



# Rutland Reminders

Therapy through singing for people with dementia

Registered Charity No. XT 36890 [www.rutlandreminders.org.uk](http://www.rutlandreminders.org.uk)



## PROTOCOL FOR PROSPECTIVE VOLUNTEERS

### 1] Waiting List and “Observer” Session

All Prospective Volunteers, with full contact details, should be placed on the Waiting List and the offer made of an “Observer” visit to one of our Sessions. This should be arranged to fit in with the numbers at the next suitable occasion. It should be made clear that the Observer is to quietly watch and listen using the opportunity to assess their wish to progress as a Rutland Reminders Volunteer.

### 2] Induction and DBS clearance

Following a successful “Observer” visit the Organisers should arrange the Induction and DBS clearance required. This should take place at a mutually convenient time and place. The Induction should cover the Core Documents and the Volunteer should sign the Responsibilities document for retention by Rutland Reminders with a copy for personal reference. The need for confidentiality and a willingness to be reactive to our Guests should be discussed. Induction should offer the chance to answer any practical questions which arise with a further opportunity for queries to be answered at a subsequent Training Session.

A DBS clearance form should be completed with the Organiser verifying the necessary identity documentation. Upon completion the form should be passed to the Chairman. A copy of the subsequent Disclosure document should be retained by Rutland Reminders.

### 3] Training Session

Following completion of the above the successful Volunteer should attend the Training Session “A Person-Centred Approach to Dementia” which should be held at convenient intervals. A Volunteer who is considered to be suitable may attend the Sessions prior to the Training Session whilst waiting to join the next group of new Volunteers. The Volunteer should be issued with a name badge for which they are responsible.

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