First Day Document Check List Template

## Forms to Complete

* Induction checklist
* New Starter form – Outlines role, location, tasks
* Personal Details form – Provides emergency contact information, identifies required documents
* Code of Conduct for Volunteers
* Volunteer Agreement
* Work Plan
* Task Manager

## Policies to Review

* Volunteer Policy
* Petty Cash Procedure (Expenses info)
* Equality & Diversity Policy
* Feedback Policy & Procedure
* Health & Safety Policy (Including building induction)
* ICT Policy *(if relevant to role)\**
* Data Security Policy *(if relevant to role)\**
* PPE Policy *(if relevant to role)\**
* Safeguarding Policies
* Confidentiality Policies

## Other Documents to Provide for Reference

* Organisation structural chart
* Leaflets on the organisation that the volunteer can take away and read on their own

\*Some necessary policies will vary based on the tasks of the volunteer, but will be a similar process to what a new employee would complete.

# First Day Agenda {Template}

1. Welcome and Introductions
2. Office tour and building induction
3. One to one meeting with Volunteer Coordinator to review induction check list, determine schedule, clarify tasks, and address and initial questions or concerns.
4. Completion and review of necessary forms and policies
5. Tea or Lunch Break with staff and fellow volunteers
6. Demonstration of Tasks
7. End of day check-in discussion to review how the day went, if the volunteer wants to continue in the role, if there is need for more guidance or training.