Example

SHIFT LEADER CHECK LIST

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| TIME | ACTIVITY | ✔ |
| **8.30 pm** | **Attend shift leaders briefing:**   * here you will receive a reminders of do's and don't * allocated a geographical patch and given specific Intelligence about your area * Asked to mark your map to correspond with the Intelligence sheet you are given * Given your shift pack that will include: 2 laminated maps of your area   Consent forms for surveys (including translated ones) Consent forms for media (including translated ones) Survey forms (including translated ones)  Language ID cards Incentive envelopes Services list  Clip boards for each volunteer Plain paper  Pens  Noncompliance form |  |
| **9.15pm** | **Begin your volunteer briefing:**  - welcome your volunteers   * Get everyone to introduce themselves to each other * Identify the language speakers in your group and ensure they have a corresponding sticker * Make sure each volunteer has done the following at the HQ desk :signed in, provided their contact number, given an emergency contact number, indicated if they will require a taxi home, have been given an ID badge & a jacket * Go through logistics of the shift and answer any questions - pay particular attention to the following: Do's and don'ts, Data handling, Code of conduct, what to do in an emergency, waking people up. * Remind volunteers that photographers will be attending shifts on Tues & Wed * Allocate a person that will carry the completed survey forms |  |
| **10/10.15** | **Head out on your survey shift**  **Remember: don't leave HQ without being clear about:** Where you are going - refer to the large Westminster Map Data Handling & Confidentiality Requirements  Giving out the incentives What to do in an emergency Media consent  Take water and refreshments |  |
| **10pm – 2am** | **Call HQ if you have any concerns or questions: Petra Salva**  **and/or Heather Petch**  Call emergency services if you encounter an emergency Please call HQ at 11am and then at 1 am to let us know how you are doing  Let HQ know if you need any additional resources - such as survey forms or incentive payments   * Be back at 2am unless agreed otherwise with your group and HQ |  |