**Checklist :Getting ready for volunteers**

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|  | Do you have a Volunteer Co-ordinator? |  |
|  | Have you written down what you want the volunteer to do? |  |
|  | Have you done a Health and Safety check to make sure it is safe for the volunteer to do their volunteering? |  |
|  | Does your Liability Insurance include volunteers? |  |
|  | Do you have a volunteer pack that includes:* MIRROR
* What member-led means
* Volunteering policy
* Safeguarding policy
* Whistle-blowing policy
* Complaints policy
* Health & Safety policy
* Data protection policy
* Social media policy
* Copy of the volunteer agreement
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|  | Have you organised a welcome event? |  |
|  | Have you agreed how the volunteer co-ordinator will supervise the volunteer? |  |