

## Volunteer Induction Checklist

Good practice suggests that any volunteer should receive a full induction before they start their role or as soon after they start as is possible. The aim of any induction should be to ensure that the volunteer understands their role, the contribution they will make to the organisation's goals and to ensure that they can fulfil their duties safely and effectively. This template aims to provide a list of areas you may wish to consider in an induction – you can tailor this to your own organisation and volunteering roles.

What	Who	Where and when	How
<p><i>About the organisation:</i></p> <ol style="list-style-type: none"> <li>1. The mission, aims &amp; objectives</li> <li>2. The kind of work done and why.</li> <li>3. Structure: teams &amp; management.</li> <li>4. Importance of volunteers to the organisation</li> </ol>			
<p><i>The building / volunteer base:</i></p> <ol style="list-style-type: none"> <li>1. Office layout, toilets, parking, fire exit and procedures etc</li> <li>2. Facilities for volunteers e.g. break out area, parking, notice board, kitchen, pigeon holes,</li> <li>3. Health and safety guidelines.</li> </ol>			
<p><i>The role:</i></p> <ol style="list-style-type: none"> <li>1. Outline of volunteer role, tasks involved, confirm agreed, commitment day / time etc.</li> <li>2. Staff / other volunteers linked to the role.</li> <li>3. Boundaries of role expected conduct &amp; confidentiality.</li> <li>4. The process to follow if difficult situations arise.</li> <li>5. Insurance cover.</li> <li>6. Health and Safety.</li> </ol>			
<p><i>The support system:</i></p> <ol style="list-style-type: none"> <li>1. Key contact and their details.</li> <li>2. Outline length of settling in period and explain initial review.</li> <li>3. Other support available i.e. supervision/support meetings.</li> <li>4. Resources, equipment.</li> <li>5. Training.</li> <li>6. How expenses are paid.</li> <li>7. Guidance on expenses for those on social security benefits.</li> </ol>			

Volunteer: I confirm that I have completed all items in the induction checklist and where indicated understand the policies and procedures.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Volunteer Supervisor: I confirm that all items in the induction checklist, including policies and procedures have been explained.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_