

a guide for volunteers and work placements

welcome to



**ceda**  
community, equality, disability action

CEDA was established in 1988 by parents who wanted stimulating, purposeful and fun activities for their disabled children. This ethos is at the heart of everything we do and each person has their own development plan and is supported to achieve their own personal goals. Our motto is 'Your Choice; Your Way; Your Say' and we have a 'can do' approach founded on our belief that barriers are obstacles to be overcome and that, by working creatively together, we can make what seems impossible become possible.

We pride ourselves in listening to all our users and their families, doing all we can to support them in every aspect of their lives. Our passion and enthusiasm for making a real difference shines through everything we do.

We are based in a purpose adapted building on Exeter Business Park with an art studio, ICT room, sensory room, soft play room, life skills and social rooms.

If you are interested in what we do and would like to become a volunteer please contact us for an informal chat and visit.

01392 360645

[facebook.com/cedaonline](https://www.facebook.com/cedaonline)



## **Volunteer and placement policy**

CEDA has a comprehensive policy ensuring a quality experience for any volunteer. We welcome the contributions that volunteers make and we guarantee that volunteers will not be left in sole charge of service users, buildings or used to cover inadequate staffing levels.

Volunteers will be considered for a placement if they are over 16 years of age. Young people undertaking work experience organised through school will be able to apply for a work experience placement. The hours worked will be agreed in advance between the volunteer and the volunteer co-ordinator; this will vary from 2—20 hours a week, depending on what the volunteer is able to commit and CEDA is able to offer. All applications will be assessed on an individual's ability to make a positive contribution to the organisation, and not on any other grounds. We will adhere to our Equality and Diversity Policy at all times.

## **Our Commitment and your Responsibilities**

**WE will** work with you to make this experience as positive as possible.

**WE will** give you disability awareness training.

**WE will** make you feel part of a team and your voice will be heard.

**WE will** ensure your experience is valued and will give you feedback.

**YOU WILL** be punctual and reliable.

**YOU WILL** be responsible for yourself and your own health and safety.

**YOU WILL** be made aware of confidentiality issues during the course of your work and you will maintain strict confidentiality at all times.

**YOU WILL** make a commitment to and become familiar with the organisation's aims.

## **Opportunities Available**

We offer a number of volunteer opportunities at CEDA, tell us what you are looking to do and we will endeavour to help you in your journey. Examples include:

**User Support**— helping out in sessions and supporting the users achieve their goals. Assisting at lunchtime but please note you won't be expected to provide personal care.

**Admin Support**— helping session leaders prepare activities. Office administration tasks such as letter writing, telephone answering etc.

**Maintenance**— keeping our centre looking tidy indoors and out. Undertaking small odd jobs keeping our equipment and resources in working order.

### **Vetting and DBS Checks**

All staff and volunteers are required to undergo various checks on their background to make sure that they are safe to work with vulnerable adults, children and young people. Each volunteer is required to provide the names and addresses of two referees that CEDA will contact.

You may also be required to undergo an up to date enhanced police check from the Disclosure and Barring Services (DBS). This is a process that takes place at our offices and requires you to submit various forms of identification. A guidance sheet is available. You might not be able to start your placement until all checks have been completed. If you are coming from a school or college they will sort this out for you.



### **Support for Volunteers**

Support is essential for all volunteers. The type and level of need will be determined by the individual and the situation. Support gives confidence, a feeling of belonging and encouragement and skills to continue in the placement. You will be given support by all members of the CEDA team along with enhanced guidance from a senior member of the team. We follow strict induction standards that you will be required to complete over a period of time. If your volunteer placement is only for a short period, then we will cover the most important points with you prior to your first day. All prospective volunteers will be invited to our building to have a look around and see what we do. If you are interested you will be given an application form to complete and send back to us.

### **Refusal Procedure**

If CEDA is unable to accommodate your request to volunteer you will be informed by the volunteer co-ordinator.

**your choice • your say • you way**



# ceda

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creating opportunities with disabled people



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