

## **Procedure for Registering New Volunteers**

## **Document Purpose**

This procedure describes the process of assessing and registering a new Volunteer. Once registered, the Volunteer can be called upon to carry out tasks for Clients in the Radley Good Neighbours scheme.

## **Definitions**

Applicant /Volunteer: a person who wishes to carry out tasks under the auspices of the

Radley Good Neighbours scheme

Chairperson: the Chairperson of Radley Good Neighbours committee, currently

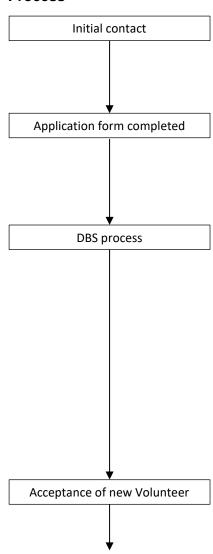
Yvonne Milward

Administrator: the person who does the RGN internal administrative tasks, currently

Brigid Sundaram

DBS Administrator: the person who arranges the DBS checks, currently Yvonne Milward

## **Process**



Applicant makes contact.

Details passed to Chairperson.

Chairperson delivers an application pack and arranges to meet on completion.

After about 3 weeks the Chairperson checks that the applicant is still interested and has completed the application form and then collects it.

Administrator takes up the references supplied by the applicant and prepares an ID badge.

Once the references have proved satisfactory, the DBS Administrator takes the DBS form to the applicant.

When the form has been completed, the DBS Administrator verifies the personal details (passport etc.) and submits the form to the DBS.

Once the applicant receives the response from the DBS, they show it to the Chairperson and then arranges for the annual update service on-line (help with this will be provided, if required).

Note - if there are any adverse comments on the DBS certificate, the Chairperson will discuss them with the Committee and a decision will be made taking into account the RGN Policy for Ex-Offenders.

When the applicant has been accepted as a Volunteer, the Chairperson will visit them to deliver their risk assessments; a copy of the RGN Volunteer Handbook; their ID badge; and to ensure they understand their responsibility towards the safety of themselves and Clients and how to report any incidents that may occur.



Internal registration of new
Volunteer

The Chairperson adds the new Volunteers' details to the "Volunteer Details.xlsx" spreadsheet in Dropbox.

The Chairperson prints a copy of the "Volunteers Capability Summary" tab in the spreadsheet and passes this updated information to the current Duty Coordinator so that the Volunteer can be included in the future workload.