VOLUNTEER INDUCTION CHECKLIST

The first priority for any new volunteer is to receive a full induction before they start their role or as soon as possible after they start. The aim of any induction should be to ensure that the volunteer understands their role, the contribution they will make to the organisation's goals and to ensure that they can fulfil their tasks safely and effectively. Below are a range of areas that are applicable to most volunteering situations and which you can consider using in your volunteer inductions.

Areas such as Health and Safety are of course mandatory. However, this is only a template and each organisation should tailor the induction to their own organisational context/ volunteering roles and review it regularly.

Be careful about information overload. A handbook can be helpful as they can take it away and refer to it at other times, but they may not need copies of full policies and procedures (an idea of where they can be accessed may be sufficient). You may also like to vary the presentation of information and spread it over a period of time – but make sure to complete the induction before the end of any settling in period.

What	Who	When & Where	How
About the organisation - the mission, objectives, aims; - the kind of work done and why; - structure: teams & management; - importance of volunteers to the organisation.	*Volunteer Manager*	*At the start of the first day, as part of initial meeting*	*e.g. Presentation – highlight Volunteer Policy*
The building / volunteer base - Office layout, toilets, parking, fire exit and procedures etc; - Facilities for volunteers, e.g. break out area, parking, notice board, kitchen, pigeon holes, health and safety guidelines (including any covid restrictions, hand hygiene, face coverings, etc.)			*e.g. Tour of the Building*
The role - Outline of volunteer role, tasks involved, confirm agreed commitment day / time, etc; - Staff / Volunteers working with directly; - Boundaries of role/ expected conduct / confidentiality; - The process to follow if difficult situations arise; - Insurance cover; - Risk areas;			*Go through role description, volunteer handbook and any other relevant policies or information, code of practice or guidelines*

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- Health and Safety (again highlighting any covid-19 restrictions and their implications on the role).			
The support system - Key contact and their details; - Outline length of settling in period and explain initial review; - Other support available, i.e. supervision/support or team meetings; - Resources and equipment; - Training; - How are expenses reimbursed; - Guidance on expenses for those on social security benefits.			

It is helpful to get the volunteer and their supervisor to sign the checklist as a record that all the areas have been covered. For example:

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 Supervisor: I confirm that all items in the induction checklist, including policies and procedures have been explained.

Print Name: _____ Signature_____ Date: _____

Disclaimer

Reasonable precautions have been taken to ensure information in this publication is accurate. However, it is not intended to be legally comprehensive; it is designed to provide guidance in good faith without accepting liability. If relevant, we therefore recommend you take appropriate professional advice before taking any action on the matters covered herein. Charity NIC 101309. Company Limited by Guarantee No. NI602399. Registered in Northern Ireland.