

**Volunteer Support**

**Department Local Induction Checklist**

**The local induction should be carried out when;**

- This is the first time this ward/department is receiving volunteer support.
- When a volunteer is starting their first shift on the ward and this volunteer has not volunteered on this ward/department before

**Participant Name:**

**Department:**

**Department Volunteer Supervisor:**

**Start Date:**

<b>Volunteer Local Induction Checklist</b>	<b>Tick ✓ to confirm this has been discussed</b>
Introduction to Volunteer Supervisor/ Point of Call on the ward/department	
Refreshments and Personal Storage	
<b>Health &amp; Safety:</b> <ul style="list-style-type: none"> <li>➤ Emergency Exits</li> <li>➤ Fire Alarm</li> <li>➤ Fire Assembly Point</li> <li>➤ Fire Equipment</li> <li>➤ Appropriate Use of PPE</li> <li>➤ Department specific Health and Safety Signs</li> <li>➤ Restricted Access Areas to Staff Only (not volunteers)</li> </ul>	
<b>Tour of Department:</b> <ul style="list-style-type: none"> <li>➤ Overview of department/ward, what staff do, who they treat, what service they deliver etc.</li> <li>➤ Overview on the volunteer support required</li> <li>➤ Location of resources</li> <li>➤ Department specific risks and control</li> </ul>	

<ul style="list-style-type: none"><li>➤ Appropriate security procedures i.e. doors locked shut to avoid patients leaving the ward without supervision</li><li>➤ First Aid Facilities</li></ul>	
Facilities Available: <ul style="list-style-type: none"><li>➤ Drink facilities</li><li>➤ Nearest toilets</li></ul>	

**I can confirm that I have undergone the above Department/Ward Local Induction.**

**Participant Signature:..... Date:.....**

**I can confirm that I have informed the above named volunteer in all the areas required above.**

**Volunteer Supervisor Signature:..... Date:.....**

**Please may we ask that the volunteer returns the completed form to the Volunteer Services Team at the earliest convenience. This will then be added to the volunteer records.**