**Volunteer Orientation Checklist**

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| **Before the volunteer starts volunteering** |
|  | Exchange contact details with the volunteer |
|  | Give the volunteer their new starter pack |
|  | Meet with volunteer to collect the new starter paperwork and 100 points ID if they do not have a current National Police Clearance. |
|  | Ask them if they have any questions about their position description |
|  | Submit a Police Clearance |
|  | Call the volunteer and organise start date once Police Clearance has come back |
|  | Advise the volunteer if they need to bring anything |
|  | Advise the volunteer if they need to wear particular clothing ie PPE |
|  | Prepare, order, or allocate required equipment, passwords, uniform, badge and work space. |
|  | Give the volunteer an overview of the >>>>>. |

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| **When the volunteer arrives** |
|  | Show them around the facility/premises, pointing out any important areas (e.g. toilets or changing rooms, kitchen, emergency exits, first aid kits) |
|  | Provide training where necessary for jobs they will be doing |
|  | Check if they have any questions about your policies or procedures and get signed confirmation that they agree to adhere to your policies and procedures |
|  | Introduce them to other volunteers or staff members |
|  | Introduce them to other volunteers they will be working with. Assign them a buddy (if appropriate) to help them on their first day |
|  | If applicable, inform them how to go about claiming reimbursements |

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| **Then the volunteer is working** |
|  | Keep an eye on them in case they look lost or confused |
|  | Check in with the volunteer to see if they have any questions |
|  | Make sure that they have a break if they are meant to have one |
|  | Make sure they don’t run out of things to do |

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| **After the volunteer’s first day** |
|  | Check that they had a good time, thank them for coming along |
|  | Check if the volunteer has any questions |
|  | Make sure they know when their next shift is |
|  | Ask them for feedback or make sure they are aware of how to provide feedback |

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| **After the volunteer’s first month** |
|  | Check if the volunteer is comfortable in the role |
|  | Check whether they feel they need more training |