WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE.

Tel.65795.

33,Horsefair Street,

Leicester.

Dear Mrs Preston,

I enclose herewith your Women's Voluntary Services Badge to which you are now entitled as our representative in Newbold Verdon.

I am also sending the badges for those on the enclosed list who are qualified to receive them. We suggest that, if possible, you should call a meeting in the village and have the badges presented publicly. This should be an encouragement for others to enrol for National Service.

The qualifications for the W.V.S. badge are:-
(1)Completion and signing of the Buff enrolment form E.4.
(2)Passing of Gas or First Aid Tests.
(3)possession of any form of qualification for National Service.

We should be very grateful to know from time to time the names of those who become qualified for Badges in your village so that we may then make a further issue.

Yours sincerely,

Ella Noel.

County Organiser,W.V.S.

WOMEN'S VOLUNTARY SERVICES
for CIVIL DEFENCE

~~for A.R.P.~~

~~41, TOTHILL STREET~~
~~WESTMINSTER~~
~~S.W.1~~

~~WHitehall 7383~~

W. V. S. C D.
HEADQUARTERS
33, HORSEFAIR STREET
LEICESTER
TEL. 65795.

29th April 1939.

Dear Mrs. Preston,

I am so very sorry that you did not receive a Women's Voluntary Services Badge, and I am enclosing another and hope that this will arrive safely. Those who helped with the Evacuation Register will be quite eligible for badges if they will sign our form. Would you also ask them to sign National Service forms as these now have to be passed on to the Local Athorities.

The Hospital Supplies classes at the Royal Infirmary are now being held on Thursdays, the June session starting on the 8th of that month. Will you kindly let me know whether you will attend in the morning or the afternoon.

Yours sincerely,

Ella Noel-

County Organiser, W.V.S.

Mrs. Preston,
13, Dragon Lane,
Newbold Verdon,
Leicester.

There is a possibility of H.S. classes being held at Market Bosworth. Would this be a more convenient centre for you?

WOMEN'S VOLUNTARY SERVICES for A.R.P.

33 Horsefair Street,
Leicester.

Tel. 65795.

Dear Mrs Preston

I understand from Mrs. Long that you have kindly undertaken to help in the Government Evacuation Scheme under the Women's Voluntary Services. We should be so grateful if you would be our representative in Newbold Verdon for the Women's Voluntary Services enrolment of Women under the National Service Guide.

I enclose an explanatory circular and specimen enrolment card. I will send you a further supply of the latter when I hear how many you may need. If you would get the forms filled up and returned to me they will be filed for reference, and we shall be only too pleased to help you to organise the various trainings, and to give you any assistance we can.

Yours truly,

Ella Noel.

County Organiser W.V.S.

This is to Certify

that MRS. W. PRESTON,

of NEWBOLD VERDON,

has completed a course of anti-gas training held under the auspices of the Leicestershire County Council, and has acquired sufficient knowledge of anti-gas measures to act as a member of a public Air Raid Precautions Service.

Harbron Smith

Air Raid Precautions Officer.
(County of Leicester.)

Date 26th July, 1938.

The Grand Priory in the British Realm
of the
Venerable Order of the Hospital of St. John of Jerusalem.
AMBULANCE DEPARTMENT.

The St. John Ambulance Association.

(One of the Red Cross Organizations of Great Britain.)

Patron:
HIS MAJESTY THE KING.
(Sovereign Head of the Order.)
President:
MAJOR-GENERAL H.R.H. THE DUKE OF GLOUCESTER, K.G., etc.
(Grand Prior of the Order.)
Director of Ambulance and Chairman of Committee:
BRIGADIER-GENERAL SIR JOSEPH BYRNE, G.C.M.G., K.B.E., C.B.

This is to Certify that May F Preston

has attended a course of Instruction

at the Newbold Verdon, Leicester Co. Centre of the Association,

and has qualified to render "First Aid to the Injured."

Chief Secretary.

Director of Ambulance.

REGISTERED AT ST. JOHN'S GATE, CLERKENWELL, LONDON, E.C.1. May 1943.

WOMEN'S VOLUNTARY SERVICES FOR CIVIL DEFENCE.

33, Horsefair Street,

LEICESTER.

EXPLANATORY CIRCULAR.

