

The Diamond Centre **for Disabled Riders** **Volunteer** **Induction** **Guide**



www.diamondcentre.co.uk



admin@diamondcentre.org.uk



0208 643 7764

Induction Process

Step 1 - Enquire

On enquiry about volunteering, you will be directed to our website.

<https://www.diamondcentre.org.uk/become-a-volunteer>

Our website has all our current vacancies with the time and day and short detail of the job specifications.

We will also send you a link to fill in an application form once you have decided what position you would like to apply for.

Step 2 - Observations:

We will invite you to come and observe the session you have applied to join.

The observation is an opportunity for you to ask questions and find out more about the role. You will be given time to sit and watch a session, whilst also reading our handout and helpful information.



Step 3 - References:

If you are still keen to volunteer, we will then reach out to your referees. This is a link sent via email or text and only takes a few minutes.

Step 4 - DBS Check:

If you are 16 and over, a DBS check will need to be completed. This is a key safeguarding measure.

For this you need three documents in total, with at least one document being from Group 1. The cost of the check is £13.60, which you will be asked to cover.

The DBS must be completed before you start volunteering, You can arrange to come back another time.

If you are unsure about which documents are needed for the DBS, please get in touch with us:



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Once the DBS has been returned, you will be given a start date and your name will go in the register and your number the relevant Whatsapp groups.

Group 1: Primary Documents

Passport	Any current and valid passport
Current Driving Licence	Full or Provisional (UK/Isle of Man/Channel Islands/other EEA Country
Birth Certificate	UK, Isle of Man and Channel Islands
Adoption Certificate	UK and Channel Islands
Biometric Residence Permit	UK



Group 2a: Trusted Government Documents

Current Driving Licence Photo-Card	All countries outside the UK
Current Driving Licence	Full or Provisional (UK/Isle of Man/Channel Islands/other EEA Country)
Birth Certificate	UK and Channel Islands
Marriage/Civil Partnership Certificate	UK and Channel Islands
Immigration Document, Visa or Work Permit	Issued by a Country outside the UK. Visa/Permit must relate to the non-UK Country in which the role is based
HM Forces ID Card	UK
Firearms Licence	UK, Isle of Man and Channel Islands

Group 2b: Financial and Social History Documents

Council Tax Bill	Last 12 months (UK and Channel Islands)
Financial Statement (Pension, Endowment, ISA)	Last 12 months (UK)
Mortgage Statement	Last 12 months (UK)
P45 or P60	Last 12 months (UK and Channel Islands)
Bank/Building Society Statement	Last 3 months (UK and Channel Islands)
Credit Card Statement	Last 3 months (UK)
Electricity/Gas/Water/Telephone Bill	Last 3 months (UK) (not a mobile phone bill)
Bank Statement	Last 3 months (UK)
Benefit Statement (Child or Pension)	Last 3 months (UK)
EEA National ID Card	Must be valid



Step 5 - Safeguarding module

All new volunteers must complete an online safeguarding module on the RDA website. We will send you the link to this. Once completed there will be a downloadable certificate which you must show us. The module must be completed before you start volunteering

Step 6 - Induction:

Once both reference forms, have been completed, we will invite you to an Induction.

These run on Saturdays, from 9.45am to 11.45am and Wednesdays 10.30am to 11.45am

The Induction is an opportunity for you to have a go at the tasks you have volunteered to do, whether that be helping in lessons or working on the yard. You will also find out about the Health and Safety policies and procedures.

At the end of the Induction, you will be asked to sign and complete the first page of a RDA Volunteer Basic Training Record, also known as a Green Card. The Green Card stays in the office and is our record of how you are progressing with your volunteering.

RDA		RDA VOLUNTEER BASIC TRAINING RECORD CARD	
Group	The Diamond Riding Centre for Disabled Riders		
Charity No.	Woodhouse Lane Road		
Chair	Surrey		
Address	Surrey		
Telephone No.	Tel: 025 4643 7764		
	e-mail: admin@diamondriding.org.uk		

Cardholders Name: _____

I have received appropriate induction training and an introduction to the group environment / activities and I acknowledge and understand the RDA Health and Safety Guidelines and Safeguarding Policy

Signed _____ Date: ____/____/____

Training Commenced ____/____/____ Training Completed ____/____/____ Disclosure Check Completed ☐ date ____/____/____

First Aid Certificate (if applicable) ☐ date ____/____/____ First Aid Updates ____/____/____

Please add any qualifications and Training Days Attended to the Getting Started booklet.
On completion of your Basic Training, please give your card to the appropriate person in your Group for them to keep safe.

Riding for the Disabled Association Incorporating Carriage Driving
Registered Co. No. 1050395 Registered Charity No. 244108

February 2023



What to wear

Sturdy boots

Trainers give no protection from clumsy hooves.

Hair tied up

If hair is shoulder length or longer, it must be tied up.

Layers

It can get cold in winter, but you get warm leading! Wear appropriate clothing for the seasons!

Avoid strong perfumes

These can be upsetting for some participants.

Shoulders covered

No strappy tops

Be aware that hanging

jewellery can get caught or be grabbed.



Step 7 - Starting:

When you start, you will be working alongside a **Buddy**. Your Buddy will show you the ropes, and be there to support you for as long as you need while volunteering.

If in doubt at any time, don't be afraid to ask your buddy, coach or a member of staff for help - no question is too trivial!



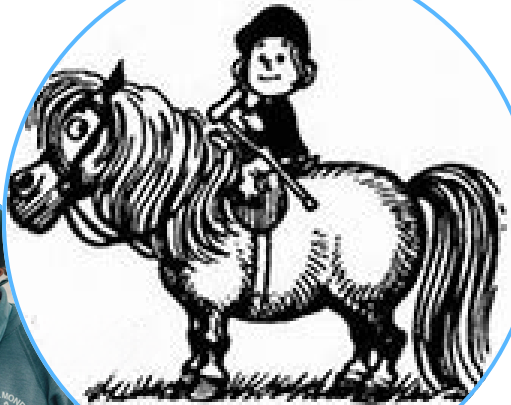
Step 8 - How are you getting on:

Once you have been volunteering with us for 4 weeks, you will be sent a link to complete, asking how you are getting on in your volunteering role.

If you have any queries though throughout, please don't hesitate to ask.



We look forward to seeing you soon!



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