

## **Administrative steps for registering Visiting Volunteers**

### ***On receipt of checklist from support group/organisation's Coordinator***

- Write "Date received by VVP Coordinator" on front page of checklist.
- Confirm checklist is complete. Follow up any omissions with support group/organisation's Coordinator. Particularly, note the following are recorded:
  - Reference checks completed
  - Police check reference number and date of issue (no older than 6 months)
  - WWC card number and expiry date
  - RCH privacy agreement is attached
  - RCH emergency procedures training has been undertaken, if applicable
  - VVP starter pack has been distributed.
- Confirm checklist is signed by an authorised person at bottom of page 2.
- Prepare welcome letter to Visiting Volunteer. Send, along with starter pack, FRC brochure, Your Guide to RCH booklet and VVP Coordinator's business card to the volunteer care of their support group coordinator. Record date this was sent on checklist under "Starter pack" item.
- File original checklist and RCH privacy agreement in appropriate folder.
- Order ID tag from Human Resources using electronic photo. Note date ordered on checklist.
- Note WWC expiry
- Add individual's details to Word document entitled "Registered Visiting Volunteers". (Print this document off periodically and add to front of blue folder.)
- If appropriate, notify FRC staff of new Visiting Volunteer who will be signing in on her shift.

### ***Once ID tag has been produced by HR***

- Attach ID tag and emergency codes card to a lanyard and place in appropriately labelled box in FRC office.