



**MARSH STREET ARCHES AND GARDEN COMMUNITY INTEREST COMPANY**

**VOLUNTEER INDUCTION CHECKLIST**

Name of volunteer: \_\_\_\_\_

Date of induction: \_\_\_\_\_

<b>Subject</b>	<b>Date Completed</b>	<b>Initials</b>
<b>Company</b>		
Background and history		
Aims and objectives		
Company structure		
Who's who		
<b>Volunteer</b>		
Role description		
Training and development opportunities		
CRB check		
Point of contact – volunteer coordinator		
Support and supervision		
<b>Policies and procedures</b>		
Child protection		
Data protection		
Equal opportunities		
Health and Safety		
Problem solving		
Confidentiality		
Expenses – what can be claimed, and how		
Volunteer policy		
Volunteer agreement		
Other policies and procedures, as appropriate		
<b>Tour of Green Heart Den and office</b>		

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Volunteer

Volunteer Coordinator