

Volunteering Induction Checklist

Volunteer name.....

Date started.....

Induction steps	Responsibility	Method: Documentation or onsite	Volunteer trainer signature	Date and time completed
<p>About the organisation</p> <ul style="list-style-type: none"> • What kind of work is done and why • Team structure and management • Importance of volunteers 				
<p>The volunteer role</p> <ul style="list-style-type: none"> • Outline of their role • Tasks • Agreed dates / times • Line management and reporting • Expenses (where applicable) 				
<p>The support system</p> <ul style="list-style-type: none"> • Key contact names and email / phone number • Supervisors • Resources • Reporting concerns 				

Establish boundaries <ul style="list-style-type: none"> • Conduct • Areas of risk • Safeguarding • Confidentiality 				
DBS approval				

Volunteer: I confirm that I have completed all items in the induction checklist and where indicated understand the policies and procedures.

Print Name: _____ **Signature:** _____ **Date:** _____

Volunteer Officer: I confirm that all items in the induction checklist, including policies and procedures have been explained.

Print Name: _____ **Signature:** _____ **Date:** _____
