# 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

|  |  |  |
| --- | --- | --- |
| 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!