

Volunteer Checklist

Having a volunteer checklist is an effective way to engage with your new volunteers, help them develop an understanding of your group, their volunteer role, and help them feel welcome and part of your team from the start.

Below is a list of some of the different areas your group should consider incorporating when welcoming a new volunteer to your team.

All the areas suggested on this checklist might not apply to your group or the volunteering roles you offer, but the list is a good starting point if your group want to develop its own volunteer checklist.

1. Induction & Orientation

- Does your volunteer know the background of the organisation/group, and your purpose?
- Has your volunteer been introduced to other staff and volunteers?
- Have your team and other relevant people been briefed about the volunteer, their role and how they fit with the team?
- Does your volunteer know what days and times they are expected?
- Does your volunteer know where to find the toilet and where to make drinks?
- Does your volunteer know when they can take a break?
- Does your volunteer know what to do in an event of a fire? Accident?

2. General Information

- Does your volunteer know who their coordinator or main contact is?
- Does your volunteer know who to go to if they have any questions or problems?
- Does your volunteer understand how to claim expenses?

3. Introduction to Role

- Have you given your volunteer an overview of their role and a breakdown of tasks involved?
- Have you explained the volunteer agreement to your volunteer? Have you checked that they understand it?
- Has your volunteer been shown their work area? Do they know where they can find equipment they need and how to use them?
- Have you checked if your volunteer has any specific questions about the role?



4. Support

- Have you told your volunteer how they will be supported in their role?
 - e.g., regular volunteer meetings, 121 catch ups, end of session de-briefs?
- Do they know what training is available for their role (if appropriate)?
- Has your volunteer been assigned a staff member or an experienced volunteer to shadow?
- Does your volunteer know how to access the organisation/group's policies and procedures?
- Have you explained your policies to the volunteer? Policies can be on:
 - Safeguarding and how to spot and raise a safeguarding concern?
 - Health & Safety and the importance of being aware of those risks?
 - Privacy and Data Protection e.g., using social media, the internet, telephone/mobile, GPDR and confidentiality?
 - Equal opportunities, e.g., does your volunteer know about reasonable adjustments that can be made to help them complete their role? Has it been explained to them that discrimination is not tolerated?
 - Insurance, i.e., that they are protected under your group's insurance for any injuries or accidents while volunteering with your group?
 - DBS, are they appropriately DBS checked for their role?

