



Lowestoft
Town Council

Lowestoft Town Hall

Volunteer induction checklist

This checklist provides an outline of the range of information which can be included in the induction process, depending on the role. It is not exhaustive and can be tailored to meet the needs of the property and the new volunteer. The different induction activities can be spread over more than one day.

Volunteer's Name:	
Role Title:	
Start Date:	
Named Contact:	
Named Contact Title:	

Action	Responsibility	Date Completed
Pre-induction: <ul style="list-style-type: none"> ○ Induction is explained in a letter to the volunteer and the Welcome Pack and other documents are issued in advance ○ All aspects of induction are planned in advance 	Named Contact	
Welcome: <ul style="list-style-type: none"> ○ Named Contact introduction: volunteer / job title, location, contact details ○ If it's a small group, volunteers can introduce themselves ○ Explain the induction programme and what the volunteer can expect ○ Explain the reasons for signing the Induction Checklist at the end of the programme (adherence to policies) 	Named Contact	
Brief introduction to Lowestoft Town Council and the Town Hall Project refer to documents issued in advance: <ul style="list-style-type: none"> ○ Short Q&A on the information volunteers have already received ○ Our Values ○ Our Ways of Working ○ The value of volunteering ○ Introduce digital policy hub 	Named Contact	

<p>Brief introduction to the Town Hall refer to documents issued in advance:</p> <ul style="list-style-type: none"> ○ Introduction to the history, events and activities ○ Numbers of staff, voluntary roles and volunteers ○ Local facilities, e.g. shops and travel 	Named Contact	
<p>Question and Answer session</p>		
<p>Volunteer-led tour of the Town Hall:</p> <ul style="list-style-type: none"> ○ Introduction to staff / regular volunteers ○ Storage of personal belongings ○ Named Contact office/work space ○ Toilets ○ Lunch / break facilities 	Volunteer	
<p>Being a Town Hall project volunteer:</p> <ul style="list-style-type: none"> ○ Explain that volunteering is different to employment, based on reasonable mutual expectations, with no contractual obligations or guarantees on either side ○ Explain benefits, rewards and recognition ○ LTC Volunteering policies – refer to Handbook / Volunteering Policy / additional info' sheets. ○ Explain that signing the Induction Checklist demonstrates volunteers understand policies ○ How to report absence ○ How to claim expenses – when appropriate ○ Up to six month settling-in period and review 	Named Contact	
<p>Health and Safety (30mins):</p> <ul style="list-style-type: none"> ○ Name Badges ○ Signing-in ○ Fire and emergency procedures ○ Hazard areas ○ Location of fire fighting equipment (for use only after training) ○ Accident reporting ○ First aid ○ Insurance ○ Personal safety and lone working procedures, where appropriate ○ Protective clothing, where appropriate 	Named Contact	
<p>Coffee break (15 mins) / lunch break (1 hr)</p>		
<p>Role specific information:</p> <ul style="list-style-type: none"> ○ About the department and its fit with property ○ Role summary / relevant work procedures ○ Limits of / boundaries to / risks involved in role ○ Volunteering hours / rota ○ Standards expected ○ Breaks ○ Arranging holidays 	Named Contact / Buddy	
<p>Schedule of brief one-to-ones with individual volunteers:</p>	Named Contact	

<ul style="list-style-type: none"> ○ Training Needs Assessment conducted – establish immediate training needs and schedule ○ Outstanding forms completed, including: <ul style="list-style-type: none"> ➤ Equality Monitoring Form (if not already completed) ➤ Health Questionnaire (if not already completed) ➤ Copyright Agreement (if appropriate) ○ Agree volunteering rota ○ Agree date of volunteer's first day ○ Make a date for the review 		
--	--	--

Induction Completed:

I confirm that I took part in the induction activities listed above and I understand [and agree to abide by] Lowestoft Town Council's volunteering policies and procedures [whilst volunteering] which have been explained to me.

Volunteer's Signature: _____ Date: _____

Volunteer's comments:

Line Manager's Signature: _____ Date: _____

Line Manager's comments:

Made possible with



**Heritage
Fund**