



VOLUNTEER INDUCTION CHECK LIST

Name: _____ **Start Date:** _____

Induction Co-ordinator	Initial on completion
Introduction to SLT	
Tour work area & introduction to work colleagues and work area	
Location of facilities: <input type="checkbox"/> Toilets and showers. <input type="checkbox"/> Staff kitchen / room <input type="checkbox"/> Main kitchen / dining hall	
Health and Safety: <input type="checkbox"/> Reference to the location of the school handbook. <input type="checkbox"/> Information and training in relation to the employee's responsibilities. <input type="checkbox"/> Health and Safety aspects relating to individuals work environment.	
Fire and emergency procedures: <input type="checkbox"/> The location of school fire notices. <input type="checkbox"/> Means of raising the alarm including the position of call points. <input type="checkbox"/> Fire evacuation procedure and means of escape. <input type="checkbox"/> Fire assembly points.	
First Aid: <input type="checkbox"/> The location of first aid provisions <input type="checkbox"/> Location of notices bearing details of qualified first aiders <input type="checkbox"/> Means of obtaining first aid assistance	
IT Procedures: <input type="checkbox"/> Email / User access. <input type="checkbox"/> Access to on-line diary. <input type="checkbox"/> Telephone system and arrangements for personal calls.	
Introduction to duties of post /hours of working.	
Ethos, Vision and Code of Conduct.	
Policy and procedures relating to Prevent, Safeguarding Children and Child Protection	
Policy and procedures relating to Behaviour Management	

Policy and Procedures relating to Whistle Blowing Policy	
Policy and Procedures relating to Internet Usage Policy	
Procedures relating to Sickness absence	
Procedures relating to Special Leave of absence	

Signed: _____