

Volunteer Induction Checklist

Volunteer name:

Welcome to [ORGANISATION]

	Responsible person	Date complete	Volunteer initials
Welcome to [ORGANISATION]			
The mission statement, values, history and future plans			
Details of the client/user group			
Roles of volunteers within [ORGANISATION]			
Organisational structure / Roles of staff within [ORGANISATION]			
Management structure/ How decisions are made within [ORGANISATION]			
Introduction to other volunteers and staff			

Welcome to the facilities and policies and procedures- *use volunteer handbook if appropriate.*

	Responsible person	Date complete	Volunteer initials
Provide a tour of the facilities			
Discuss any dress code			
Give helpful tips about the local community such as car parking, bus route and nearest sandwich shop			
Expenses policy and procedure			
Introduction to the telephone system (if applicable)			
IT log on; computer username and password (if applicable) & policy			
Give details of where things are kept and how to get any keys that may be required			
Provide information on policies and procedures within [ORGANISATION] and where to find them			
Promote the importance of equality, diversity and inclusion and refer to [ORGANISATION]'s own policy			
Discuss any conflicts of interest and provide policy for reference			
Cover the organisations problem solving procedure			
Talk through volunteer support and supervision			

Provide information on who to contact in an emergency and obtain emergency contacts for volunteer			
Talk through the Health and Safety Policy and Procedures			
Own responsibility for health and safety			
Fire exits; location of break glass points and extinguishers; emergency evacuation procedures and alarm test; fire marshals			
First Aiders and location of First Aid kits			
Accident procedures explained			
Building entry and security outlined			

Welcome to the volunteer role:

	Responsible person	Date complete	Volunteer initials
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, 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. If applicable use lone working policy and procedure and gift policy and procedure.			
Provide a copy of the 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 (if applicable)			
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			