|  |  |  |
| --- | --- | --- |
| **PRE-ENGAGEMENT** | **DATE COMPLETED** |  |
| Volunteer Application Form |  |  |
| DBS check (required where volunteer will be working with children, young people and/or vulnerable adults) |  |  |
| Character reference (optional - decision by manager) |  |  |
| Volunteering Agreement (including start date) |  |  |
| Check valid driving licence (if transporting equipment/using vehicle provided by MVDC) |  |  |
| Obtain copy of vehicle’s insurance policy and if appropriate MOT certificate (if volunteer using own vehicle) |  |  |
|  |  |  |
| **MANDATORY LEARNING** | **Completed MVDC training at home (date)** | **Completed MVDC training at MVDC Offices (date)** |
| GDPR (volunteers - shortened paper version) |  |  |
| Health & Safety (volunteers - shortened paper version) |  |  |
| Code of Conduct (provide volunteer with paper copy of policy) |  |  |
| Respect at Work (provide volunteer with paper copy of policy) |  |  |
| Equality Policy Statement (provide volunteer with paper copy of policy) |  |  |
|  |  |  |
| **DAY ONE CHECKS/PAPERWORK/INFORMATION** | **DATE COMPLETED** |  |
| Welcome and Introduction to Volunteering including confidentiality |  |  |
| Relevant information about MVDC and particular Service |  |  |
| Provide volunteer with copy of Volunteering Policy |  |  |
| Sign Volunteering Agreement |  |  |
| Provide volunteer with role description (if relevant) |  |  |
| Health & Safety - show volunteer around buildings volunteering in covering where fire exits are, what to do in event of fire and who to report H&S concerns to. Share risk assessments relevant to tasks volunteer undertaking as appropriate. |  |  |

**MANAGER’S CHECKLIST FOR TAKING ON VOLUNTEERS**

Name: ………………………………………………………………………

Signed: …………………………………………………………………….

Dated: ……………………………………………………………………..

**PLEASE RETAIN LOCALLY AND RETURN A COPY TO HR ADMIN AT** [**HR.Admin@molevalley.gov.uk**](mailto:HR.Admin@molevalley.gov.uk)

**June 2021**