

SCA Volunteer Induction Programme

Name: _____ Line Manager: _____

GENERAL INFORMATION - TO BE EXPLAINED TO NEW VOLUNTEERS	DATE COMPLETED
Welcome to Company, description of company structure	
Confirm Supervisor - name and contact number	
Hours of volunteering (<i>agree start, finish, lunch breaks, sign volunteer agreement</i>)	
Health & Safety (<i>Identifying risks, moving & handling</i>)	
Commitment to Equal Opportunities (<i>staff, members, reporting concerns</i>)	
DOCUMENTATION - TO BE PROVIDED TO NEW VOLUNTEERS	DATE COMPLETED
SCA Volunteer Handbook	
Job Description	
Service leaflet	
ID Badge	
Staff Intranet access details	
Other (<i>detail</i>)	
DOCUMENTATION - TO BE OBTAINED FROM VOLUNTEERS	DATE COMPLETED
Next of kin information	
Photograph for ID	
Completed DBS form	
DEPARTMENT INFORMATION	DATE COMPLETED
Introduction to colleagues	
Location of services (<i>toilets, telephones, storage etc.</i>)	
Training booked (state training, i.e. advocacy)	
Lone Working procedure discussed and agreed (agreement to be placed on file)	

Line Manager signature: _____ Date: _____

Print name: _____

Volunteer signature: _____ Date: _____

Print name: _____