**Volunteer Visitor Induction Checklist**

**Volunteer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Induction List to be completed by WPO and volunteer** | **Tick once completed**  | **Date** |
| **Volunteer Recruitment Team- prior to appointment** |  |  |
| Safeguarding online training completed |  |  |
| Welcome pack received (email and post) with policies, procedures, contact numbers, data protection commitment form, “what we do” presentation and ID badge |  |  |
| **Independent Age contact - once the volunteer starts**  |  |  |
| Name & contact details of NWM and WPO given to volunteer |  |  |
| Volunteer Visitor training received |  |  |
| Confidentiality and Data Protection Agreement explained, signed and updated in ThankQ (if not yet done) |  |  |
| Boundaries agreement is signed and uploaded on ThankQ Comms Tab (Boundaries form) |  |  |
| Risk Assessment & Vulnerability Management plan is shared and agreed with the volunteer |  |  |
| Diary sheets and expenses procedure are explained to volunteer  |  |  |
| **Independent Age contact- ensuring volunteer understands the essential policies included in the Welcome Pack** |  |  |
| Volunteering Policy |  |  |
| Data Protection and Confidentiality |  |  |
| Safeguarding Adults policy and procedures to report a concern |  |  |
| Expenses Policy |  |  |
| Lone Working  |  |  |
| Anti-Bribery policy |  |  |
| Equality and diversity policy |  |  |
| **Review meeting (4 weeks’ after start date)** |  |  |
| **Signed by Independent Age contact****Name:**  |  |  |

Once completed, upload on ThankQ under Skills/ Training tab