

**Volunteer Name:** \_\_\_\_\_ **Volunteer Role:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Induction completed:** \_\_\_\_\_

	<b>Welcome to our organisation</b>	<b>Date</b>	<b>Inductor Initials</b>
1	Tour of the building		
2	Background information about the organisation including name, brand and legal status		
3	Introduced to staff/volunteers in the organisation and their roles explained		
4	Knows who is responsible for health and safety and knows their own role in terms of health and safety		
5	Emergency Fire Action Plan (alarm activation, exits, extinguisher location and action notice) including signing in/out board.		
6	Accident, Incident and Near Miss Policy and Reporting		
7	First Aid Kit and First Aiders identified		
8	Knows what to do in the event of an emergency – who to speak to, what action to take etc.		
9	Housekeeping Rules		
10	Accessibility, including parking, lift, toilets and reasonable adjustments.		

	<b>Your role</b>	<b>Date</b>	<b>Inductor Initials</b>
11	Your role within the organisation		
12	Engaging with clients		
13	Guidelines to fulfilling your role		
14	Contacting your Volunteer Supervisor		

15	Completing timesheets		
16	Reimbursement of expenses		
17	Understands how to request time off		
18	Log in/passwords/printer codes		
19	Organisation Policies and Procedures: access to and understand the details		
20	Dress Code		
21	Received and signed for a copy of the Volunteer Handbook		

	<b>Personal Details</b>	<b>Date</b>	<b>Inductor Initials</b>
22	Personal Details form		
23	Emergency Contact form		
24	Bank Details form		
25	PVG membership/record update (if required)		
26	Documents required for reimbursement of travel expenses		
27	Date for initial review meeting		

**On completion of induction: 1 copy to the employee, 1 copy in Personnel file**

Volunteer Signature		Date	
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Related Documents:

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