Tower Hamlets Advice Support Project

Volunteer Induction Check List

Induction

Volunteers will be supplied with, required to read and shown where to locate the following information before starting their voluntary placement. This information will be discussed and explained fully at a formal induction session.

1. Office manual
2. Equal opportunities
3. Staffing procedures
4. Confidentiality and data protection
5. Health and Safety
6. Personal Safety and office security
7. Complaints Procedure
8. Volunteer Task Description and Policy
9. Introduction to office layout

12. Case recording procedures

13. Computer system including accessing shared files and general letters

14. Expenses claims

15. Familiarisation/introduction to [www.thcan.org.uk](http://www.thcan.org.uk) website for advice resources and local referrals

Supervision

You will have a named supervisor who will be responsible for: ensuring induction is carried out, all work is supervised, carrying out formal supervision meetings monthly, setting work tasks for you to carry out

Your supervisors name is:.........................................................................

Days and times of attendance

We want your volunteering to be a positive and worthwhile experience, we will ensure that you are given work that will develop skills. This will include setting work and tasks for you to carry out. We therefore want you commit to attend on mutually agreed times and days and keep us informed of any absences.

What day/s and times will you attend:..........................................................

Details of who and how to notify of absences.............................................

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I confirm that I have read and understand the above information

Signature (volunteer)…………………………….........Date……........…......

I confirm that I am the above persons named supervisor and have carried out induction as above requirements

Signature (supervisor)……………………………........Date………………...