

# CAREER DEVELOPMENT CENTRE

## VOLUNTEERING PROJECT INDUCTION CHECKLIST

This checklist is to ensure that you know what is expected from you as a volunteer within the external organisation, and that you know what course of action to take should any questions arise. Therefore, during your first visit to the external organisation, please make sure that all the points below are covered:

1. Tour of premises.
2. You need to be shown where fire exits are located, the location of fire extinguishers and what type of fire each one should be used on.
3. You need to know who the first aiders are.
4. You need to know what the accident and emergency procedures are.
5. You need to know who the person supervising you will be.
6. You need to know the other staff / volunteers / and other people who you will be volunteering with.
7. You need to be made aware of who you should inform, and how to contact this person if you are unable to attend at an agreed time.
8. You need to be aware of the grievance / disciplinary procedure.
9. You need to be aware of any confidentiality policies.
10. You need to be aware of the health and safety responsibilities / policy.
11. You need to be aware of the equal opportunities policy.
12. You need to be aware of review and support mechanisms.
13. Any other comments:

Volunteer's name (CAPITAL LETTERS): \_\_\_\_\_

Volunteer's signature: \_\_\_\_\_

External organisation representative's name (CAPITAL LETTERS): \_\_\_\_\_

External organisation representative's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Both you and the external organisation representative need to sign this Code of Conduct.