Volunteer Induction Checklist

Volunteer’s Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Welcome to [ORGANISATION]

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| --- | --- | --- | --- |
|  | Additional information | Date complete | Responsible person |
| Welcome to [ORGANISATION] |  |  |  |
| The mission statement, values, the history and future plans |  |  |  |
| Details of our client/user group |  |  |  |
| Roles of volunteers within [ORGANISATION] |  |  |  |
| Roles of staff within [ORGANISATION] |  |  |  |
| How decisions are made within [ORGANISATION] |  |  |  |
| Introduction to other volunteers |  |  |  |

Welcome to your volunteer role:

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| --- | --- | --- | --- |
|  | Additional information | Date complete | Responsible person |
| Introduction to the volunteer role and what you will be doing |  |  |  |
| Talk through the volunteer role description |  |  |  |
| Discuss what [ORGANISATION] expects of you and what you should expect in return |  |  |  |
| Discuss any concerns about the role |  |  |  |
| Give details of training to be undertaken and the timescale for this, what commitment is involved and the reasons for this, especially if there is any compulsory training |  |  |  |
| Agree the support available to you, who this is from, in what form, and how often |  |  |  |
| Discuss the boundaries of your role, including to whom you are accountable and whether you will be working alone or in a team. We will provide guidelines for example on what to do if asked by clients to perform additional tasks, or offered a gift by clients |  |  |  |
| Provide a copy of your role risk assessment and discuss what you will need to do to be safe and comply with the insurance |  |  |  |
| Information on volunteer meetings, communications and social events |  |  |  |
| Discuss the purpose of the volunteer agreement |  |  |  |
| Identify the named person for you to contact |  |  |  |
| Provide ID badge or any required equipment or uniform |  |  |  |
| Set a review date to talk about how your volunteering experience is going |  |  |  |

Welcome to the policies and procedures:

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| --- | --- | --- | --- |
|  | Additional information | Date complete | Responsible person |
| Provide information on policies and procedures within [ORGANISATION] and how to access them |  |  |  |
| Promote the importance of equality, diversity and inclusion and refer to [ORGANISATION]’s own policy |  |  |  |
| Talk through the reward and recognition policy and the benefits to you |  |  |  |
| Provide information on who to contact in an emergency and ensure that [ORGANISATION]has obtained emergency contacts for you |  |  |  |
| Talk through the Health and Safety Policy and Procedures |  |  |  |
| Fire exits; location of break glass points and extinguishers; emergency evacuation procedures and weekly alarm test; fire marshals |  |  |  |
| First Aiders and location of First Aid kits |  |  |  |
| Accident procedures explained |  |  |  |
| Building entry and security outlined |  |  |  |
| Your own responsibilities for health and safety |  |  |  |

Welcome to the facilities and any practicalities

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| --- | --- | --- | --- |
|  | Additional information | Date complete | Responsible person |
| Talk through accessibility of the facilities such as disabled toilets, kitchen, opening hours, parking, and relaxation areas |  |  |  |
| Provide a tour of the facilities and maybe the local community if relevant |  |  |  |
| Provide information about the other organisations who share the building or area |  |  |  |
| Discuss any dress code |  |  |  |
| Give helpful tips about the local community such as car parking, bus route and nearest sandwich shop |  |  |  |
| Discuss how to claim expenses, what can be claimed and issues relating to benefits |  |  |  |
| Introduction to the telephone system |  |  |  |
| IT log on; computer username and password |  |  |  |
| Give details of where things are kept and how to get any keys that may be required |  |  |  |