

**SORREL YOUTH CAFE
Volunteer Induction Pack
Checklist**

Policy History	
V1	Agreed Committee Meeting 28 Sept 10
Next Review	Sept 2011

The Organisation

- Aims and objectives
- Background to the organisation

Equal Opportunities

- Equal Opportunities Policy
- Safeguarding Policy
- Personal details sheet
- Organisational chart

Tasks and Responsibilities

- Role description

Agreement

- Volunteer agreement
- Volunteer Policy Statement and Procedures

Health and Safety

- Health and Safety Policy
- Fire Evacuation Procedures

Confidentiality

- Confidentiality Policy