**This form is to be placed on the volunteer’s file once completed.**

**Therefore, please return it to the Community Support Team as soon as possible.**

|  |  |
| --- | --- |
| Name of volunteer  |  |
| Volunteer Position  |  |
| Name/s of Supervisor/s |  |
| Commencement Date |  |
| Location of office, classroom, or other area where volunteering |  |
| Agreed day/s of volunteering |  |
| State agreed hours: From-To |  |

Some of the items listed below will not be applicable for all volunteers; (emergency evacuation applies to all).

The staff supervisor needs to indicate what is required by inserting ✓ (applicable) or NA (not applicable) in the column next to the topic/item. When the induction/orientation/introductions have taken place, both the new volunteer and the staff supervisor undertaking the induction process will sign the document.

|  |  |
| --- | --- |
| **The following Induction/Orientation is to be undertaken for all new volunteers** **within their first two volunteering sessions with Inclusion Melbourne** |  |
| **Topic/item**  | **NA OR ✓** |
| Introduce service users/students, staff, volunteers, and others who are present |  |
| Introduce site OH&S representative, First Aid personnel, and/or Fire Warden |  |
| Show the location of workplace facilities e.g. toilets, accessible bathroom, tea & coffee making facilities, computers, stationery, photocopier, art supplies  |  |
| Provide details of computer access/password  |  |
| Advise volunteer on use of any equipment where required |  |
| Discuss the emergency evacuation procedures, including evacuation plan, emergency exits and evacuation assembly point |  |
| Provide copy of Duress Guidelines, & advise of location and position of duress buttons *(Sunshine campus only)* |  |
| Advise of location of First Aid box and fire extinguishers  |  |
| Discuss their duties and goals (e.g. as provided in the Community Participation Outline)  |  |
| Provide relevant service user/student documentation, e.g. personal profiles, consistent approaches, Individual Learning Plan. Discuss privacy, confidentiality, and expand on any details as necessary  |  |
| Provide contact details of relevant staff e.g. mobile phone numbers, email addresses |  |
| Confirm line management and reporting structure details and responsibilities  |  |
| Notify volunteer of location of Stakeholder Feedback Forms |  |
| Discuss the mobile phone guidelines whilst person is volunteering |  |
| Ask volunteer if he/she has any questions re their volunteer role & its duties |  |

*I confirm that I have been briefed on all of the aspects listed above, with the exception of those marked NA (not applicable) and provided with any supporting documentation. I understand the intent and what is required of me, and agree to be guided by my supervisor, and communicate with that person/s on a regular basis.*

Signed (volunteer)……………………………………………… Date…………………….

Signed (employee)……………………………………………… Date…………………….