

Volunteer induction checklist

Below are some things you might like to consider when planning your induction for volunteers.

Welcome

- Explain your charity, why you involve volunteers and the difference volunteers make.
- Introduce them to key members of the team.
- Let them know about your code of conduct for volunteers.
- Confirm what name/nickname they like to use, and how their name is pronounced.
- Offer the opportunity to share the pronouns they'd like to use – the best way to do this is to introduce yourself as “My name is Molly and I use the pronouns she/her” and give them the opportunity to share

Practical matters

- Health and safety
- Fire procedures
- Covid precautions
- Expenses
- How to make a cup of tea
- Any planned times when they can't volunteer
- What to do if they are running late or can't volunteer

Helping them make the most out of their volunteer role

- Ask about their motivations for volunteering.
- Be clear about the scope of the role and how it may develop.
- Outline your expectations of volunteers.
- Let them know about any volunteer socials.

Access

- Ask about any access or support needs they may have.
- Sometimes it takes time for volunteers to ask for support or adjustments due to access needs – so it is good practice to let all volunteers briefly about how you can support with that.