



## **Volunteer Enrolment Guidelines for Wenlo RDA Group**

All new volunteers, in any role must:

- Complete an Application form;
- Agree to an enhanced DBS (Disclosure & Barring Service)\* check;
- Complete the induction process;
- Complete an introductory period of 4 sessions / one month.

\*An enhanced Disclosure and Barring Service check is required by RDA National for safeguarding of vulnerable persons. RDA will follow and use specific procedures and standards when carrying out Disclosure and Barring Service checks.

The Disclosure and Barring Service check will be carried out by RDA National Head Office. Although Disclosure and Barring Service checks are free of charge for volunteers, there is an administration charge from RDA National of £8 for 'check & send', to be paid for by the volunteer. Please talk to us if this is an issue for you in any way.

Volunteers will have access to their records and all data will be kept in line with the Data Protection Act and RDA's Data Protection Policy.

Upon completing the introductory period, if mutual commitment is agreed, the Disclosure and Barring Service form will be sent to RDA National for processing.

**Please find enclosed within this pack:**

1. RDA Application Form
2. Disclosure and Barring Service Form & Completion Guidelines