Information for Local Representatives.

The "Women's Voluntary Services for Civil Defence" is the National Organisation of the Government to co-ordinate and unite all Women's work in the Country. It works in close co-operation with the Local Authorities and with the **A.R.P.** organisations. It is responsible for the National Register of all women workers, and therefore, all who have already volunteered or who still wish to do so should get into touch with their Local Representative who will provide enrolment forms, - which will be filed in the County Office - Thus the Women's Voluntary Service can best keep in touch, advise and help each and all in what they feel they are best suited to do to help their Country in any emergency. There is no intention to interfere with any existing arrangements, only to prevent muddle and over-lapping.

The following are the objects of the Women's Voluntary Service:-

1) Enrolment of women for the A.R.P. services of the Local Authorities (including the names of those who have already enrolled.)

2) To help to bring home to every household in the Country what air attack may mean.

3) To make known to every household what it can do to protect itself and help the community.

4) To help every women to find a job suitable to her capacity and circumstances, and to arrange for her training therein if required.

5) To arouse enthusiasm in the faint-hearted and unsocial, and try to make them realise their responsibility - both to themselves and to their neighbours.

NOTES.

It is essential that all Women's Voluntary Service work should :-

A) Be done in close co-operation with the Local Authorities i.e. Rural or Urban District Councils, Air Raid Wardens etc that there may be no misunderstandings or unpleasantness in any way whatsoever. Only by amicable relations between all workers can we get the best out of our scheme and our helpers.

B) It is not possible for everyone to volunteer for special work, but every women can help in her own home.

The aim of air raids is to create panic among the Civil population, and all who help to avoid it, help to defeat this aim. Therefore, as many women as possible should be encouraged to take courses in "Gas Instruction"

and to learn the precautions to be taken in their own homes. The simple training to be obtained by attending a few lectures, and following advice and instructions given in such matters as the use and care of gas-masks, gas-proof rooms etc is of real value!

C) Women who cannot volunteer for specific services - owing to their own home duties - care of young children or invalids and the aged - or other personal reasons, will find there are plenty of ways in which they can help. Such ways as giving a few hours a week to cooking, laundry, or other domestic work, Sewing, Knitting, care of other people's children to free their parents for other work (or children who have been evacuated) Clerical work of all sorts, **hospital** supplies etc. etc. etc.

D) It is the Duty of the Women's Voluntary Service to arrange for all training required in co-operation with the Local Authorities, but these arrangements must be made from the County Centre.

There should be a surplus number trained above local requirements in all categories in order to be ready to supply any deficiencies caused by illness or other reasons.

The Women's Voluntary Services for Civil Defence require volunteers for the following categories of work:-

Air Raid Precautions.

1. Air Raid Wardens. The qualifications necessary are set out in the Guide and Women's Voluntary Services representatives will also find them in Appendix 1X of the Memorandum for Guidance.

1V. First Aid Post Staff. The same applies as under Wardens above.

V. Ambulance Drivers and Attendants. do.

V11. Report Centres and Communications. do.

V111. Miscellaneous Duties. (Telephone switchboard operators, stenographers, domestic workers, clerks, storemen, doorkeepers etc) Information about reasonable qualifications for all these miscellaneous duties is given in Appendix 1X to the Memorandum for Guidance.

Nursing Services.

V1. Nursing Auxiliaries. Women who are willing to train for nursing work will be needed for hospitals as well as for First Aid Posts in the Air Raid Precautions Services. They can either join the S.John Ambulance Brigade, The S.Andrew Ambulance Corps (in Scotland) or the British Red Cross Society. Details of how to do this are contained in the Guide. Those who do not want to join these bodies are advised to register with the Women's Voluntary Services. Full particulars should be taken, including name, address, age, whether free to take training in a hospital during the day or only in the evenings and weekends, whether in war she could serve anywhere in the Country or abroad, or whether she must stay in her own district.

She should be told that arrangements will shortly be made for her training, and if possible, arrangements should be made with the Medical Officer of Health for her to take a First Aid Course or Home Nursing. The Government has announced that a Committee called the Central Emergency Committee has been set up to deal with the whole question of nursing strength in time of war and it is hoped that this Committee will issue directions very soon for the training of such women as enrol for this work. Their enrolment forms should be kept in a separate register. It is not necessary to send your E.D.60 to the Ministry of Labour for women who are volunteering for nursing work.

