



volunteer ireland
obair dheonach éireann

Volunteer Induction Checklist 2

Volunteer's Name

Welcome to the organisation	Additional information	Date completed	Signed off by
Welcome to our organisation			
The mission statement, values, the history and future plans			
Details of our service users / client group			
Roles of volunteers within our organisation			
Roles of staff within our organisation			
How staff and volunteers work together to reach our organisational goals			
How decisions are made within our organisation			
Introduction to other volunteers			

Welcome to your volunteer role	Additional information	Date completed	Signed off by
Introduction to the volunteer role and what you will be doing			
Talk through the volunteer role description			
Discuss what [ORGANISATION] expects of you and what you should expect in return			
Discuss any concerns about the role			
Give details of training to be undertaken and the timescale for this, what commitment is involved and the reasons for this, especially if there is any compulsory training			
Agree the support available to you, who this is from, in what form, and how often			
Discuss the boundaries of your role, including to whom you are accountable and whether you will be working alone or in a team. We will provide guidelines for example on what to do if asked by clients to perform additional tasks, or offered a gift by clients			
Provide a copy of your role risk assessment and discuss what you will need to do to be safe and comply with the insurance			
Information on volunteer meetings, communications and social events			
Discuss the purpose of the volunteer agreement			
Identify the named person for you to contact			
Provide ID badge or any required equipment or uniform			
Set a review date to talk about how your volunteering experience is going			



Welcome to the policies and procedures	Additional information	Date complete	Responsible person
Provide information on policies and procedures within [ORGANISATION] and how to access them			
Promote the importance of equality, diversity and inclusion and refer to [ORGANISATION]'s own policy			
Talk through the reward and recognition policy and the benefits to you			
Provide information on who to contact in an emergency and ensure that [ORGANISATION] has obtained emergency contacts for you			
Talk through the Health and Safety Policy and Procedures			
Fire exits; location of break glass points and extinguishers; emergency evacuation procedures and weekly alarm test; fire marshals			
First Aiders and location of First Aid kits			
Accident procedures explained			
Building entry and security outlined			
Your own responsibilities for health and safety			

Welcome to the facilities and any practicalities	Additional information	Date complete	Responsible person
Talk through accessibility of the facilities such as disabled toilets, kitchen, opening hours, parking, and relaxation areas			
Provide a tour of the facilities and maybe the local community if relevant			
Provide information about the other organisations who share the building or area			
Discuss any dress code			
Give helpful tips about the local community such as car parking, bus route and nearest sandwich shop			
Discuss how to claim expenses, what can be claimed and issues relating to benefits			
Introduction to the telephone system			
IT log on; computer username and password			
Give details of where things are kept and how to get any keys that may be required			



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