



# Volunteer Induction Checklist

This checklist, based on recommendations by Volunteer Scotland, should be used by the volunteer to demonstrate that they have been provided appropriate induction to gain an overview of their role and how that fits within the Glenrothes Gladiators.

Not all elements may be relevant so please simply x out the box if not applicable, and ✓ all others once completed.

If there are any issues not covered or you have any recommendations for how to enhance our induction processes then please discuss with our Volunteer Co-ordinator.

<b>Name</b>	
<b>Role</b>	
<b>Date</b>	
<b>Endorsed by</b>	

Please ensure your completed induction checklist is endorsed by our Volunteer Co-ordinator or other delegated representative, then retain for your own records.

Last updated: February 2021



# Welcome to the Gladiators

Discussed with: \_\_\_\_\_ Completed: \_\_\_\_\_

- ☐ The mission statement, values, the history and future plans
- ☐ Details of our user group
- ☐ Roles of volunteers within the Gladiators
- ☒ Roles of staff within the Gladiators
- ☐ How decisions are made within the Gladiators
- ☐ Introduction to other volunteers

## Notes

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# Your volunteer role

Discussed with: \_\_\_\_\_

Completed: \_\_\_\_\_

- ☐ Introduction to the volunteer role and what you will be doing
- ☐ Talk through the volunteer role description
- ☐ Discuss what Gladiators 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.
- ☒ 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

## Notes

# Policies and Procedures

Discussed with: \_\_\_\_\_ Completed: \_\_\_\_\_

- ☐ Provide information on policies and procedures within the Gladiators and how to access them
- ☐ Promote the importance of equality, diversity and inclusion and refer to the Gladiators'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 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

## Notes

# Facilities and Other Practicalities

Discussed with: \_\_\_\_\_ Completed: \_\_\_\_\_

- ☐ 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

## Notes