

### VCWF Volunteer Induction Checklist

SESS 1	ACTION	Y tick
1	Tea, coffeemaking facilities, toilets	
2	Deskpace, restrictions on use, login code and procedure	
3	Photocopier and printer, stationary cupboard, procedure for getting stationary, telephone system and list	
4	Accessing petty cash for expenses	
5	Introductions, tour of building/office, introductions to key personnel., list of other key people to meet	
6	Health and Safety (use standard form)	
7	Use of Windows - gentle introduction, V-Base if appropriate. E-mail. Other appropriate computer packages - Access, Excel, VCWF website etc	
8	File in filing cabinet and/or pigeonhole, or other appropriate method of communication for letters, memos, email etc	
9	VCWF mission, objectives and structure, VCWF EOPs and Vision and Values, confidentiality policy	
<b>SESS 2</b>		
1	Outline of workplan - short & medium term	
2	Discussion of long term and personal objectives	
3	Reading material	
4	Assess and agree immediate training needs	
5	Begin work	
6	Debrief at end of day	
	<b>COMMENTS</b>	
	<b>Waltham Forest</b>	