

Volunteer's name:		Start date:	
Named Supervisor			
Activity	Date	Comments	
Checks and introductions:			
Agree days/times of volunteering sessions and length of trial period			
Ask volunteer to complete contact details form			
Introduce other team members			
Discuss the contents of the Volunteer Information File			
Arrange a date/time for next volunteering/induction session			
General information: Explain			
<ul style="list-style-type: none"> • where the toilets are • where you can make drinks (tea/coffee) • how to use phone, photocopier, computer etc • how to claim volunteer expenses 			
Health and safety: Explain			
<ul style="list-style-type: none"> • signing in/out procedures • the fire alarm and procedures • the fire exits and meeting points • the accident book and first aid box • the no smoking policy • necessity of being aware of health and safety risks 			
Training: Discuss			
<ul style="list-style-type: none"> • training the volunteer may need to carry out their role • training which might be of general interest to the volunteer 			
Introduction to their role: Talk to the volunteer:			
<ul style="list-style-type: none"> • and agree on their main tasks as specified in their role description • about how they will do their tasks • how to record the hours they do for XXXXX • about the standards expected • about Volunteer Support & Supervision Procedures • about XXXXX policies and procedures and ensure the Volunteer understands them • about the volunteer agreement • and arrange for Disclosure and Baring Service check (if required for role/ not already carried out) 			
Sign the volunteer agreement			