

# Volunteer Induction Top Tips

## Plan Your Capacity

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- Be realistic about the staff time available to complete volunteer inductions.
- Identify which elements you can deliver directly and what could be streamlined or delegated.

## Use the Nova Volunteer Induction Checklist

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- Access this in the Nova Members Resources area under 'Volunteering'.
- Use it as a baseline to ensure all essential steps are covered.

## Offer Flexible Induction Methods

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- Use varied formats for mandatory training – e-learning (e.g. Connexus E-portal), short videos, or local free training courses.
- Provide visual or easy-read versions of key policies and procedures.

## Keep It Proportionate

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- Match the induction content to the complexity of the volunteer role.
- Avoid overwhelming new volunteers with unnecessary details early on.

## Be Inclusive

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- Consider volunteers who may face language barriers – use subtitles or translated materials where possible.
- Remember: in some areas of Wakefield District, the average adult reading age is around 8 years. Keep language simple and clear.

## **Complete Key Checks**

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- ID checks – decide if these form part of your induction, even when a DBS isn't required.
- DBS – If relevant, remember DBS checks do not show every concern. Organisations such as LADO (Local Authority Designated Officer) and MAPPA (Multi Agency Public Protection Arrangements) can advise where there are safeguarding concerns relating to children or vulnerable adults.
- DBS Service Providers: Horbury DBS, Atlas DBS, Ucheck DBS

## **Gather References**

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- Best practice is to collect 1–2 references for all volunteers.
- Send a quick email or make a short call to confirm authenticity.
- Request employment or volunteering references before character references where possible.

## **Role-Specific Checks**

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- For some roles (e.g. trustees or senior leadership volunteers), you may wish to request a declaration of suitability or conduct a skills audit.

## **Make Your Process Clear and Repeatable**

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- Ensure your volunteer recruitment and induction processes are well-documented.
- Write steps in a way that enables other staff to follow them if you are unavailable.
- Include feedback opportunities for new volunteers to voice how they found your recruitment and induction process to ensure you are meeting their needs and involving evaluation and co-production in your volunteer processes.

## Impact reporting

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- If you plan to capture the impact of volunteering on your volunteers, ensure you include initial data capture during the induction process e.g. monitoring new volunteers' skills, physical health, social health, mental health and wellbeing and any other factors you feel are relevant. This can then be re-visited annually or based on your own organisations volunteer policy to measure the impact for of them volunteering with you.

## Individual volunteer plan

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- Consider if your volunteers would benefit from an individual volunteering plan, outlining key development goals if applicable, elements that will support them in role, any limitations they may have. This document can again form part of wellbeing catch ups and impact reporting.

This resource is part of the Toolkit created as part of Nova Wakefield District's Stronger Volunteering Project in coproduction with the Volunteer Managers Network in Wakefield District.

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