

## Volunteer Induction Checklist (Example)



	Notes	Date Completed	Initials
<b>Welcome to the organisation</b>			
History and background to the organisation			
Mission and Vision			
Values			
Where the organisation is going – plans for the future			
Structure of organisation			
Where volunteering fits in the organisation			
<b>Volunteering</b>			
<b>Role</b>			
Introduction to the volunteer role			
Who the volunteer will be working with			
Expectations of the role			
Volunteer's concerns about the role			
<b>Support</b>			
Named line manager			
Support available (who, when, how often)			
Volunteer meetings/get togethers			
Communication with volunteers e.g. newsletters			
Reviewing the role (when and how)			
Where the volunteering role will take place			
Shifts (when volunteering take place and how often)			
What the volunteer should do if they can not attend their volunteering			
<b>Training</b>			
Initial training for role (including timescales)			
Compulsory training (including timescales)			
Ongoing training			
Additional optional training			
<b>Other information</b>			
ID badges			
Uniform and/or dress code			

Personal protective equipment			
Social events			
Celebrating volunteers (rewards, recognition, awards etc)			
<b>Policies and procedures</b>			
Where to find them (handbook, website etc.)			
Discuss main policies relevant to volunteering e.g. expenses policy, volunteering policy etc.			
Health and safety policy and procedures			
What to do in an emergency			
Accident reporting procedure			
Volunteer's role in health and safety			
Confidentiality and data protection			
Social media policy			
Expenses (what can be claimed and how)			
<b>The building and facilities</b>			
Building opening hours (physical and telephone)			
Entry and exit to building (pass codes, sign in etc.)			
First aid box and first aiders			
Fire alarm, emergency evacuation procedures, tests			
Parking			
Toilet facilities			
Kitchen (break room, cloak room etc.)			
Tea, coffee etc. is provided			
Tour of building			
Tour of area in which volunteering takes place			
Meet other volunteers			
Information on any tenants or other organisations who share the buildings/volunteering area			
Local area eg sandwich shops, public car parks, bus stops etc			
<b>Other Information</b>			
Computer system (including log in)			
Telephone system			
Use of equipment			
Use of personal mobile phones			

***This is an example of a volunteer induction checklist. Organisations should adapt this to meet their needs, the needs of volunteers and volunteer roles undertaken.***