**Volunteer Induction Checklist**

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| **Volunteers Name** |  |
| **Volunteer Coordinator** |  |
| **Volunteer Role** |  |
| **Date** |  |

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| **Welcome & Introductions** | Date Completed | Additional Comments |
| Welcome to the role and discuss what the role involves |  |  |
| Agree days & times of volunteering sessions |  |  |
| Introduce to other team members |  |  |
| Introduce to the person they should go to with any questions/concerns |  |  |
| Check they have a copy of the volunteer handbook |  |  |
| Inform them who to contact if they have questions about the role |  |  |
| Expenses – explain how to claim and travel and parking expenses |  |  |

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| **General Information** | Date Completed | Additional Comments |
| Tour of the building or place where they will volunteer |  |  |
| Toilet facilities |  |  |
| Where to make a drink |  |  |
| Where you can take a break |  |  |
| How to use any equipment required for the role e.g. computers |  |  |

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| **Health & Safety** | Date Completed | Additional Comments |
| Location of fire exits |  |  |
| Meeting point in event of fire |  |  |
| Accident book and first aid |  |  |
| Risk assessment – discuss the risk assessment for the role |  |  |
| Signing in/out procedure |  |  |

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| **Policies & Procedures** | Date Completed | Additional Comments |
| Explain the boundaries of the role |  |  |
| Volunteering Policy |  |  |
| Safeguarding – who they should report any concerns to, does their role require safeguarding training |  |  |
| Confidentiality – explain the need for confidentiality |  |  |
| List any other policies that are relevant to the volunteer role |  |  |
| Explain where they can access the policies |  |  |

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| **Training** | Date Completed | Additional Comments |
| List any training the volunteer needs to undertake as part of the role |  |  |