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 agreementEstablish volunteer’s training needs and arrange trainingAgree 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: