

Induction Checklist

Volunteer name:

Volunteer role title:

Start date:

Supervisor:

Task to be complete	By who	When	Comments
Introduction to organisation: <ul style="list-style-type: none"> • Background • Structure • Aims • Staff & Volunteers • Importance of volunteers • Volunteer policy • Health and safety • Equal Opportunities • Smoking Policy 			
Tour of premises <ul style="list-style-type: none"> • Building layout • Parking • Kitchen • Toilets • Fire and emergency procedures • First aid kit • Reporting of accidents 			
Role <ul style="list-style-type: none"> • Ensure volunteer understands their role • Confirm agreed commitment • Who will they be working with • Boundaries of role, expectations, confidentiality • Problem solving procedure 			
Support <ul style="list-style-type: none"> • Key contacts details e.g. supervisor • Supervision process • Identify training needs • Training to be given • Resources and information • Guidance on how to claim expenses 			
Other <ul style="list-style-type: none"> • Any questions from the volunteer 			