Sample Induction Programme

The following should be covered for all new starters:

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| Essential Issues | Signed |
| Health and Safety Procedures |  |
| Criminal record and document checks |  |
| Child and Vulnerable Adult Welfare Policy including reporting procedures |  |
| Equality Policy |  |
| Contact with emergency services and nearest hospital |  |
| Consideration of safeguarding responsibilities and training needs |  |

Other issues that you might want to cover include:

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| The Club/Organisation | Complete |
| Aims, philosophy and ethos – this should include policies and procedures as well as plans such as Club Development |  |
| Club Structure |  |
| Venues |  |
| Tour of the facilities – toilets, changing rooms, parking, kit storage, first aid, evacuation points etc |  |
| The Volunteer Role |  |
| Areas of responsibility including role description |  |
| Qualifications checked |  |
| Line management arrangements |  |
| Days/times/Hours to be worked |  |
| Codes of Practice |  |
| Reporting procedures |  |
| Practical Help and support |  |
| Support Team |  |
| Who will supervise them including contact arrangements and where to find people |  |
| Other support available |  |
| Training opportunities available and training and development needs discussed |  |
| Expenses – are they paid and if so how should they claim |  |
| Insurance |  |
| Fellow Workers |  |
| Who and what they do, including contact details |  |
| Team meetings (including other communications eg notice boards, newsletters |  |
| Other Information |  |
| Trial period |  |
| Confidentiality |  |
| Dress codes |  |