

CSV North Nottinghamshire Mental Health Volunteering Project

Volunteer Induction Checklist

Volunteer Name _____

Date:

1. Welcome

Introduced volunteer to other members of staff
Shown where to leave coat, bag and personal belongings
Shown tea & coffee facilities
Shown where toilets are
Shown where staff notices are displayed
Shown entrance and given access code if necessary

2. The work

Is the volunteer clear about their job role and title?
The days and hours they are to work
Who their supervisor is
Who will receive them if not the supervisor

3. Administration

Give badge for wearing on duty
Show where volunteer register is kept and signing-in procedure
Fix date for initial review

4. Health & Safety

Have you explained the fire procedure including locations of alarms and extinguishers?
Have you shown the volunteer how to record any incident?
Have you checked they are aware of what to do in the event of an incident?
Have you run through aspects of the risk assessment for the role, amending as appropriate?

Signature of inductor:

Signature of volunteer: