

Induction Checklist Template

The **Volunteering Together 4 Health** service is delivered by a partnership team of volunteering experts across the 5 boroughs of North Central London. Whether looking for volunteering advice and guidance at a system wider or local level, you will find dedicated and expert support.

This checklist is designed to help volunteer managers provide a consistent and welcoming start for every volunteer, ensuring we remove barriers to support our **Core20PLUS5** communities and harder to reach applicants more effectively.

It's designed to be conducted over a single day, however, you may like to consider a **'phased induction'** over a period. This may be beneficial for volunteers who find it difficult to the complete induction or can't commit to a full day of volunteering. It's a good way to avoid overwhelming volunteers, so they can understand their role gradually.

1. Setting the Scene

Done	Item	Details
☐	Welcome	Introduce the volunteer to the team and their fellow volunteers so they feel part of the organisation from day one.
☐	Role Description & Volunteer Agreement	Sit down and chat through their role description, then sign the Volunteer Agreement and Code of Conduct together.
☐	Accessibility	Discuss any specific needs or workspace adjustments required to ensure the role is accessible and comfortable for them.
☐	Expenses	Clearly explain how to claim out-of-pocket expenses (like travel) immediately to ensure there are no financial barriers to participating.

2. Health, Safety & Essentials

Done	Item	Details
☐	Health & Safety	Walk through the building and show them everything they need to know about health & safety, including fire exits, first aid procedures, and any PPE requirements for their specific tasks.

☐	Key Policies	Briefly explain our commitment to Equality, Diversity & Inclusion , Safeguarding, and Data Security, making sure they know where to find the full documents.
☐	Premises Tour	Show them the essentials – where to find the toilets, the kitchen and where they can take breaks etc.

3. Getting Started

Done	Item	Details
☐	Equipment & Tech Overview	If they are using tech, provide a quick guide to the phones, computers, or any databases they might need.
☐	Task Demo	Show them exactly how to do their tasks and let them have a go while you're there to support.
☐	Communication & Support	Clarify who their main contact is and how regular catch-ups will work.

4. End of the Day & Next Steps

Done	Item	Details
☐	End of the Day Catch-up	Check in before they leave to see how they felt about their first day and if they have any questions or concerns.
☐	Next Steps	Confirm their schedule and make sure they feel confident about when they are next coming in.

Top Equality, Diversity and Inclusion TIPS

- To support our **Core20PLUS5** communities and harder to reach applicants, proactively offer to reimburse expenses on the first day to prevent financial exclusion.
- Always ask about 'adjustments' rather than 'disabilities' to create a more inclusive environment where volunteers from all backgrounds feel they belong.

For further support contact your local volunteering experts:

Bridge Renewal Trust (Haringey)

CBPlus (Barnet)

Enfield Voluntary Action

Haringey Community Collaborative (Public Voice)

London Plus (Lead Partner)

Voluntary Action Islington

Volunteer Centre Camden (Operational Lead)

Volunteering Barnet (Groundwork London)

