



DORSET

DofE Volunteer Induction Checklist

Personal and Unit Details			
DofE Unit			
Name		DoB	
Home Address			
E mail			
Tel Home		Tel Mobile	
Start Date		A start can only be made following completion of the full appointment process	
Have you received AND READ the following (as applicable)?			Date
Job Description			
DCC Volunteer Policy			
DCC Driving at Work Policy & Risk Assessment Form			
Leader's Record Sheet			
DBS Form			
SWMMTS Registration Form			
Operating Authority Information			
Contact details – DofE Management Team			
DCC Child Protection Procedures			
DCC Code of Conduct and Guidelines for Safe Working Practices for the Protection of Children and Staff			
DofE Training Brochure (with Expedition Qualification Trail)			
DCC website links			
DofE Centre Information			
Contact details – DofE Centre Co-ordinator			
Meeting Times			
Information on DofE			
Information for Volunteers Leaflet			
DofE Section Leaflets x 5			
Access to Award Handbook			
Access to Award Expedition Guide			
Website links – DCC and DofE			
eDofE Login			
Have you provided?			
Your Registration Form			
Emergency Contact details			
Referees			
Copies of your relevant qualifications			