



MEaP's Volunteer Induction Programme

Action	Method	Outcome
Overview of MEaP	Induction of duties and MEaP ethos. Organisation Structure Volunteering Structure Volunteer Handbook Discuss Projects/Services Alternative Provision Twilight Supplementary School Mentoring	
Introduction to policies and procedures	Office Policy /Procedure Health and Safety Child Protection Policy/Criminal Records Bureau checks Equal Opportunity Policy Disciplinary and Grievance Procedure Confidentiality	
Identify training needs of Volunteer	Carry out training needs analysis	.



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Volunteer Induction – Checklist and Manager's Guide

This checklist provides a framework for the planning, delivery and evaluation of the Volunteer induction process at MEaP. It must be completed by the immediate manager, although some items may be delegated to the *colleague helping to settle the new Volunteer member in*. Completed checklists are to be returned to MEaP's Human Resource Sub Committee within 6 weeks of the new Volunteer member's start date.

New Volunteer member

Start Date.....

Immediate Manager.....

Colleague helping the new Volunteer member settle in:.....

FIRST DAY

Action required	Manager's Notes
Welcome and introduction to colleagues	
Familiarise new Volunteer with their environment , consider any facilities they may find	

Security: <ul style="list-style-type: none"> • arrange MEaP staff ID pass computer passwords Health and Safety <ul style="list-style-type: none"> • Location of fire exits and 'Safe Havens' for Volunteer with restricted mobility • Fire and other emergency evacuation procedures • Personal safety guidelines • Accident and incident reporting 	
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<ul style="list-style-type: none"> On site first aiders 	
Advise how to deal with telephone enquiries, visitors.	
Work times, breaks, tea etc.	
<i>Please sign to confirm that all required actions have been completed</i>	<i>Manager's signature</i>

FIRST TWO WEEKS

Action required	Manager's Notes
MEaP Projects Alternative Provision Twilight School Mediation and Mentoring Service	
Identify initial training needs, e.g. Microsoft Outlook, Recruitment and Selection. Discuss needs and take action to arrange training or coaching.	
Introduce them to the procedural information (if applicable) they may need. E.g. <ul style="list-style-type: none"> Stationery & equipment ordering Specialist functions Quality procedures 	
Complete VDU Workstation Audit	
Introduce them to facilities and equipment they may need to use. E.g. Training/conference room	
Further introductions to key Volunteer outside the immediate area	
<i>Please sign to confirm that all required actions have been completed</i>	<i>Manager's signature</i>

FIRST SIX WEEKS

Action required	Manager's Notes
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Maintain regular performance review discussions to check progress against work and learning objectives. Provide an opportunity for new Volunteer to discuss any problems with you; their immediate manager	
Ensure that experienced colleague is available to discuss day to day issues with the new member of Volunteer	
<i>Please sign to confirm that all required actions have been completed</i>	<i>Manager's signature</i>

How can the Volunteer induction process be improved? Please record any good practice that you feel could be shared across all partner organisations.

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New Volunteer's Signature.....

Immediate Manager's Signature.....

Date.....

Please copy completed and signed Volunteer induction checklist to the MEaP's Human Resources Sub Committee, within 6 weeks of the new Volunteer member start date.



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Last Updated – May 2020



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Please only tick a box when you are fully confident that you do not need any further help on the item.

Area of induction	Tick when complete	Comment
Tour of office; including introduction to colleagues.		
Arrangements for work breaks and lunch, including where to get refreshments etc.		
Introduction to the role and functions of project.		
Received induction pack.		
Understand the duties and responsibilities of the post.		
Aware of health and safety policies in MEaP and your project/section. Who is your project/section safety nominee/officer?		
Accident/emergency/evacuation procedures and how to call for a first aider.		
Tour of MEaP		
Personnel matters: details of arrangements for notification of sickness, holidays, unpaid leave.		
Arrangements for car parking		
Use of telephone and post system:		
Stationery / photocopying and printing facilities.		
Are aware of Volunteer development opportunities within your project		
Awareness of the MEaP's Equal Opportunities Policy and Codes of Practice as they affect your project and your job.		