|  |  |  |  |
| --- | --- | --- | --- |
| 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** | |  |  |