

Appendix 4: Volunteer Induction – 1st Day Template (Example):

***Please be advised the below 1st day template is basic by design as each service area will have different requirements but it can be used to give you a starting point to work from. ***

Day 1 – Induction	Manager / Responsible Officer – Initials	Volunteer – Initials
Provide a tour of the office / area where the volunteer will be located		
Tour – Point out all emergency exits		
Tour – Run through the fire evacuation process for the location as well as the assembly point(s) and who to report to		
Tour – Point out any first aid boxes / stations and who the first aider and mental health first aiders are at the location		
Tour – Introduce the volunteer to the team and any other volunteers already in the service		
Tour – Show the volunteer where any breakout areas are in the location		
Tour – Explain that all council locations are smoke-free and point out a suitable location they can go should they need to		
Tour – Show the volunteer where they are likely to be sat when at the location <i>(if applicable)</i>		
Introduce the volunteer to their allocated buddy / mentor <i>(if applicable)</i>		
Structure – Provide an overview of the service structure so the volunteer can easily see where they fit in		
Tasks – Discuss the tasks and responsibilities for the volunteer and allow them time to ask any questions about them which they haven't already asked.		
Day 1 Overview – Provide an overview of what the volunteer can expect to be doing over the course of the day and week		
Training – Provide an overview of any specific training which the volunteer would need to undertake as soon as possible.		