# Volunteer Induction form

Name of staff:

Date:

Number of volunteers:

Names of volunteers:

Induction checklist:

|  |  |  |  |
| --- | --- | --- | --- |
| Section | Checklist | Description | Completed |
| Collecting job ready documentation | Emergency contact | Contact for next of kin |[ ]
|  | DBS received  | Received completed DBS |[ ]
|  | Registration form | Received completed registration form |[ ]
|  | Skills assessment | Record of relevant skills for the role |[ ]
|  | Medical history | Record of medical issues |[ ]
| Introduction to the site and project | The Garon Park family | Introduction to the staff and board of trustees |[ ]
|  | Communication  | Notice boards, meetings and communication tools |[ ]
|  | Creating a positive impression | Standards of personal presentation, standards of personal grooming |[ ]
|  | Garon Park ethos | External customers, behaviors, internal customers, effective team behaviors |[ ]
|  | Service excellence | Standard operating procedures, quality and service measurements |[ ]
|  | Well-being  | Understanding guest experience, be smiley, be prepared, be confident, be interested, be flexible |[ ]
| Site induction | Site tour | Walk round and talk on various projects and zones |[ ]
|  | Site location | Location of site within the Southend area, links with other pr, links with other projects etc. |[ ]
|  | Site access control | Protocol for access to site |[ ]
|  | Policies | Site specific policies to be aware of |[ ]
|  | Site specific hazards | Hazard identification and risk assessments |[ ]
|  | Site emergency procedures. | What to do in the event of an emergency |  |
| Health and safety | Emergency contact. | Who to contact in the event of an emergency |[ ]
|  | Incident reporting | How to report an incident and the incident book |[ ]
|  | Hazard reporting | How to report a hazard |[ ]
|  | Site emergency locations | Location of first aid kits and other emergency items. |[ ]
|  | Manual handling | Procedures for manual handling of items. |[ ]
|  | Fire safety | Fire triangle, fire hazards, fire prevention, raising the alarm, fire evacuation, fire exits, fire assembly points, fire extinguishers, Garon park procedures. |[ ]

Signed…………………………………………..