

Volunteering Induction Checklist

As at May 2020

Name:

Date Started:

Items to cover	By Whom	When and Where	How / Documentation	Signature and date of Volunteer informer and Employee
About the organisation - the kind of work done and why; - structure: teams & management; - importance of volunteers to the organisation - Age Cymru Values				
The role - Outline of volunteer role, tasks involved, confirm agreed commitment day / time etc; - Staff / Volunteers working with directly; - Expenses				
The support system Key contact and their details;				

<ul style="list-style-type: none"> - Outline length of settling in period and explain initial review; - Other support available i.e. supervision/support - Resources, equipment, - Training. - DBS check 				
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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: _____

TRAINING PLAN

- Boundaries of role / Expected Conduct / Confidentiality;
- The process to follow if difficult situations arise;
- Risk areas.
- Safeguarding