

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				
<ul> <li>What kind of work is done and why</li> <li>Team structure and management</li> <li>Importance of volunteers</li> </ul>				
<ul> <li>The volunteer role</li> <li>Outline of their role</li> <li>Tasks</li> <li>Agreed dates / times</li> <li>Line management and reporting</li> <li>Expenses (where applicable)</li> </ul>				
<ul> <li>The support system</li> <li>Key contact names and email / phone number</li> <li>Supervisors</li> <li>Resources</li> <li>Reporting concerns</li> </ul>				

Establish boundaries		
<ul> <li>Conduct</li> <li>Areas of risk</li> <li>Safeguarding</li> <li>Confidentiality</li> </ul>		
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.

<b>Print Name:</b>	Signature:	Date:	
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