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| Volunteer Induction Plan  **<insert name>** | A picture containing drawing, shirt  Description automatically generated |

This template can be used to develop an outline of the initial schedule of learning activities that volunteers will undertake.

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| **Activity** | **Contact, Resources, Details** | **When** | **Completed** | **Useful Info** |
| Welcome | * Vision, values and objectives of the Company * Volunteer Handbook * Confidential Waste – see data protection policy * Declaration of relevant interests * Confidentiality Agreement * Volunteer Code of Conduct |  |  | Refer to Volunteer Portal for listed documents |
| Health & Safety | * Fire evacuation procedure * Personal emergency evacuation plan * First-aid arrangements * Accident/Incident reporting * Any other arrangements (as required) |  |  | First Aiders and MH First Aiders displayed next to first aid kit, next to accessible toilet on ground floor and first floor  Accident Book in Reception |
| Policies | Ensure you have viewed and understood information contained in the volunteer handbook as this contains important information.  Ensure you have viewed and understood information contained within relevant Company policies including:   * Health and safety policy * Safeguarding policy * Data protection/ and confidentiality policy * Volunteer Code of Conduct * Equality and Diversity policy | Ongoing |  | Refer to Volunteer Portal for listed documents |
| Culture and Processes | Familiarise yourself with processes including:   * Volunteer Code of Conduct * Volunteer Recruitment, Induction and Development Policy * Volunteer Expenses policy | Ongoing |  | Refer to Volunteer Portal for listed documents |
| Role Specific Learning and Development | * (insert specific training for role) * Introduce mandatory training and development opportunities available to volunteers. * Set up volunteer for the mandatory training, this will consist of some the following, dependent on role:   + Safeguarding of Children and Adults at Risk   + Data Protection/GDPR   + Disability Equality   + Health & Safety |  |  |  |
| Meet with mentor/  Training and Volunteer Manager | * Induction meeting with Community Engagement Manager * Name of Mentor / Buddy if allocated | TBC |  |  |