Volunteer Induction Checklist

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| --- | --- | --- | --- |
| **Activity** | **When** | **Who** | **Date completed** |
| **Initial meeting with person to whom individual is responsible** |  |  |  |
| **Welcome and meet the team** |  |  |  |
| **Location tour as appropriate** |  |  |  |
| **Review of safeguarding policies, procedures and code of conduct** |  |  |  |
| **Review of health & safety policy and procedures, including fire training** |  |  |  |
| **Review of other relevant policies, procedures and guidelines for the body and/or role** |  |  |  |
| **Safeguarding training identified and booked in** |  |  |  |
| **Anything else specific to Church body and/or role** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Induction Completed** | | | |
| **Volunteer**  **Signed:** |  |  |  |
| **Responsible Person**  **Signed:** |  |  |  |