

**Volunteer Check List**

Name

|  |  |  |
| --- | --- | --- |
| **Action**  **Have you received the following? Sent/Given** | **Date** | **Comments** |
| **Initial Contact** | | |
| Initial Enquiry from Volunteer |  |  |
| Initial Meeting/Phone Call with DofE Office |  |  |
| DofE Guiding Principles and Award Information |  |  |
| Volunteering Roles and Availability |  |  |
| Enrolment Form/Consent Forms to Volunteer |  |  |
| Forms returned to DofE Office |  |  |
| **Administration**  **Information**  **Information** | | |
| Reference Checks |  |  |
| ID Check by DofE Office |  |  |
| PVG Check |  |  |
| **Information** | | |
| Website information DofE.org & DofEMoray |  |  |
| Registration and Initial Log-in for eDofE |  |  |
| Sign up for DofE Magazine |  |  |
| Access to Leaders Handbook/ Expedition Guide |  |  |
| Establish Training Requirements |  |  |
| Introduction to training opportunities – Child Protection Training, Diversity, Challenging Behaviour, Food Hygiene, etc |  |  |

|  |  |  |
| --- | --- | --- |
| **Training** | | |
| DofE e-induction (all volunteers) |  |  |
| Introduction to DofE course (within 6 months) |  |  |
| *e*DofE training |  |  |
| First Aid Qualification |  |  |
| Expedition Hard Skills  Mode of travel specific: e.g. Lowhills, DES, MTB Leader, etc |  |  |
| Expedition Supervisors Course |  |  |
| Supervised Lead for New Supervisors |  |  |
| Expedition Assessor Accreditation Scheme pre course e-learning |  |  |
| Expedition Assessor Accreditation Scheme Course |  |  |
| Supervised Assessment |  |  |
| Other Training: |  |  |
| Other Training: |  |  |
| **Operating Authority Information** | | |
| Access to Operations Manual and Excursions Policy |  |  |
| Local DofE structure and contacts |  |  |
| Expedition kit resources |  |  |
| MDEAC purpose and meeting information |  |  |
| Funding opportunities |  |  |
| TSI Moray |  |  |
| Other: |  |  |