

EXAMPLE INDUCTION CHECKLIST



Volunteer name:

Volunteer role:

Start date:

CONTENT	DISCUSSED	COMMENTS
Introduction to the organisation		
Explanation of role and responsibilities		
Introductions to other people in the organisation		
Tour of premises (including emergency exits, toilets, smoking etc)		
Procedures (e.g. signing in, expense claims, sickness and holidays)		
Policies (e.g. Equal Opportunities, copyright and Confidentiality and Data protection)		
Safeguarding policy and training		
Health and Safety Procedures		
Equipment & Systems being used		
Support and Review process for volunteers		
Training opportunities for volunteers		
General discussion and any questions		

Volunteer signature

Date

Supervisor signature

Date