

VOLUNTEER INDUCTION CHECKLIST

To ensure that all members of the team are acquainted with the needs of the people we support & Policies & Procedures of Willderland Farm, it is necessary for an induction checklist. Tick all boxes to confirm actions.

1. INTRODUCTION

1.1	Introduced to the person or people who use our farm	
1.2	Introduced to other members of the Willderland team (Trustees and volunteers)	
1.3	Introduction to the site	
1.4	Philosophy and aims of the service	
1.5	Duties and responsibilities required of you as a volunteer	
1.6	Responsible to whom and for whom?	
1.7	Timekeeping and absences processes	

2. IN-HOUSE PROCEDURES

2.1	Record keeping including service user sign in and reporting	
2.2	Security	
2.3	Handbook and policies	

3. HEALTH AND SAFETY

3.1	Emergency contact/communication procedure	
3.2	Action in event of fire	
3.3	First aid procedure	
3.4	Location and use of protective clothing (if required)	
3.5	Risk assessment and H&S responsibilities	
3.6	Staffing ratio	
3.7	Lone working agreement and buddying contact agreement	
3.8	Facility cleaning	
3.9	Manual handling	
3.10	Required to read and sign agreement with regards to all H&S on site	

4. MAINTENANCE AND REPAIRS

4.1	Use of equipment and machinery	
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5. SITE- PROCEDURES

5.1	Daily routines and site visit rota	
5.2	Smoking and Alcohol Policy	

6. GENERAL

6.1	Site activities and activity allocation	
6.2	Complaints, comments and compliments procedure	
6.3	Food and drink on site	

7. PEOPLE WHO USE OUR SERVICE

7.1	Privacy & dignity	
7.2	Personal space and service user agreement	
7.3	Working with challenging behaviour	

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7.4	Appropriate dress and conversation	
7.5	Professional boundaries (gifts, invites, FB)	
7.6	Safeguarding procedure	

Worker	Name	Signature
Inductor	Name	Signature
		Date