

Duke of Edinburgh Volunteer Enrolment and Induction Checklist

Volunteer Name _____

DOFE CENTRE _____

Volunteer role _____

Date Checklist completed _____

Checklist completed by _____

This checklist should be completed as part of the enrolment (Stage 1 and 2)
and induction process (Stage 3 to 9) and retained in the volunteers file.

	Stage	Action	Date	Comments
1.	<p>Volunteer Application form.</p> <p>Volunteer Interview/Meeting</p>	<p>Application form received and completed correctly, signed by the volunteer.</p> <p>Meet with volunteer, asking for two forms of ID (Disclosure Scotland ID Check in resource pack) and clarify if OSCR check is required.</p> <p>Confirm volunteer role they wish to apply for. If volunteer wishes to proceed copy and scan copies of ID and sign off (verification of ID form found in resource pack.) This ID may be used to confirm eligibility to work etc. as shown on verification of ID form.</p>		
2.	<p>Paper work</p> <p>OCRC Check</p> <p>Eligibility to work in UK.</p> <p>PVG</p> <p>References</p> <p>Driving License Check</p>	<p>Ensure all paperwork is processed according to Aberdeenshire volunteer enrolment process.</p> <p>Overseas criminal check is to be organised by volunteer if applicable, this is first priority</p> <p>(Use list A and list B from in Recruitment and selection resource pack)</p> <p>If the volunteer role comes under the PVG scheme, check if already scheme member emailing disclosurescotland@aberdeenshire.gov.uk "I am enrolling the following potential volunteer into a VR role that requires a PVG Children workforce check, therefore, is there a current PVG check in the children workforce, through Aberdeenshire council, in place for:</p> <ul style="list-style-type: none"> • Name • DOB • Address • Background info if you aware they have existing Aberdeenshire PVG <p>Await response before asking volunteer to complete PVG form, or PVG update form.</p> <p>Ensure form completed correctly and send to HR with copies of both ID and completed Confirmation of Identity form. Send letter to referee noted on application form. If reference is satisfactory file in volunteer file. If driving is a requirement of the role ensure that the volunteer has a full valid driving licence.</p>		

Only when pre-enrolment checks to volunteer in the VR role have been obtained can the volunteer be confirmed.

Set up a meeting with the volunteer and proceed as follows;

3.	Letter of confirmation Volunteer Agreement Confidentiality Agreement	To be sent to the volunteer with VR Role Ensure a copy of the Volunteer agreement has been completed and signed by the volunteer. Discuss confidentiality and complete the confidentiality agreement.		
4.	DOFE Enrolment Form	Ask volunteer to complete and return to coordinator. Ensure signed by HOE before scanning or posting to awards@aberdeenshire.gov.uk		
5.	Training i.e CP/DP EdofE First Aid Low Hills	Discuss any training requirements as per the DOFE enrolment form, with the volunteer. Essential training on VR Role is currently funded by DOFE office. Ensure volunteer is made aware of how to access these. All training to be accessed through Awards office.		
7.	Policies & Procedures i.e. Evolve Excursions Policy Risk Assessments	Discuss any relevant policies and procedures and ensure volunteer is to be aware of where to find these if required. Some of this information may be accessed from the awards office.		
7.	Health & Safety	Discuss Health & Safety and provide volunteer with access to any relevant H&S policy and procedures.		
8.	Absence	Agree how the volunteer will notify you of their absences and how far in advance they should advise you of any breaks due to holidays etc.		
9.	Emergency Contact Details	Emergency contact details provided by volunteer. Unless previously provided on application form.		