**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 |  |
|  | Have you organised a welcome event? |  |
|  | Have you agreed how the volunteer  co-ordinator will supervise the volunteer? |  |