Volunteer Induction Checklist: Template

*Information in this document is provided for guidance only.*

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| **Areas to be explained by Manager** | **Tick when complete** |
| Volunteering details: Hours/time commitment:  Shifts/working hours, lunch breaks, availability of tea/coffee etc.  Dates of staff meetings, in-service days, etc. |  |
| Show around environment: all rooms, toilets, fire exits, door access |  |
| Show where documents are kept, e.g. digital files, accident/incident forms |  |
| Health & Safety routines, First Aid |  |
| Fire & evacuation procedure including fire-fighting equipment and assembly points |  |
| Introduction to other staff and volunteers in the working space/area |  |
| IT systems and processes (if applicable) |  |
| *Add other areas as applicable* |  |

I have been inducted in the above information and will comply with the safety instructions given.

|  |  |
| --- | --- |
| Employee/Volunteer Name | Employee/Volunteer Signature |
|  |  |
| Date |  |