

# Induction for Volunteers – To be completed before volunteering begins

Parent volunteers/ Pre PGCE students/ MFL students/ Work Experience students(16years +)



**Name:**

**Start date:**

OFFICIAL DOCUMENTS / INFORMATION	Completed / Date	Approved /Signed
Proof of ID		Admin
DBS certificate number & issue date		
Contact details		
GENERAL	Completed / Date	Approved /Signed
Class teacher allocated		Assistant Head
Introduction to staff/class teacher		
Tour of premises		
RESPONSIBILITES/EXPECTATIONS	Completed / Date	
Listen to Podcast - requirements of a volunteer		
Copy of A guide for adult helpers – go through <ul style="list-style-type: none"> <li>▪ Code of conduct</li> <li>▪ School values</li> <li>▪ Confidentiality</li> <li>▪ Behaviour</li> <li>▪ Physical interactions</li> <li>▪ Child protection ( responsibilities)</li> </ul>		
SAFEGUARDING – POLICIES /DOCUMENTS ON WEBSITE:	Completed / Date	
Child Protection policy		
Part 1 Keeping children safe in Education Statutory guidance for schools and colleges 2016		
Female genital mutilation (FGM)- NSPCC information Video- Female Genital Mutilation (FGM) - <i>A change has begun.</i>		
Achieving for children (AFC) - Keeping children and young people safe against radicalisation and extremism (Leaflet for parents and carers)		
The Queen’s School –Whistleblowing Policy		
HEALTH AND SAFETY WEBSITE	Completed / Date	
Health and Safety Policy		
HEALTH AND SAFETY	Completed / Date	
Fire procedures / emergency exits/		Class teacher
First aid/ accident/ incident reporting		

**Inductee:** I can confirm that I have completed the induction programme as detailed above and have received, read and understood all the relevant information.

<b>Name :</b>	<b>Signature:</b>	<b>Date:</b>
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**Assistant Head:** I can confirm that the induction programme has been completed satisfactorily.

<b>Name :</b>	<b>Signature:</b>	<b>Date:</b>
<b>Position: Assistant Head</b>		