



Co-production Champion welcome and induction checklist

Welcome!

And thank you, we hope you enjoy volunteering with us. We want you to have an opportunity to find out about our work, the policies in place to support you and the resources that will be essential to you.

How to use this checklist

This checklist gives you some pointers for settling into your role.

You can tick off each step as you go along. There's space to write any questions you might have as you complete it. The 'Sources of support' below shows who to ask for more information.

We recommend you complete your induction as soon as you can. This checklist will help you get started in your role but how long it takes to complete will depend on your availability.

Key



Action



Top tips

Sources of support



Your staff contact is here to support you, answer questions about what you'll be doing, your learning and where you can get more information.



The Supporter Care Team is your point of contact for queries to MS Society departments. They can signpost you to the right person:






volunteers.mssociety.org.uk/supporter-care-team








Other staff who can support you are listed on our volunteer website:

volunteers.mssociety.org.uk/staff-support


Welcome

Aim	Methods	Any questions?
<input type="checkbox"/> I'm clear about what I'll be doing	 Agree which tasks you'll be taking on with the person who recruited you: https://volunteers.mssociety.org.uk/co-production-champion  Refer to your brief for more information.	
<input type="checkbox"/> I can promote what it's like to volunteer for us	 Watch our Welcome Video and read our Welcome booklet : volunteers.mssociety.org.uk/welcome-ms-society	
<input type="checkbox"/> I know what MS is, and I am able to explain how it affects different people in different ways	<p>Everyone experiences MS differently. We have listened to what people affected by MS have told us. Find out more.</p>  Watch the What is MS Video and read about it on the MS Society website: mssociety.org.uk/what-is-ms	
<input type="checkbox"/> I know what we're striving to achieve	 Watch Our Strategy Video to find out more about the organisational goals we are all working to:	

	mssociety.org.uk/about-us/our-strategy	
Aim	Methods	Any questions?
<input type="checkbox"/> I'm aware of our Code of Conduct and how to represent the MS Society	 Visit Representing the MS Society on our volunteer website: volunteers.mssociety.org.uk/representing-ms-society	
<input type="checkbox"/> I know how to use our brand and where to find templates	 Visit Using our brand : volunteers.mssociety.org.uk/using-our-brand	
<input type="checkbox"/> I can find the policies in place to support us	 To find out the range of policies we have and what they cover, visit Policies and documents : volunteers.mssociety.org.uk/policies-and-documents  See what policies you must read and understand as part of your role in 'My mandatory learning' below.	
<input type="checkbox"/> I know how to claim my expenses (if relevant)	 Read our Expenses policy to find out how to claim expenses and what for. You'll need to fill in your Expenses claim form . Policy:	

	volunteers.mssociety.org.uk/resources/1855 Expenses claim form: volunteers.mssociety.org.uk/resources/376	
<input type="checkbox"/> I can keep up to date with MS news relevant to my role	 Find out about the latest news on our main website: mssociety.org.uk/what-we-do/news	

My mandatory learning

Aim	Methods	Any questions?
<input type="checkbox"/> I understand the importance of keeping everyone's data and personal details are kept safe	<p>You need to make sure the personal data you handle is processed in line with the Data Protection Act.</p> <p>  Discuss how to handle data safely and securely, and only for the purpose(s) agreed with your staff contact. Read the MS Society data protection policy and Handling data for more information. </p> <p>Policy: volunteers.mssociety.org.uk/resources/861 </p> <p>Handling data: volunteers.mssociety.org.uk/handling-data </p>	

<input type="checkbox"/> I understand the importance of treating everyone with equal respect	<p>We're committed to making sure our information, services, campaigns and awareness activities are led by the diverse voices from the whole MS community.</p>	
Aim	Methods	Any questions?
	<div data-bbox="853 536 943 647"></div> <p>Discuss with your staff contact how we can meet our commitment to being relevant, accessible and inclusive. Read our Equal opportunities and inclusion policy and our Diversity position statement for more information.</p> <p>Equality opportunities and inclusion policy: volunteers.mssociety.org.uk/resources/366</p> <p>Diversity Position Statement: volunteers.mssociety.org.uk/resources/367</p>	
<input type="checkbox"/> I will keep personal information given to me private	<p>We're all responsible for ensuring confidentiality.</p> <div data-bbox="853 1182 943 1294"></div> <p>Read our Confidentiality statement for more information: volunteers.mssociety.org.uk/resources/393</p>	

If you have any feedback about this checklist, please email volunteering@mssociety.org.uk

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