

Best Practice Resources for Volunteer Recruitment & Management

Volunteer Induction Checklist

Before they start

- Confirm role, responsibilities and start date
- Share key policies and role description
- Complete any necessary checks or paperwork

Welcome

- Introduce them to key people
- Give a tour and practical information
- Explain your organisation and their role in it

Training

- Go through role expectations
- Cover health and safety, safeguarding, and confidentiality
- Explain where to get support

Day-to-day

- Explain supervision, communication, and expenses
- Show how to raise questions or concerns

Follow-up

- Check in early
- Offer support and answer questions
- Review how things are going

A simple, supportive induction helps volunteers feel welcome and confident from the start.