

## INDUCTION CHECKLIST FOR NEW VOLUNTEERS

- Introduced to appropriate team members in their area
- Advised of location of toilets & other facilities
- Given details of first aid facilities provided
- Advised of Emergency Response Plan
- Shown location of fire fighting equipment
- Supplied with copy of any relevant information for Risk Management Guide
- Given copy of 'Code of Conduct' and 'Our Beliefs'
- Volunteer Declaration signed
- Availability & rostering system explained
- Provided with copy of "Signs/Indicators of Child Abuse"
- Overview of Safer Church Program and Safety Officers/ACC identified
- Relevant licenses acquired & recorded (eg: WWC, First Aid, Food Handling, etc)
- Use of Incident Report & Anecdotal Record explained
- 'Child Safety Policy' & relevant documents are provided (If role includes direct contact with children)
- Training organized for specific role

### VOLUNTEER:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### RELEVANT LEADER/BREAKTHROUGH REPRESENTATIVE:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_