

Contact

*Selsdon Community Centre
132, Addington Road
South Croydon, CR2 8LA
Telephone: 020 8651 4944*

Fax: 020 8657 2268

Email: info@selsdoncontact.org.uk



Contact

People Who Care

www.selsdoncontact.org.uk

For all new Volunteers

Thank you for offering to volunteer with Contact – Selsdon’s Neighbourhood Care Scheme. You should find all the information you need in this pack, but please call the office or pop in if you have any problems now or in the future.

To comply with conditions for our funding and maintain high standards with our volunteers, Contact will also require a police check. When we have received satisfactory references, you will be contacted by the Manager to bring in relevant original documentation and complete the The Disclosure and Barring Service (DBS) form. The possession of a criminal record is not necessarily a bar to becoming a volunteer and such instances will be considered individually.

To ensure that both our volunteers and clients are treated fairly and justly, the Management Committee have formally approved the following policies:

- Equal Opportunities
- Adult Protection
- Child Protection
- Grievance and Disciplinary Procedures for Volunteers

Copies of these policies are filed in the office and you are welcome to read them at any time.

We apologise for all the form filling, but hope you will agree that we need to be vigilant where our clients are concerned as many are vulnerable people within our community.

Please see the enclosures to this pack which are listed on the following page

We look forward to hearing from you soon. Thank you.

Andy Stranack

Manager

Welcome Pack Contents

- Application form – **Please complete, sign, date and return**

We will also need a passport size photograph of yourself for your identity card.

- Ethnic monitoring form **Please complete and return**
- Volunteer Welcome leaflet
- Contact leaflet
- Gardening/DIY leaflet
- Driver's letter) **Important information**
Petrol expenses letter) **Relevant only if you**
Petrol expenses claim form) **are offering to drive**
for Contact
- Shopping bus escort leaflet
- Contact charity membership
- Gift Aid information
- Croydon Neighbourhood Care Association (CNCA), our umbrella organisation, information.