**Adaptable checklist for when a new volunteer starts**

Not all of the issues listed below will be relevant to all tasks, but the list serves as a
checklist for those who look after volunteers or people on a rota, to make sure that
nothing gets overlooked.

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| **What is the task?*** And what is helpful to know about doing the task?
 | *e.g. serving drinks, welcoming people or administration* |
| **Why does the task matter?*** i.e. How will it serve the organisation and/or people?
 | *e.g. welcoming everyone is a sign that all people are valued equally, as well as being a practical opportunity to introduce newcomers to activities and other people* |
| **Who will take responsibility for supporting the volunteer?*** To deal with any organisation and administration e.g. rotas
* To show the volunteer the ropes initially, including answering any questions they may have
* To thank them for what they are doing
* To help them understand the purpose of the task and to continue to see its importance
* Who will be the main contact if there are any suggestions or problems
 | *This may be one person or several.* |
| **Equipment** * Will any equipment be used for this task?
* Is any relevant equipment safe for use?
* Who will check that the volunteer knows how to use the equipment?
 | *e.g. kettle, crockery, urn, oven, computer, projector or ladder* |
| **Administration and formalities*** Who will check that the organisation’s insurance covers the volunteer for that role?
* Have you done a risk assessment?
* Is a DBS check needed?How will a DBS check be organised, if needed?
 | *See* [*Managing Formalities*](https://cuf.org.uk/resources/volunteering-resources) *for more guidance and suggestions on insurance, risk assessments and DBS checks.* |