

VOLUNTEER WORKPLACE INDUCTION

A copy of this checklist should be kept by the Service Manager in the volunteers file and a copy given to the volunteer

The volunteer and the Inductor have joint responsibility to ensure that it is completed.

VOLUNTEER NAME: _____

START DATE: _____

VOLUNTEERING ROLE _____

INDUCTOR NAME: _____

NAME OF SUPERVISOR/LINE MANAGER _____

CONTACT DETAILS/PHONE NUMBER OF SUPERVISOR/LINE MANAGER: _____

VOLUNTEER WORKPLACE INDUCTION – CHECKLIST

The duties and responsibilities as per the agreement.

First Day	Initial when completed (or mark N/A)	Comments/recommendations for further training	
This list is designed to remind inductors of things that they need to go through when preparing for a new volunteer. It is not exclusive, and space has been left to add items. Not all items will apply to everyone. Suggestions for new items should be included. The checklist should be used in conjunction with the services local induction checklist.			
	Inductor	Inductee	
General welcome and introduction to the work area			
Cloakroom and toilet facilities			
Lockers			
Entrances & exits to be used			
Entry system			
Catering arrangements			
Telephone facilities			
Car parking			
Introduction to staff			
Introduction and identification of Service Users			
Departmental function,			

mission and position in organisation			
Safety			
Fire procedure (Inc. emergency numbers)			
Evacuation procedure			
Fire assembly point(s)			
First aid box (local first aider)			
Health & Safety at Work Act			
Protective clothing (if required)			
Personal alarm			
Burglar alarm systems			
Personal & departmental standards/objectives			
Smoking policy			
Communication systems <ul style="list-style-type: none"> • Notice boards • Communication book • Diary 			

Name: _____

Inductor's signature:

Inductee's signature:

Date: _____