

### **VOLUNTEER INDUCTION CHECK LIST**

**Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

<b>Induction Co-ordinator</b>	<b>Initial on completion</b>
Introduction to SLT	
Tour work area & introduction to work colleagues and work area	
<b>Location of facilities:</b> <ul style="list-style-type: none"> <li>• Toilets and showers.</li> <li>• Staff kitchen / room</li> <li>• Main kitchen / dining hall</li> </ul>	
<b>Health and Safety:</b> <ul style="list-style-type: none"> <li>• Reference to the location of the school handbook.</li> <li>• Information and training in relation to the employee's responsibilities.</li> <li>• Health and Safety aspects relating to individuals work environment.</li> </ul>	
<b>Fire and emergency procedures:</b> <ul style="list-style-type: none"> <li>• The location of school fire notices.</li> <li>• Means of raising the alarm including the position of call points.</li> <li>• Fire evacuation procedure and means of escape.</li> <li>• Fire assembly points.</li> </ul>	
<b>First Aid:</b> <ul style="list-style-type: none"> <li>• The location of first aid provisions</li> <li>• Location of notices bearing details of qualified first aiders</li> <li>• Means of obtaining first aid assistance</li> </ul>	
<b>IT Procedures:</b> <ul style="list-style-type: none"> <li>• Email / User access.</li> <li>• Access to on-line diary.</li> <li>• Telephone system and arrangements for personal calls.</li> </ul>	
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: \_\_\_\_\_