



VOLUNTEER INDUCTION - IOW

NAME OF VOLUNTEER:

DATE:

ACTION	COMMENT	Tony	VOLUNTEER
Drop-In			
Sign in on arrival	Form on reception desk		
Parking Arrangements			
Emergency Procedure	Advise of the emergency procedure for the venue and risk assessment(s)		
VOS LOGS 1. Complaints log 2. Accident and incident log 3. Comments log	Should be made by email to the office during normal working hours		
Tour of venue			
Travel expenses claims	Forms to admin team at Drop-In		
Other Documents:	Sign Confidentiality Agreement and Consent for Personal Image Give copy of Safeguarding Factsheet and Code of Conduct		
Polo Shirt Size			
Photo for ID card			
Name to appear of badge (with or without surname)			
Drop-In pre-meetings	Advise timings of Drop-In set up and/or pre-meetings		