

Your volunteer manager will help with the following:	Date completed/notes
<p>General introduction</p> <ul style="list-style-type: none"> • Have you met people in your team? • Have you met other people at your station/branch/area/shop? • Do you understand how your role fits within your team (or within the organisation)? 	
<p>Volunteer location</p> <ul style="list-style-type: none"> • Have you undertaken a tour of the station/shop/volunteer base/event location? • Do you know where the toilets are located and where you can leave your belongings? • Do you know the arrangements for refreshments? • Do you know how to gain access to the volunteer area (if relevant)? • Do you know the arrangements for car parking? 	
<p>Safety, Health and Environment</p> <ul style="list-style-type: none"> • Have you received a copy of the Volunteering in Safety booklet, and completed the Safety Induction Checklist for Volunteers? (You can find both of these documents in the Volunteer Induction Pack). • Do you know how to access the relevant emergency procedures/site safety messages relating to your volunteering location/event? • Do you know what to do in the event of a fire? • Do you know how to report hazards, near misses or accidents? 	
<p>Documentation</p> <ul style="list-style-type: none"> • Have you received a copy of the Volunteer Induction Pack? • Have you signed and returned all the relevant paperwork for your role, including the Volunteer Confirmation of Understanding (found in the Volunteer Induction Pack)? This includes signing to say you have read and understood the Volunteer Commitment and Volunteer Code of Conduct, GDPR Guidelines for Volunteers and Volunteer Managers and the Safeguarding Policy/Safeguarding Tips Leaflet. • Are you aware of the relevant policies and guidelines that are available, including equality, diversity and inclusion, safeguarding, and expenses? • Does your manager have a copy of the details for your emergency contact person? 	
<p>Role description: Have you had an opportunity to discuss your role description and specifically:</p> <ul style="list-style-type: none"> • time commitment? • what you will be doing? • who you report to? 	
<p>Equipment</p> <ul style="list-style-type: none"> • Have you been issued with any equipment that is relevant to your role? 	
<p>Training:</p> <ul style="list-style-type: none"> • Do you know what role specific training is required for your role? • Do you know if there is any mandatory training for your role (eg safeguarding)? • If your role has access, have you had a look at Learning Zone? • Have you booked to attend a One Crew Welcome session? https://www.eventbrite.com/e/rnli-one-crew-welcome-tickets-546164381367 • Do you have an allocated buddy? 	
<p>Communication:</p> <ul style="list-style-type: none"> • Have you discussed your preferred communication method (such as email, or by telephone)? • Do you know what to do if you are unable to volunteer (holidays, sickness etc)? • Have you discussed using social media with your volunteer manager? • Are you aware of the RNLI Volunteers Facebook group? • Do you have relevant contact numbers for others in your team? • Are you happy for your contact details to be added to any local team contact lists which may be used within the team? • Are you aware of the Volunteer Zone on the RNLI website? (RNLI.org/VolunteerZone) 	
<p>What next?</p> <ul style="list-style-type: none"> • Have you agreed your next session of volunteering? • Have arrangements been made for you to meet key people relevant to your role? • Is there anything else you need? • Do you have any other questions? 	