



## Volunteer Enrolment & Induction Checklist

**Date:**

<b>Volunteer Name:</b>	
<b>Volunteer Role(s):</b>	
<b>DofE Centre (Network):</b>	
<b>DofE/OA Staff Member:</b>	

**Please follow table order to ensure completion of all volunteer enrolment and induction tasks.  
This checklist should be completed as part of the enrolment (Stage 1 & 2) and  
Induction Process (Stage 3 to 9) and retained in the volunteer file.**

	<b>Stage</b>	<b>Action Required</b>	<b>Date Completed</b>	<b>Comments</b>	<b>Volunteer Signature</b>
	Volunteer Application form.	Application form received and completed correctly, signed by the volunteer. (DofE or Centre Coordinator to complete)			
	Volunteer Interview/Meeting	Meet with volunteer, asking for two forms of ID (Disclosure Scotland ID Check in resource pack) and clarify if OSCR check is required. 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. (DofE or Centre Coordinator to complete)			
	Paperwork	Ensure all paperwork is processed according to Aberdeenshire volunteer enrolment process.			
	OCRC Check	Volunteer to be requested to obtain an Overseas Criminal Records Check (if applicable).			
	Eligibility to work in UK	(Use list A & B from Recruitment & selection resource pack)			
	PVG (has PVG number)	If volunteer has an existing PVG with Aberdeenshire Council – contact <a href="mailto:disclosurescotland@aberdeenshire.gov.uk">disclosurescotland@aberdeenshire.gov.uk</a> to check if update required – save response email in shared drive		Await response from HR before requesting Volunteer to complete PVG/PVG Update form.	
	PVG (New member)	If the volunteer role comes under the PVG scheme, check if already scheme member emailing <a href="mailto:disclosurescotland@aberdeenshire.gov.uk">disclosurescotland@aberdeenshire.gov.uk</a> “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		Ensure PVG form completed correctly and send to HR with copies of both ID and completed Confirmation of Identity form.	



		<p>Aberdeenshire council, in place for:</p> <p>Name:</p> <p>DOB:</p> <p>Address:</p> <p>(Background info if you aware they have existing Aberdeenshire PVG)</p>			
	References	If applicable for VR Role		Send letter to referee noted on application form. If reference is satisfactory file in volunteer file.	
	Driving License Check	<p>If applicable for VR Role</p> <p>Confirmation of Identity form</p>		If reference is satisfactory file in volunteer file. If driving is a role requirement, ensure the volunteer has a full valid driving licence.	
	Volunteer File Creation	Create a Volunteer File on shared drive and complete volunteer evidence spreadsheet			
	Volunteer Record	Save copy of ID to Volunteer Record in shared drive			



	Qualifications (if applicable to VR Role)	Obtain copy of appropriate qualifications (if applicable)			
	Other (give details)				

## Induction Process - PVG Approved Volunteer Meeting

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 below:

By signing these boxes I confirm I have read and understood the documents/training listed below.

	<b>Stage</b>	<b>Action Required</b>	<b>Date Completed</b>	<b>Comments</b>	<b>Volunteer Signature</b>
	Issue letter/email of conformation	To be sent to Volunteer with VR Role(s)			
	Volunteer Agreement & Plan	Ensure copy of Volunteer Agreement Plan has been signed by Volunteer			
	ALDO Access	Arrange ALDO access to allow volunteer to complete online courses			
	DofE Enrolment Form	Complete eDofE enrolment form (Add Link)			
	Identify Training obtained/ needs	Discuss any training and requirements for the role and note on DofE Enrolment form. Get copy certificates if applicable			
	Volunteer Emergency Contact	Ensure these details are contained on the eDofE Form.			
	DofE Webpage	Ensure Volunteer is aware of our website and information			
	GDPR	Ensure GDPR has been completed on ALDO			



	Confidentiality Agreement	Discuss confidentiality and complete the agreement (ALDO – is there an online item)?			
	Child Protection	Ensure Child Protection course has been completed on ALDO			
	First Aid Procedures	Advise of procedures for 1 <sup>st</sup> Aid add link#			
	Fire/Emergency Procedures	Advise of procedure for Fire/Emergency add link#			
	Code of Conduct	Advise of Code of Conduct add link#			
	Risk Assessment	Advise of Risk Assessment process add link#			
	Volunteer Expenses	Explain process for claiming expenses add link#			

