|  |  |  |
| --- | --- | --- |
| Volunteer’s name: |  | Start date: |
| Named Supervisor |  |
| **Activity** | **Date** | **Comments** |
| **Checks and introductions:** |
| Agree days/times of volunteering sessions |  |  |
| Ask volunteer to complete contact details form |  |  |
| Introduce other team members |  |  |
| Discuss the contents of the Volunteer Information File |  |  |
| Arrange a date/time for next volunteering/induction session |  |  |
| **General information:** Explain  |
| * where the toilets are
* where you can make drinks (tea/coffee)
* how to use phone, photocopier, computer etc
* how to claim volunteer expenses
 |  |  |
| **Health and safety:** Explain |
| * signing in/out procedures
* the fire alarm and procedures
* the fire exits and meeting points
* the accident book and first aid box
* the no smoking policy
* necessity of being aware of health and safety risks
 |  |  |
| **Training:** Discuss |
| * training the volunteer may need to carry out their role
* training which might be of general interest to the volunteer
 |  |  |
| **Introduction to their role:** Talk to the volunteer |
| * and agree on their main tasks as specified in their role description
* about how they will do their tasks
* how to record the hours they do
* about the standards expected
* about Volunteer Support & Supervision Procedures
* about policies and procedures and ensure the Volunteer understands them
* about the volunteer agreement
* and arrange for Disclosure Baring Service DBS (if required) and reference checks
 |  |  |
| **Sign the volunteer agreement Y/N** |  |  |