



VOLUNTEER/STUDENT PLACEMENT POLICY & PROCEDURE

Updated: 1st April 2019 / Reviewed: November 2025

PROCEDURES

ELCAP will provide the individual`s and their families we work for with the support they need, the way they want their support, to live the lives they want to lead.

ELCAP is committed to supporting individuals to be part of their local community, developing friendships and real relationships.

ELCAP does not recruit volunteers to support individual`s whom we are contracted to provide support.

We work closely with local schools offering the opportunity for young adults to gain work experience in an office environment only.

PROCEDURES

East Lothian Council contact ELCAP with potential volunteers.

ELCAP`s Business Manager mentors and oversees the volunteers. The Business Manager will strive to place requests for office work placements at the ELCAP Office at Woodbine Cottage whenever possible.

Volunteer placements with service users will go through the same vetting procedures as a Support Practitioner.

Volunteers will be inducted on confidentiality. They do not have access to any personal information relating to the individuals we support or staff members.

Volunteers will also be inducted on health and safety and the safe use of social media.

Volunteers cannot have placements extended.