

Checklist: Volunteer induction

Legal information for community organisations

Induction and training of volunteers

In line with best risk management practices, a volunteer should be inducted into an organisation and provided with copies of all relevant policies and key documents, and other relevant guidance or training in relation to the position.

We suggest completing an induction checklist for each new volunteer. We have included an example below. This is not exhaustive and should be tailored to your particular organisation.

Item	Completed	Follow up required? By when?
Screening (where necessary)	<input type="checkbox"/>	
<ul style="list-style-type: none">Working with Children Check	<input type="checkbox"/>	
<ul style="list-style-type: none">Police Check	<input type="checkbox"/>	
<ul style="list-style-type: none">Other vocational checks (amend to reflect position)Check referencesGoogle check	<input type="checkbox"/>	
Volunteer Agreement signed	<input type="checkbox"/>	
Provided background about organisation and the role	<input type="checkbox"/>	
Welcomed and introduced to staff and volunteers	<input type="checkbox"/>	
Work station prepared	<input type="checkbox"/>	
Office facilities tour	<input type="checkbox"/>	
Discussed work premises, facilities and OH&S (emergency procedures, first aid, safety considerations in the role, reporting health and safety concerns, critical incident policies)	<input type="checkbox"/>	
Provided copy of detailed role description	<input type="checkbox"/>	

Item	Completed	Follow up required? By when?
Discussed role description, expectations and reporting structure	<input type="checkbox"/>	
Key contact person allocated (to go to with any concerns, feedback or queries about role and duties)	<input type="checkbox"/>	
Policies read, returned and signed by volunteer:	<input type="checkbox"/>	
• Privacy Policy	<input type="checkbox"/>	
• Workplace behaviour policies	<input type="checkbox"/>	
• Conflict of Interest Policy	<input type="checkbox"/>	
• Photo use consent and release form	<input type="checkbox"/>	
• Volunteer complaints policy and process	<input type="checkbox"/>	
• <i>[Add other key documents, policies and procedures]</i>	<input type="checkbox"/>	
Conducted training in relation to the role including machinery and equipment use	<input type="checkbox"/>	
Conducted/scheduled training in relation to workplace behaviour policies and risk management	<input type="checkbox"/>	
Discussed insurance coverage as a volunteer (what cover is available under the organisation's insurance)	<input type="checkbox"/>	
Signature of volunteer <hr/>		
Date:		
Signature of volunteer manager <hr/>		
Date:		

RELATED RESOURCES

A Volunteer Agreement can outline the process of screening and induction in further detail. For a Sample Volunteer Agreement, go to the Information Hub at www.nfplaw.org.au/volunteers.

It may be useful to obtain consent from the volunteer to release to your organisation any photos or footage they take while performing their volunteering role.



Resources

Related Not-for-profit Law Resources

✔ Recruitment www.nfplaw.org.au/recruitment

For more information about discrimination in recruitment, go to our guide on Discrimination in recruitment of volunteers and employees.

✔ Volunteers www.nfplaw.org.au/volunteers

The Volunteers page on the Information Hub features further information on specific issues covered in this fact sheet and the laws as they relate to volunteers, including resources on:

- Safety, risk management and volunteers
- Volunteer screening
- Volunteers and workplace behaviour
- Recruiting and engaging a volunteer
- Sample Volunteer Agreement
- Sample Volunteer Consent and Release Form

Related Resources

✔ Volunteering Victoria www.volunteeringvictoria.org.au

Volunteering Victoria has a range of resources in relation to the recruitment of volunteers in its [Volunteer Management Toolkit](#).

✔ Victorian Department of Justice and Regulation – Working with Children Check www.workingwithchildren.vic.gov.au

The Working with Children Check website provides information about the requirement for your employees and volunteers to obtain WWC Checks if they are involved in 'child-related work'. The site includes application forms and details of the fields of work covered by the legislation.

✔ Australian Human Rights Commission (AHRC) www.humanrights.gov.au

The AHRC website features further information on issues relating to discrimination.



A NFP Law Information Hub resource. Access more resources at www.nfplaw.org.au

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