This checklist is not exhaustive and should be tailored to meet the needs of the property and the new volunteer.

**Volunteer’s name:…………………………………………….**

|  |  |  |
| --- | --- | --- |
| Action | **Responsibility** | **Date Completed** |
| **Pre-induction**   * All aspects of induction are planned in advance * Welcome pack assembled * ‘Starting Soon’ link sent to volunteer via email http://www.ntwelcome.org.uk/ | Line Manager |  |
| **Welcome**   * Introduction from Line Manager/ Volunteer Manager * Explain the induction programme and what the volunteer can expect * Welcome Pack and car parking sticker given to Volunteer * ‘Your first day’ e-induction. This is available on [*myvolunteering*](http://ilearning.nationaltrust.org.uk/contentstorage/Induction_First_day/)*.* A volunteer can access this resource without a *myvolunteering* account | Line Manager |  |
| **Brief introduction to the National Trust**   * National Trust history * Overview of organisational structure * Overview of 2020 vision and strategic plan * Values and Behaviours * Q&A | Line Manager |  |
| **Brief introduction to the property**   * Introduction to the history of the property, interpretation and presentation, events and activities etc * Strategic aims of the property, and how volunteers support this * Numbers of staff, volunteer roles and volunteers * Local facilities eg shops and travel * Q&A | Line Manager  / Volunteer |  |
| **Volunteer-led tour of the property**   * Introduction to staff / regular volunteers on the property * Storage of personal belongings * Line Manager’s Office * Toilets * Lunch / break facilities | Volunteer |  |
| **Being a National Trust volunteer**   * Welcome Pack * Rulebook, Instructions and Guidance that apply to volunteers, inc claiming expenses and Information Security Level 1 e-learning (available via *myvolunteering)* * Daily management of volunteers * Staff chart / working days * Review process for volunteers * Outline benefits, rewards, recognition and the volunteer card * Introduction to *myvolunteering –* explain registration process, what info is available nationally and locally, claiming expenses and local use of rotas and hours. | Line Manager |  |
| **Communications with volunteers**   * Volunteer’s Forum / newsletters, NT Facebook Volunteers Group/ property page, Twitter, *myvolunteering* website * Key diary dates – forthcoming meetings and social events * Trust-wide communications (including telephone, intranet and email) | Line Manager |  |
| **Health and Safety**   * Name Badges * Signing-in * Fire and emergency procedures. Including Fire Safety e-learning (available via *myvolunteering)* * Hazard areas * Location of fire fighting equipment (for use only after training) * Accident reporting * First aid * Insurance * Volunteer drivers * Personal safety and lone working procedures, where appropriate * Protective clothing, where appropriate * Manual Handling e-learning (available via *myvolunteering)* | Line Manager |  |
| **Role specific information**   * Overview of the department * Role summary / relevant procedures * Limits of / boundaries to / risks involved in role | Line Manager |  |
| **Admin**  Completion of any additional forms that are needed eg Equal Opportunities monitoring form, confidentiality form, copyright agreement  Establish volunteer’s training needs and arrange training  Agree volunteering rota   * Make a date for the review * Reporting absence * Standards expected * Breaks * Holiday time * What to do if things aren’t going as well as either side would like | Line Manager |  |

**Induction Completed**

I confirm that I took part in the induction activities listed above and I understand the Trust’s Instructions and Guidance [whilst volunteering] which can be found in the Rulebook.

Volunteer’s Signature: Date:

Volunteer’s comments:

Line Manager’s Signature: Date:

Line Manager’s comments: