



VOLUNTEER INDUCTION

NAME OF VOLUNTEER:

DATE:

ACTION	COMMENT	Sandie	VOLUNTEER
Access to the RMC			
Sign in at reception in book			
Parking Arrangements			
Emergencies: 1. All incidents to RMC reception 2. First Aiders RMC staff at Reception	Give copy of Emergency Procedure		
VOS LOGS 1. Complaints log 2. Accident and incident log 3. Comments log	Kept at Reception for Drop-in and in the office during normal working hours Lounge during Drop-In and in the office during normal working hours		
Tour of RMC: VOS Office Compass Area Bar Nelson Lounge Brocks Bar Ballroom Therapy Room 1 Therapy Room 2 Therapy Room 3			
Travel expenses claims	Given out 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 on badge (with or without surname)			
Drop-In pre-meetings			