

DATE OF INDUCTION: _____ **POSITION:** _____

VOLUNTEERS NAME: _____

STAFF MEMBERS NAME: _____

Discussions between the volunteer and the relevant member of the Management Team took place on the following items

<u>INTRODUCTION TO THE ROLE</u>		<u>ORIENTATION</u>	
Introduction to Agency - Position Description		Building orientation	
Supervision/Review		Office/chair/area allocation	
Confidentiality		Personal belongings	
Training / Education (if applicable)		Photocopier	
Start / Finish times		Fax	
Staff Roles		Shredder	
Managers contact details		First Aid Box	
<u>ADMINISTRATION</u>		<u>GENERAL PROCEDURES & POLICY</u>	
Confidentiality Form signed		Key access (if applicable)	
Induction Manual		Use of vehicle (if applicable)	
Emergency Procedures Manual		IT: computer access; password; diary systems	
Accident/ Incident Report		Grievance procedure	
Police Clearance (if applicable)		Disciplinary procedure	
Working with Children Check (if applicable)		Reimbursements	
Insurance of Voluntary Workers		Manual Handling	
<u>EMPLOYERS EXPECTATIONS</u>		<u>GENERAL & SAFETY</u>	
Standard of Dress		Staff parking	
Footwear		Staff room: amenities	
Housekeeping		Smoking area (if applicable)	
General behaviour		Notice Boards	
Smoking regulations		Birthdays	
		Social Club	
		Phone Calls	

We have discussed all the above requirements

Volunteer's Signature Date:/...../20.....

Staff Members Signature Date:/...../20.....