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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 floorAccident 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
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| Meet with mentor/Training and Volunteer Manager | * Induction meeting with Community Engagement Manager
* Name of Mentor / Buddy if allocated
 | TBC |  |  |