

Volunteer Induction Checklist

We want to make sure that your time volunteering with us is a positive and fulfilling one, so have compiled a list below of the key information that we will go through with you when you first start your volunteering. We hope that these things will help you to feel more comfortable when you first start, but if you have any questions please just let us know.

Who we are and what we do

- An overview of Our organisation and the area you will volunteer with
- Information about the specific project that you'll be supporting
- Introductions to the rest of the staff and volunteer team

Your Role

- Why volunteers are important to us
- Tour of the building or the place that you'll be volunteering
- The role description
- Responsibilities and time commitments
- The volunteer handbook
- Volunteer Agreement
- Policies and procedures – including health & safety, boundaries, confidentiality, expenses
- Practical training and information about the role
- Safeguarding training (if appropriate)
- IG training (if appropriate)
- Any other role specific training

Supporting you in your volunteering

- Main contacts and how to reach them
- Where to find equipment and resources
- Supervisions & meetings
- What to do if there's a problem
- How expenses are paid

Welcome to XXX! We hope that you enjoy your time volunteering with us, thank you for joining our team.

Volunteer: I confirm that I have completed all items in the checklist where relevant and have received copies of and understood all policies and handbooks.

Signed Date

Print name

Volunteer Supervisor: I confirm that I have gone through all relevant items in the induction checklist and have explained all policies and procedures

Signed Date

Print name