

## **This could include:**

- ✓ Volunteer Handbook (Which could contain all other documents)
- ✓ Induction checklist
- ✓ Role description
- ✓ Volunteer Charter/Agreement
- ✓ Expenses claim form
- ✓ Health and safety/safeguarding, equality and diversity policies
- ✓ Complaints process
- ✓ DBS (Criminal records check)
- ✓ DCN registration information

# Documentation to support you

- **Sample Volunteer Charter, Digital Unite**  
[www.digitalunite.com/sites/default/files/2025-10/Sample%20DC%20charter.pdf](http://www.digitalunite.com/sites/default/files/2025-10/Sample%20DC%20charter.pdf)
- **Digital Champion Induction presentation, Digital Unite**  
[www.digitalunite.com/sites/default/files/2025-10/DC%20induction%20presentation.pdf](http://www.digitalunite.com/sites/default/files/2025-10/DC%20induction%20presentation.pdf)
- **Involving Volunteers, NCVO**  
[www.ncvo.org.uk/help-and-guidance/involving-volunteers/](http://www.ncvo.org.uk/help-and-guidance/involving-volunteers/)
- **Volunteer Management Policy Template, Charity Excellence**  
[www.charityexcellence.co.uk/uk-volunteer-management-policy-template-2/](http://www.charityexcellence.co.uk/uk-volunteer-management-policy-template-2/)
- **Volunteer Practice Guidance, Volunteer Scotland**  
[www.volunteerscotland.net/volunteer-practice/guidance-and-resources](http://www.volunteerscotland.net/volunteer-practice/guidance-and-resources)
- **Volunteer Digital Buddy Handbook, Bury Council** [www.bury.gov.uk/asset-library/imported/digital-buddy-volunteer-handbook.pdf](http://www.bury.gov.uk/asset-library/imported/digital-buddy-volunteer-handbook.pdf)
- **Volunteer Sutton Volunteer Resources**  
<https://vcsutton.org.uk/organisations/volunteer-management-resources/>