognisance of the safety, health and welfare of members
- To be genuine if there are difficulties and help resolve them
- To respect the integrity of all volunteers
- To respect the confidentiality of the individual

ORGANISATION'S RIGHTS

- To look for certain qualities and skills in volunteers
- To select volunteers who are suitable for the work
- To make rules and regulations
- To expect volunteers to follow approved protocols
- To ask for a satisfactory level of commitment
- To ask for reliability
- To ask for punctuality
- To manage disciplinary, grievance and other matters effecting the organisation
- To ask volunteers to leave if their involvement hinders the organisation achieving its goals
- To require volunteers to wear the uniform correctly
- To expect volunteers to abide by the Regulations
- To expect volunteers to respect the core values of the organisation

N. B. Guidelines only – Regulations take precedence in all cases