Any women who have made their own arrangements to get some training with hospitals are asked to let the Women's Voluntary Services know so that their names may be available in the general register. Their particulars should be recorded.

V11. Other Auxiliary Services.

Car owners who are willing to put their cars at the disposal of hospitals for the evacuation of light cases from hospital or to drive doctors and nurses from one hospital to another are asked to register with the Women's Voluntary Services. Circular notice No. 7 of 29th October 1938, sets out the sort of qualifications that are needed.

Hospital Supply Workers. Older women who are prepared to work with their hands but who are not able to undertake active work may be glad to enrol for such work as the preparation of bandages, dressings, swabs etc. The Medical Officer of Health should be consulted about such women if they enrol and asked whether he can arrange for them to be given some training at the hospitals coming under his charge.

Evacuation of Children from Dangerous Areas. One of the most important forms of National Service to be rendered by women who live in areas of comparative safety is the provision of suitable homes for children who are evacuated from crowded areas. Women who are willing to do this should not enrol. They will be approached by their Local Council through the survey of accomodation which the Minister of Health has asked Local Housing Authorities to undertake.

A women in a receiving area who comes forward offering to help with the care of children should be asked whether she has agreed or is going to agree when asked to receive children in her home. If she is, it should be explained that this most essential service may well be all that she should be asked to render as the feeding and care of the children may make a sufficient demandon her time and energy. Some women, however, will not be receiving children in their homes, or, although receiving children will be able to spare time for the care of children outside the home. Their services will be required for the following work:-

a) Women will be needed to go and live in houses where the occupier, although ready to receive the children, is unable to care for them. This will mean undertaking the full care of the children when they are not at school or in the charge of their teachers.

b) Women will be needed to live in and run empty houses or other buildings which may be used to house children.

c) In some areas communal feeding may be necessary and women may be needed to cook and serve meals for the children and to wash up afterwards.

d) It is hoped that it will be possible to relieve householders receiving children in their homes as much as possible by organising games, outings, and other occupations out of school hours and volunteers will be wanted who could undertake this kind of work.

e) The children's clothes will need washing and on occasion mending and volunteers who would undertake this work in cases where the housewife who has received the children is hard pressed would be performing a very valuable service in lightening the burden of those who have received children in their homes.

f) Volunteers will also be wanted who would be able, in case of need, to undertake Home Nursing.

It is probable that in many places the duties (c) and (e) mentioned above may be performed by Women's Organisations acting in their corporate capacities and that enrolment of individuals will not be needed.

Until the Survey of Accomodation is completed it will not be known how many children will be billeted in any particular area. It will not be possible to estimate the amount of voluntary help that will be needed and this should be explained to volunteers.

Suggestions for Courses of lectures which might be given in the Villages.

1) Gas Instruction (If not already provided)
2) First Aid.
3) Home Nursing.
4) Cooking, to include
   a) Emergency Cooking.
   b) Food Values and Substitutes.
   c) Foods to store and buy etc.
5) Sewing.
   a) New clothes from old.
   b) Bandages and
   c) Hospital supplies.
6) Care and entertainment of children.

Suggestions for the Keeping of Volunteers together after training.

1) A Social Club Meeting once a month with speaker or practice class in any subject,

   or holding

2) A Whist Drive or Dance, an Outing.

3) Running refresher courses amongst themselves.

4) Exchanging visits or hints with other villages.

5) Running inter-village competitions.

For County Organisation.

These will only be arranged if required:-

1) County Women's A.R.P. Club.

2) County Meetings for area and village organisers.

Part of the work of Organisers and Helpers is to mould "Public Opinion" and to make it unfashionable not to be doing some National work and to galvanise enthusiasms into the right channels. Let the cynics and slackers see that they have no support or approval for their lethargy and unhelpfulness.

Practical Notes for Enrolment.

The form E.D.60 should be sent either to the Local Authorities or to the Women's Voluntary Service office, 33, Horsefair Street, Leicester.

The Women's Voluntary Service for Civil Defence forms E.4 should be signed by all enrolling and sent to this office direct.

Please apply to this office for any information or help required.
