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… |
| **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 |
| phones on wards |  |
| Dress code |  |
| Parking | * No parking available for volunteers |
| **Any other Relevant information** |  |
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