



Appendix 6: Volunteer Induction Checklist

This checklist is completed by the line manager and volunteer and placed in their personal file.

Volunteer		Role	
Job title		Start date	
Department of Placement		Manager Name	
		Date completed	

No.	Subject	Tick to endorse
1	Introduction	
2	Fire Procedure	
	Fire Information	
	Fire Safety and Guidance Information	
	Security Guidance and Information	
3	Health and Safety	
	Health & Safety Policy Statement	
	General guidance on the handling of violence & aggression in healthcare premises	
	Manual Handling/safe lifting & handling	
4	Infection Control	
	Infection Prevention & Control for patients, visitors and hospital volunteers	
	Bare Below the Elbows Policy	
	Health & Hygiene	
	Hand Cleaning Techniques	
5	Confidentiality & Data Protection	
	Code of Conduct	
	I understand that all client information that is disclosed to me, or which comes to my knowledge in connection with my voluntary work within the hospital, is to be treated as strictly confidential.	
6	Safeguarding Adults	
7	Safeguarding Children & Young People	
8	Using Social Media Responsibly	
9	Patient Experience Team – here to listen	
10	Foundation Trust Membership	
	Letter from Chief Executive	



	Volunteer Membership explained	
11	Information on Sherwood Forest Hospitals (NHS) Foundation Trust	
12	Quality for all – our shared values and behaviours	
13	Uniform	
	Uniform and dress code information	
	Supply of uniform	
	Identification badge dates	
14	General information	
	Payment of expenses – BACS form/travel expense form	
	Catering facilities	
	Security	
	Working in safety	
	Accident reporting procedure	
	Arrangements for receiving first aid	
	Procedure for repair of faulty equipment	
	Signing the volunteer register on entering the hospital and when leaving the hospital premises	
	Notification of sickness & holidays	
	No smoking Hospital	
	Insurance	
15	Map	
16	Volunteer Induction Checklist	

Volunteer
Signature

Manager
Signature

Date

Date