

INDUCTION CHECKLIST

This checklist supports new Volunteer Induction / Orientation to be thorough and consistent regardless of who conducts it. NB that volunteers will have different learning needs so that Induction may need to be conducted across a number of initial visits.

Once a volunteer role has been established

The nominated volunteer should use this checklist as a guide and record of what the Induction has incorporated.

Volunteer name: _____
Induction commenced: _____
Induction completed: _____
Induction conducted by: _____
Signed: _____

1	The new volunteer has been shown around the facility: Introduced to committee members and other people around the club	<input type="checkbox"/>
2	The new volunteer is shown around the facility	<input type="checkbox"/>
	<i>The amenities</i>	<input type="checkbox"/>
	<i>Where to secure valuables</i>	<input type="checkbox"/>
	<i>The tea room (how to access water, tea and coffee)</i>	<input type="checkbox"/>
	<i>Where equipment and supplies are kept</i>	<input type="checkbox"/>
	<i>Shown how to access keys</i>	<input type="checkbox"/>
	<i>Shown where the telephone is located</i>	<input type="checkbox"/>
	<i>Shown where first aid equipment is located</i>	<input type="checkbox"/>
3	The volunteer has had the role, purpose and values of the Organisation explained and has been provided with relevant fixtures, newsletter, details of website	<input type="checkbox"/>
4	The volunteer also needs to be shown:	
	<i>Specific work space, areas e.g. if working in the canteen</i>	<input type="checkbox"/>
	<i>About parking</i>	<input type="checkbox"/>
	<i>Where the OH&S Board is located</i>	<input type="checkbox"/>
5	The volunteer running the induction explains the following procedures and provides a Volunteer Handbook with information for further reference.	
	<i>Confidentiality, how volunteer privacy is maintained</i>	<input type="checkbox"/>
	<i>Grievance procedures</i>	<input type="checkbox"/>
	<i>Evacuation procedures</i>	<input type="checkbox"/>
	<i>Given a run-down of Organisation contacts and what various people do</i>	<input type="checkbox"/>

6	The new volunteer has had the Organisation expectations explained and what they should be able to expect from others in the organisation	
	<i>Gone through Codes of Conduct</i>	<input type="checkbox"/>
	<i>Taken through the Volunteer Handbook</i>	<input type="checkbox"/>
7	Another member or volunteer is assigned as a Mentor or Buddy to show the new volunteer the specific tasks outlined in the Role Description	<input type="checkbox"/>
8	The new Volunteer has filled in a Registration Form and provided emergency contact details	<input type="checkbox"/>
9	The new Volunteer has filled in a Registration Form and provided emergency contact details	<input type="checkbox"/>
