

# Induction for club leaders/peripatetic teachers -



To be completed prior to commencing clubs/lessons

Name:		Start date:	
<b>OFFICIAL DOCUMENTS / INFORMATION</b>		<b>Completed / Date</b>	
Proof of ID		Admin:	
DBS certificate number & issue date			
Contact details: Email: Mobile Tel:			
<b>GENERAL</b>		<b>Completed / Date</b>	
Location of: Toilets /equipment etc.			
<b>RESPONSIBILITIES/EXPECTATIONS</b>		<b>Completed / Date</b>	
Code of conduct			
Specific obligations for club leaders/adults			
<b>SAFEGUARDING – POLICIES /DOCUMENTS ON WEBSITE TO READ:</b>		<b>Completed / Date</b>	
The Behaviour Policy			
The Queen's School guide for visitors - safeguarding and child protection			
Child Protection policy 2018			
Part 1 Keeping children safe in Education Statutory guidance for schools and colleges 2018			
Female genital mutilation (FGM)- NSPCC information			
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			
Safeguarding training (please provide copies of any certificates for training completed)			
Online safety – safe use agreement			
<b>HEALTH AND SAFETY</b>			<b>Completed / Date</b>
Health and Safety Policy (on website)			
Risk assessment			
First Aid trained ( please provide copy of certificate)			
Fire procedures / emergency exits/ meeting point		Admin:	
First aid/ accident/ incident reporting/ emergency cards			
Special medical needs ( list from office)			

**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>
---------------	-------------------	--------------

I can confirm that the induction programme has been completed satisfactorily.

<b>Name :</b>	<b>Signature:</b>	<b>Date:</b>
<b>Position:</b> Admin		