



New Volunteer Induction Checklist

Application Process

- Confirm membership form filled Y / N
Given when applied for post
- Skill's audit completed Y / N
Given when applying
- CRB check completed Y / N
If the role required it. Given when applying

Introductions

- Who's Who in HA21? Y / N
Organisation chart & Who's Who from Membership Pack / website
- LA21 background and where the LA21 process is now Y / N
Research and information – handout / website links
- Does the volunteer understanding Sustainable Development Y / N
Explanation & references for further reading
- HA21 History Y / N
1997 Action Plan to present day - summary / case studies from action groups
- Interaction and links with other organisations Y / N
About our organisational members and website links emailed
- Explain why volunteers are needed Y / N
LA21 principles – local action by local people & volunteer based group
- Role of volunteer and agreed Y / N
JD written up by Trustee covering time commitment/location/support /supervision/trial period
- Meet the Trustees Y / N
Chair, Trustees who have nominated themselves & Action Group Chairs if necessary
- 'In Contact' Newsletters Y / N
Latest copy email to volunteer
- Immediate training to develop their role required and agreed Y / N

Policies and Procedure

- Data Protection Agreement Y / N
Given to the volunteer and signed
- Code of Conduct Y / N
For reference located on the wall in the office
- Communication Policy Y / N
Emailed to volunteer
- Training Agreement Y / N
Do we need to create a training agreement which makes it clear to the volunteer that any training they go on needs to be cascaded through the group?
- Volunteer Policy? Y / N
Do we need to develop one and give this to the volunteer? Would include Opportunities to attend conferences/lectures/events/references/training/support/supervision