**Induction Checklist**

We hope that your time volunteering with us will be enjoyable and fulfilling. This induction checklist will make sure that you receive all the information you need to get off to the best possible start. Your volunteer contact/supervisor will work through it with you: please ask them if you have any questions

**Induction checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Topic** | **How** | **Date completed** | **Further action** |
| 1 | **Who’s who** | Introductions to relevant staff and volunteers. |  |  |
| Copy of organisational chart and/or an explanation of how the role fits within the wider church / circuit |  |  |
|  | **Your role** | Talk through your **role description** and agree your role. Your contact/supervisor will also tell you if there is anything that they **wouldn’t** expect you to do. |  |  |
| Agree how much time you are going to give and find out what to do if you can’t attend. |  |  |
| 3 | **Support and training** | Your volunteer contact / supervisor will explain arrangements for supervision and on-going support. Make sure that they have given you their contact details and agreed a date for a review meeting. |  |  |
| Your contact / supervisor will provide an introduction to the Church / Circuit and explain arrangements for any training you may need for your role. |  |  |
| 4 | **Health and safety** | Please read the Health and Safety Information  Your contact / supervisor will make you aware of any other risks associated with your role and how to reduce them. |  |  |
| 6 | **Driving and insurance** | If you are using your car for volunteering you will need to inform your insurers. |  |  |
| We also require volunteers who use their cars to sign to confirm that they are qualified to drive and that their car is in a roadworthy condition. |  |  |
| 7 | **Expenses** | Your contact / supervisor will explain how to claim expenses and what you can claim – eg parking. |  |  |
| 9 | **Benefits** | It is compulsory for volunteers on benefits to inform their benefits advisers. See the [DirectGov guidelines.](https://www.gov.uk/volunteering/when-you-can-volunteer) |  |  |
| 11 | **What to do if there’s a problem** | Please provide your contact details and emergency contact. |  |  |
| Your contact / supervisor will give you their contact details and explain who to contact in the event of a difficulty in your relationship with them. |  |  |

**Once you have completed this induction please sign the form below.**

**Confirmation of induction**

|  |  |
| --- | --- |
| Volunteer name |  |
| Role |  |
| Church/Circuit |  |
| Contact / supervisor |  |
| Start date |  |

I confirm that the volunteer induction has been completed to my satisfaction:

|  |  |  |
| --- | --- | --- |
| Volunteer name |  | Date |
| Volunteer signature |  |  |
| Contact / supervisor name |  | Date |
| Contact / supervisor signature |  |  |

I also confirm that I have received two references for this volunteer

|  |  |  |
| --- | --- | --- |
| Contact / supervisor name |  | Date |
| Contact / supervisor signature |  |  |

**For volunteers using their cars on church business**

I confirm that I have a valid driving license and that my car is in a roadworthy condition.

|  |  |  |
| --- | --- | --- |
| Volunteer name |  | Date |
| Volunteer signature |  |  |