**Volunteer Induction**

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| **VOLUNTEER NAME** |  |
| **VOLUNTEER ROLE** |  |
| **DAYS/TIME VOLUNTEERING** |  |

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| **Topic discussed/information given** | **Discussed**  **Tick** |
| * About the organisation |  |
| * About the volunteer role – go through role description and discuss expectations |  |
| * Tour of the building and location of facilities e.g. toilet, kitchen, first aid box, fire exits |  |
| * Contact details of supervisor/who to contact if they can’t attend |  |
| * Arriving/leaving process (location of signing in and out book if relevant) |  |
| * Reminder about expenses and how to claim |  |
| * Discussion about any training required |  |
| * Discuss DBS check process (if relevant) |  |
| * Discuss safeguarding, boundaries and confidentiality (where relevant) |  |
| * Share any relevant policies and procedures (e.g. safeguarding, code of conduct) |  |
| * Sign Volunteer Agreement |  |

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| Signed: Volunteer Date |
| Signed: Volunteer Coordinator Date |