



St John
Scotland

Saving lives together

Volunteer Induction Checklist

Volunteer's Full Name:	
Start date:	
Date of Induction:	
Induction carried out by:	

St John Scotland Overview

- Initial welcome
- Brief overview of St John Scotland (SJS)
- Overview of core activities in your local area including (if relevant):
 - CPR Instructors
 - Patient Transport Service
 - Defibrillator Project
 - Fundraising
 - Other activities

Specific Volunteer Role Checklist

Topics to cover	Date Completed	Further Notes/Actions
Introduction to the volunteer role and what the volunteer will be doing		
Talk through the volunteer role description		
Discuss what SJS expects of the volunteer and what they should expect in return		
Discuss any concerns about the role the volunteer might have		

Give details of training to be undertaken and the timescale for this, what commitment is involved and the reasons for this, especially if there is any compulsory training		
Agree the support available to the volunteer, who this is from, in what form, and how often		
Discuss the boundaries of the volunteer role, including to whom they are accountable		
Provide a copy of role risk assessment and discuss what they will need to do to stay safe and comply with the insurance		
Information on volunteer meetings, communications and social events		
Discuss the purpose of the volunteer agreement		
Identify the named person for the volunteer to contact (Volunteer Lead/Coordinator, Chairperson, other)		
Provide ID badge or any required equipment or uniform		
Set a review date to talk about how volunteering experience is going		
Provide information on who to contact in an emergency and ensure that SJS has obtained emergency contacts for the volunteer (on their volunteer application form)		
Discuss PVG requirements (Required for CPR (Leads and Instructors and Patient Transport Drivers) Sent out by the HQ team		

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St John Scotland Registered Office: 21 St John Street, Edinburgh EH8 8DG
T: 0131 556 8711 **E:** info@stjohnscotland.org.uk **W:** stjohnscotland.org.uk

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