

Induction Checklist

What?	By Whom?	When & How?	Completed?
About the group Aims, objectives and ethos Who are the clients/service users The kind of work done and why How the clients benefit What the group can't do Structure – departments or projects Who are the Management			
About the building Toilets, cloakroom, parking, etc. Where to get tea/coffee (is it free?) Health & safety including fire exits, etc.			
About the role Volunteer's area of responsibility Line management Days/hours of work, reliability Code of practice Likely problems and how to cope System for reporting back Practical help and suggestions			
About the support system Who, where and when to find them Supervision meetings Resources Training Are expenses paid and if so, how? How are grievances handled? Insurance cover			
About fellow workers Who are they and what do they do? Team meetings Working with others			
Any other information Trial period Confidentiality			

Now that you are fully through the Induction Process, please have a go at this!	Write your answers in the boxes below.
How many fire exits are there in the area where you will be volunteering?	
How many car parking spaces are outside the premises?	
Who is the most senior manager in the building where you'll be volunteering?	
What is the make of the office Photocopier?	
What brand of coffee is currently available for volunteers to use?	
How many phones are in the office/building?	
How many fire extinguishers can you see in the area where you will be volunteering?	
How many colours are in your organisation's logo? What are they?	
What is the email address of your supervisor?	
Find a volunteer expenses form – what information do you need to make a claim?	