## Volunteer Enrolment & Induction Checklist – Appendix 1 Guidance Notes

Enrolment	
Volunteer Application form	This is the first step you must complete for each new volunteer. Please ensure questions 1, 2, 6 and 7 are answered before progressing any further.
If volunteer has an existing PVG with Aberdeenshire Council – contact <a href="mailto:disclosurescotland@aberdeenshire.gov.uk">disclosurescotland@aberdeenshire.gov.uk</a> to check if update required – save response email in shared drive	Email the undernoted information to HR if they may have an existing Aberdeenshire PVG (1) Name <ul style="list-style-type: none"> <li>• Date of Birth</li> <li>• Address (if known)</li> <li>• VR Role applied for</li> <li>• Background info related to Aberdeenshire Council PVG</li> </ul>
Advise volunteer to obtain Overseas Criminal Records Check (if applicable)	If identified through application form that volunteer has worked or lived overseas for a period of 3 months or more out with the UK for the last 5 years, then the volunteer should obtain an OCR check before progressing the application further. (Refer to Volunteer resource pack on Arcadia)
Complete and process PVG application (New/Existing) including Confirmation of Identity form	Ensure process on Volunteer Resource Pack followed and check all fields are completed on the PVG form including confirmation of identity form before sending to HR at Woodhill House. If OCR check is applicable, please submit with PVG form and copies of ID.
Creation of Volunteer File on shared drive	Create file in area team volunteer information folder and complete volunteer evidence spreadsheet.
Save copy of ID to shared drive	2 forms of identification saved in volunteer file.



<p><b>Obtain copy of appropriate qualifications (if applicable)</b></p>	<p>Save relevant qualifications that the volunteer will use in their volunteering role to the shared drive.</p>
<p><b>Consider obtaining a Volunteer Reference (If applicable)</b></p>	<p>Ensure volunteer reference details are added to the application form.</p>
<p><b>Save pre-enrolment check email from HR to share drive</b></p>	<p>Ensure email is saved in volunteer information folder.</p>



Induction	
<b>Issue Child Protection Slides</b>	Please ensure these are emailed or shown in person to the volunteer.
<b>Issue GDPR questions – mark and save “passed” assessment to volunteer file on shared drive</b>	Staff to issue GDPR test to volunteer and mark returned questions. Once test passed, save final assessment in volunteer information file and update GDPR / Volunteer Evidence spreadsheet with details.
<b>Complete Volunteer Agreement Form</b>	Where possible keep this document open-ended and generic for flexibility.
<b>Complete Confidentiality Agreement</b>	Complete relevant fields, ensuring agreement reached and details inserted for section H for the storing of personal data.
<b>Issue Active Schools Volunteer Handbook</b>	Email handbook where possible to volunteer.
<b>Complete Emergency Contact Form</b>	Ensure volunteer completes emergency contact form and this is uploaded to the volunteer information folder on the shared drive.
<b>Identify possible / required training opportunities</b>	Ongoing discussion with volunteer.
<b>Advise of First Aid Procedures</b>	As per volunteer handbook.
<b>Advise of Fire/Emergency Procedures</b>	Ensure volunteer is aware of procedures for specific facility/venue.
<b>Discuss Active Schools Code of Conduct for participants (TBC)</b>	As per volunteer handbook.



<p><b>Discuss / advise of activity Risk Assessment</b></p>	<p>Discuss expectations of this volunteer role with regards to risk assessment. Explain ongoing requirement where needed to add to variance sheet.</p>
<p><b>Discuss and advise of application/consent forms and registers (including collection of participant fees where appropriate)</b></p>	<p>Discuss expectations of this volunteer role with regards to consent forms, registers, head injury letters, first aid forms and collection of participant fees.</p>
<p><b>Explanation of Volunteer Expenses and issue form</b></p>	<p>Discussion with volunteer regarding out-of-pocket expenses for volunteering role. Consider completion of AP01 and AP06 forms where volunteer requests expenses.</p>