



Volunteer Induction & Vetting Checklist

Policy Title: Volunteer Induction & Vetting Checklist

Organisation: Inspire Neurodiversity and Wellbeing CIC

Version: 1.1

Approved By: Board of Directors

Approval Date: 17th December 2025

Effective Date: 17th December 2025

Next Review Date: December 2026

Volunteer Name: _____

Role: _____

Start Date: _____

Part 1: Pre-Launch Vetting (Mandatory)

- **Enhanced DBS Check:** Valid certificate received and number recorded.
- **Identity Verification:** Two forms of ID (Passport/Driving Licence/Utility Bill) verified.
- **Reference Checks:** Two professional references received and verified.
- **Right to Work:** Confirmed legal right to volunteer/work in the UK.

Part 2: Safeguarding & Safety Training

- **Level 1 Safeguarding Training:** Completed (certificate attached).

- **Safeguarding Policy Briefing:** Volunteer has read and signed the Safeguarding Policy.
- **Health & Safety Induction:** Briefed on workshop safety and home-visit protocols.
- **EDI Briefing:** Understanding of our Equality, Diversity, and Inclusion standards.

Part 3: Professional Standards

- **Code of Conduct:** Signed agreement to represent the CIC professionally.
- **GDPR & Confidentiality:** Signed agreement regarding community data and privacy.
- **Conflict of Interest:** Declaration form completed.

Part 4: Final Sign-Off

I confirm that the above volunteer has completed all mandatory vetting and induction requirements and is cleared to commence project activities under supervision.

Signed (Director/DSL): _____

Date: _____