



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

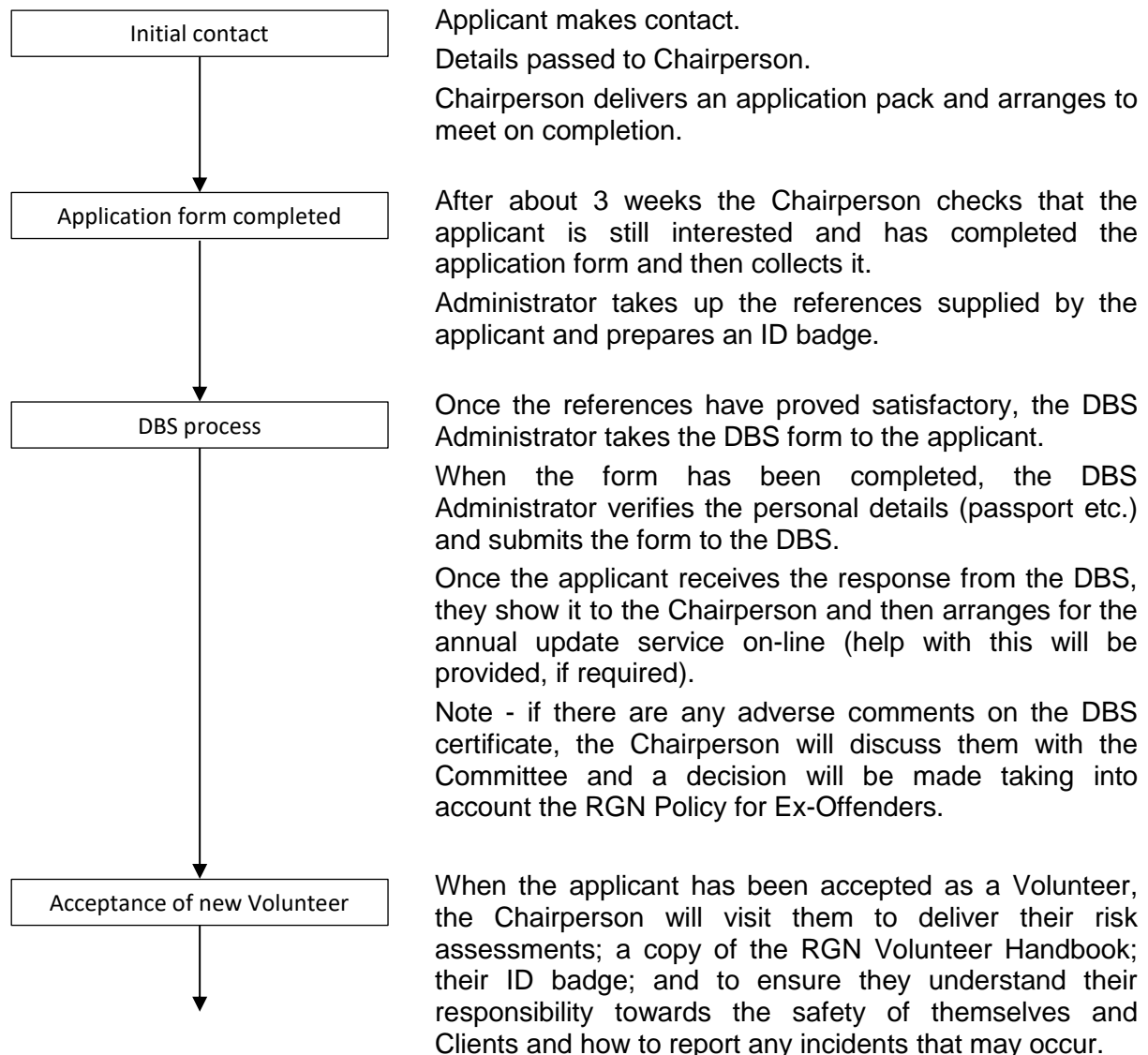
Applicant /Volunteer: a person who wishes to carry out tasks under the auspices of the Radley Good Neighbours scheme

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





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.