



VOLUNTARY & COMMUNITY

Improving

Local Lives.

VAC Volunteer Handbook Appendices

Contents

Appendix 1 Volunteer Induction Checklist	3
Appendix 2 Volunteer Expenses Claim Form	4
Appendix 3 Safeguarding Reporting Process	5
Appendix 4 Health and Safety Incident Reporting Process	6
Appendix 5 Vehicle Road Worthiness	7
Appendix 6 Key Contacts	8

Appendix 1

Volunteer Induction Checklist

VAC provides a full induction and training programme to ensure that volunteers are well prepared for their roles and that you are fully equipped to undertake the role as a volunteer. During this induction process please ensure that you have completed the following areas and understand everything clearly.

Description	Completed
Explanation of volunteering role	
Clear understanding of VAC's expectations of volunteers and what volunteers can expect from VAC	
Introduction to VAC and overview of staff	
Details of two referees provided and referees informed they will be contacted by VAC	
Completed DBS form	
Times and days of volunteering agreed	
Explanation of data being stored on VAC database and an understanding of how it will be used and access rights	
Driving and insurance documents checked – volunteer drivers only	
Clear understanding of VAC Volunteer Handbook, Volunteers Charter and relevant policies and procedures	
Individual risk assessment completed – where volunteer has individual needs/requirements	
VAC Health and Safety Policy read and understood	
VAC Volunteering Handbook read and understood	
Confident to undertake role having completed induction and initial Training:	
Training 1 attended (title)	
Training 2 attended (title)	
Training 3 attended (title)	

Name	
Signed	
Date	
Signed by VAC	

If you have any concerns, missing information or need to discuss any matters prior to commencing volunteering, please contact the Volunteer Development Lead.

Appendix 2

Volunteer Expenses Claim Form

Name:	
Telephone Number:	
Bank Details	
Sort Code:	
Account Number:	

This form is to be used to record expenses you incur while volunteering for VAC for which you wish to be reimbursed. Expenses for which we provide reimbursement are:

1. Lunch / meal expenses – up to a maximum of £4
2. Travel expense – bus fare, taxi fare (available to those who cannot use public transport) or mileage at 40p a mile.

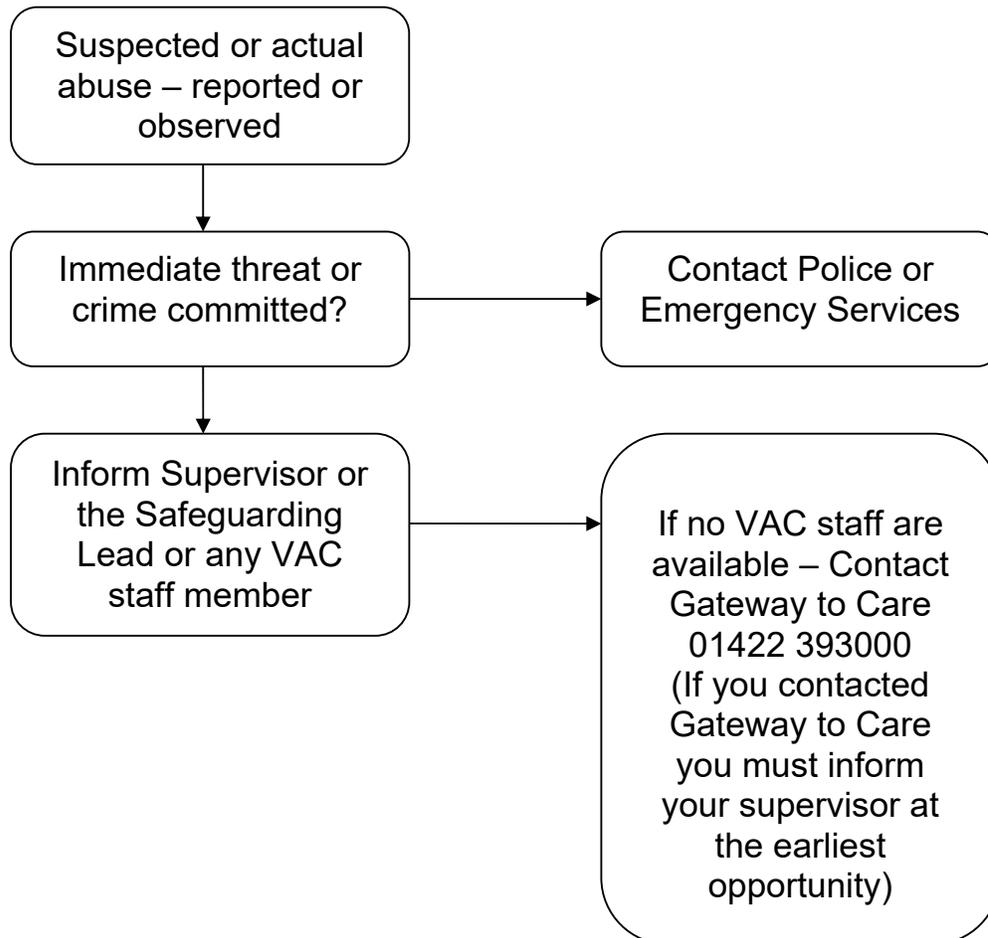
N.B. all expenditure must be agreed with you supervisor in advance

