

Volunteering	Induction	Checklist
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Volunteer name
Date started

Induction steps	Responsibility	Method: Documentation or onsite	Volunteer trainer signature	Date and time completed
About the organisation				
 What kind of work is done and why Team structure and management Importance of volunteers 				
 The volunteer role Outline of their role Tasks Agreed dates / times Line management and reporting Expenses (where applicable) 				
 The support system Key contact names and email / phone number Supervisors Resources Reporting concerns 				

Establish boundaries		
 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:	
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