



DORSET

DofE Volunteer Induction Checklist 2022

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 completed/received and read: -			Date
DBS Check undertaken and cleared for volunteering (update every 3 years)			
Job Description			
Leader's Record Sheet			
eDofE Helper/Training account and log in			
DC Volunteer Policy – Recruiting and Managing Volunteers			
DC Safeguarding Policy and Safe Working Practices for the Protection of Children and Staff			
DC Driving at Work Policy, Driver Risk Assessment Form, Licence and Med Dec			
Operating Authority Information			
Contact and Useful Links			
DC Expedition Leader Training Route			
SWMLTS Registration Form, if applicable			
DC website links - www.dofeforset.org and www.dorsetcouncil.gov.uk/outdoored			
DofE Centre Information			
Contact details – DofE Centre Co-ordinator			
Meeting Times			
Information on The Award			
Information for Volunteers Leaflet			
Access to Award Handbook			
Access to Award Expedition Guide			
Website links www.dofe.org			
Have you provided?			
Your Registration Form			
Emergency Contact details			
Referees			
Copies of your relevant qualifications			