RECIEPTS MUST BE STAPLED TO THIS FORM FOR EACH CLAIM. Claims of more than £50 will be paid by cheque or to your bank account ONLY

Date	Details Of Expenditure (For mileage please state journey details and total miles)	Amount Claimed
Total		£
Signature Of Volunteer:		
Date:		
Signature Of Supervisor:		
Date:		

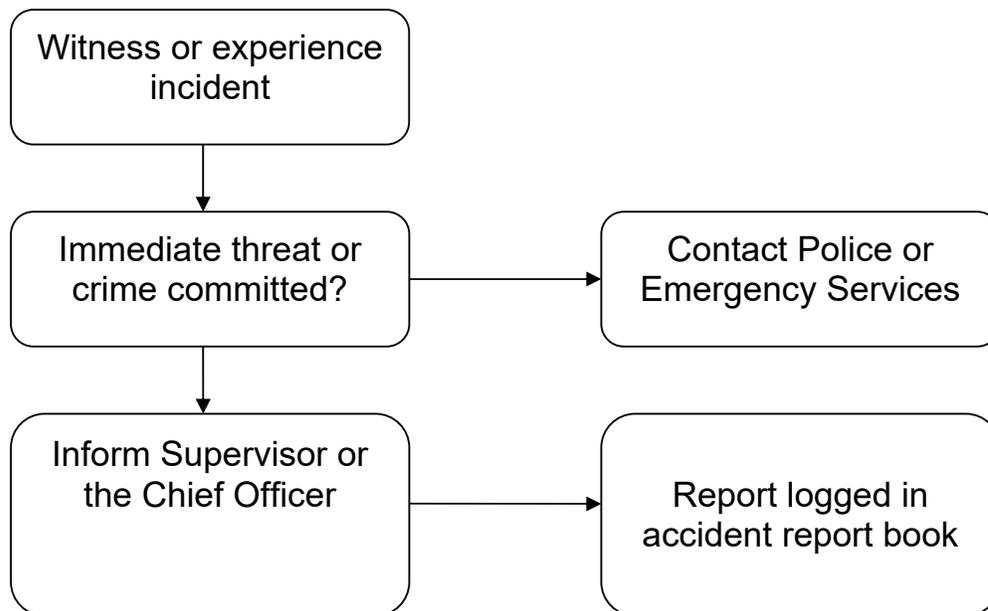
Appendix 3

Safeguarding Reporting Process



Appendix 4

Health and Safety Incident Reporting Process



Appendix 5

Vehicle Road Worthiness

Visual inspection carried out by	Name:	
	Date:	
	Seen	Notes
Tyres – tread in good condition and inflated correctly		
Oil, coolant and windscreen wash levels are correct		
Brakes are working		
Lights and indicators are clean and working		
Windscreen and windows are not damaged		
No signs of vehicle damage		
Washers and wipers are working		
Mirrors are correctly positioned		
All seat belts are working correctly		
Able to accommodate a wheelchair user?		
Space for wheelchair / walker?		

Volunteer drivers must inform supervisor if any accidents or incidents occur whether during volunteering or at another time that may effective the car's condition.

	Date	Seen
Taxed		
Serviced		
MOT (if over 3 years old)		
Visual Inspection		
Insurance Document		
Insurance Informed		
Registration Document		
Driving Licence		

Appendix 6

Key Contacts

Name	Organisation	Role	Phone	Email
Pat Akerman	VAC – Time2gether	Project Worker	01422 348777	pat.akerman@cvac.org.uk
	Gateway to Care	Safeguarding	01422 393000	gatewaytocare@calderdale.gov.uk
	Police	Non-emergency	101	

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