# Volunteer Induction Checklist

# Policies and Procedures Checklist

**Dear \_\_\_\_\_\_\_\_\_\_**

* Evacuation Procedure i.e., learning about the building
* Health & Safety Policy
* Using equipment e.g., photocopier, shredder
* Epilepsy Risk Assessment
* Social Media (Privacy) Policy
* Emailing policies to volunteer
* Safeguarding
* Smoking Policy
* Discussion of the Volunteer Role i.e., what a typical day would look like
* Going through the Induction Checklist

Volunteer Induction Checklist

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| --- | --- | --- | --- |
| Volunteer’s name: |  | Induction Date: | |
| Named Supervisor: |  | | |
| **Activity** | | **Date** | **Comments** |
| **Checks and introductions:** | | | |
| Agree days/times of volunteering sessions and length of trial period | |  |  |
| Ask volunteer to complete contact details form | |  |  |
| Introduce other team members | |  |  |
| **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 for CVSCE * about the standards expected * about Volunteer Support & Supervision Procedures * about CVSCE policies and procedures and ensure the Volunteer understands them * about the volunteer agreement * and arrange for  Disclosure Baring Service DBS (if required) | |  |  |
| **Sign the volunteer agreement** | |  |  |

Welcome to Our Team!