



# LITTLE SISTERS *of the* POOR

## Volunteer Induction Checklist

Volunteer's Name: \_\_\_\_\_

*Welcome to.....*

	Date complete	Responsible person
Welcome to The Little Sisters of the Poor		
The Mission Statement and values		
Details of our resident group		
Roles of volunteers within the home		
Roles of staff within the home		
Introduction to other volunteers		

***Welcome to your volunteer role:***

	Date complete	Responsible person
Introduction to the volunteer role and what you will be doing		
Talk through the volunteer role description		
Discuss what The Little Sisters of the Poor expects of you and what you should expect in return		
Discuss any concerns about the role		
Give details of training to be undertaken and the timescale for this, what commitment is involved and the reasons for this, especially if there is any compulsory training		
Discuss the boundaries of your role, including to whom you are accountable and whether you will be working alone or in a team. We will provide guidelines for example on what to do if asked by residents to perform additional tasks, or offered a gift by residents		
Provide a copy of your role risk assessment and discuss what you will need to do to be safe and comply with the insurance		
Identify the named person to whom to report problems		
Provide ID badge		
Set a review date to talk about how your volunteering experience is going		

***Welcome to the policies, procedures and practicalities***

	Date complete	Responsible person
Confidentiality Statement (must be signed by volunteer)		
Respectful and appropriate language		
Provide information on who to contact in an emergency and ensure that The Little Sisters of the Poor has obtained emergency contacts for you		
Talk through the Health and Safety Policy and Procedures		
Fire exits; location of break glass points and extinguishers; emergency evacuation procedures and weekly alarm test;		
First Aiders and location of First Aid kits		
Accident procedures explained		
Building entry and security outlined		
Your own responsibilities for health and safety		
Discuss photography and social media within the home		
Discuss any dress code		