

Volunteer Checklist

When someone new starts volunteering in your church, you want to make sure they stay safe. A formal induction process can explain any risks to them before they start. It's a good idea to have a standard induction in place, so you know that everything has been covered. This template form outlines the key areas to cover in the induction. You could use it as the basis of your own induction process at your church.

Volunteer name:

Date:

1. Welcome	
Introduced volunteer to other members of staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shown where to leave coat, bag and personal belongings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shown tea and coffee facilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shown where toilets are?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shown where update and news notices are displayed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. The work	
Is the volunteer clear about their job role and title?	Yes <input type="checkbox"/> No <input type="checkbox"/>
The times they are to work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who their supervisor is?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Administration	
Given badge for wearing when volunteering?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shown where volunteer register is kept and signing-in procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Agreed a date for their initial review?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Health & Safety	
Have you explained the fire evacuation procedure including where the fire alarm and extinguishers are?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you shown the volunteer how to record incidents and accidents?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you checked they are aware of what to do in the event of an incident?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you talked through aspects of the risk assessment for the role, amending as appropriate?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signature of inductor:

Signature of volunteer:

