

WENSLEYDALE RAILWAY VOLUNTEER REGISTRATION

REGULAR VOLUNTEER

This is the category of most of the Volunteers on the Railway. They are expected to be (or to become) Members of the Wensleydale Railway Association. They will complete a full registration form, undertake an induction course, sign a “Volunteer Agreement” and be entered on to the database of Volunteers. They will join one or more Teams and be directed in their role by the appropriate Team Leaders. They will receive regular copies of the Volunteer Newsletter and be invited to social functions, etc.

Before completing the induction course, volunteers are categorised as “Temporary Volunteers” and may work on the railway under the conditions stated below.

TEMPORARY VOLUNTEER

This category allows people to assist without becoming a Regular Volunteer (or for a new Volunteer to assist before doing the induction course). For example, a Regular Volunteer may wish to bring a relative or friend to help, or a person may come along to help at particular events, such as Santa Specials. They must complete a registration form and must work under the responsibility of a Team Leader. They can transfer to Regular Volunteer whenever they wish, through completing the induction course.

OFFICE INSTRUCTIONS REGISTRATION

For all potential volunteers, ask them to complete the Registration form and place in filing tray for Induction Coordinator. (NB no need to complete Volunteer Agreement forms, as this will be done at Induction). The Induction Coordinator will contact the Volunteer to arrange Induction.

If you know that the person is a temporary volunteer only, give them a copy of the Volunteer Agreement Conditions paper (in this folder). Ensure that they know to which Team Leader they are working.

IMPORTANT

Temporary Volunteers will have had no safety training or induction. It is up to the relevant Team Leader to ensure that the Volunteer is properly supervised.