Volunteer Local Induction Checklist

The checklist should be the responsibility of both management and the new volunteer starters to ensure all items are properly covered.

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| **Name of** **Induction Lead:** | **Date induction completed:**(with signature of new starter)   |

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| **Induction day** | **Detailed Information** |
| Welcomed by  |  |
| Icebreakers (optional) |  |
| Introduce them to their line manager and other staff on the ward (where appropriate) |  |
| Who works on the ward? Please provide hierarchy/Staff chart  |  |
| Brief history of the Ward. |  |
| Outline health & safety protocols  | * Fire procedures and evacuation
* Accident reporting
* Death on ward

Any other emergencies on ward  |
| **Volunteers Role**  |  |
| Go over the Role description |  |
| Provide a step by step guide for how volunteers should carry out their role (for example, a typical day for a volunteer)  |  |
| Detail Volunteers break agreements. (where appropriate)  |  |
| **Tour of ward/dept.** |  |
| Show new Volunteers where they will be working | * Entry point
* Security check point (if any)
* Ward entry protocols
* Nurses station
* Staff room
* Location of volunteering
* Location of equipment

Anything else relevant to your ward  |
| Show them any other facilities  | * Toilets

If relevant:* Break room
* Activity room
* Gym
* Etc…
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| **Opportunities for Volunteers**  |  |
| Training opportunities that take place on ward  |  |
| Possible opportunities for future development |  |
| Monthly wellbeing check-ups  |  |
| **Rules Volunteers must be aware of**  |  |
| Volunteer role performance  | If we feel that the Volunteer role is not appropriate for individuals, or they are not performing as required, we will end the volunteer placement. |
| Hours, holidays, absences  | * Any change of hours must be agreed by your line manager and Volunteer Service Team
* Notice of holidays or absences must be given to Volunteer Service Team in advance
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| phones on wards |  |
| Dress code |  |
| Parking  | * No parking available for volunteers
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| **Any other Relevant information** |  |
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