

[Organisation logo]

VOLUNTEER INDUCTION CHECKLIST

Volunteer Name:		Department:		
	Date	Volunteer Signature	Mgr/Sup Signature	Comments
General tour of Office				
Toilets/Kitchen				
Check Personnel Documentation				
References Personal Detail Form Emergency Contact Form				
Introduction to the Company				
Individual Team Member Introductions				
History of organisation				
Products/Services offered				
Future Developments/Plans				
Health & Safety				
Health & Safety Policy				
Fire Procedures discussed				
Accident Reporting Procedure				
First Aid Procedure				
Lone Working Policy				
Safeguarding Policies				
Display Screen equipment Policy				

Organisation Rules	Date	Volunteer Signature	Mgr/Sup Signature	Comments
Smoking Policy				
Drugs and Alcohol Policy				
Expense claims				
Organisation Rules				
Telephone Calls				
Breaks				
Complaints Procedures				
Volunteer Policy				
Terms of Volunteering				
Hours/Breaks				
Probationary Procedures (Two months)				
Period of Notice (Two weeks)				
Volunteer Development				
Training Needs				
Support Needs				

By signing each section of this Induction Checklist, I agree that I understood and will abide by all of the Company Rules and Regulations, Policies and Procedure relevant to my position.

Signed:

Date: