

# Induction for Volunteers – To be completed before volunteering begins

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



Name:		Start date:	
<b>OFFICIAL DOCUMENTS / INFORMATION</b>		<b>Completed / Date</b>	
Proof of ID		Admin	
DBS certificate number & issue date			
Contact details: e mail mobile telephone no			
<b>GENERAL</b>		<b>Completed / Date</b>	
Class teacher/adult in school allocated		Assistant Head	
Introduction to staff/class teacher			
Tour of premises			
<b>RESPONSIBILITES/EXPECTATIONS</b>		<b>Completed / Date</b>	
Read a guide for adult helpers			
Induction training with Queen's staff (go through adult helper guide). <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>			
<b>SAFEGUARDING – POLICIES /DOCUMENTS ON WEBSITE TO READ:</b>		<b>Completed / Date</b>	
The Queen's School guide for visitors - safeguarding and child protection			
Child Protection policy			
Part 1 - Keeping children safe in Education Statutory guidance for schools and colleges ( current version)			
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			
Online safety – safe use agreement			
<b>HEALTH AND SAFETY WEBSITE</b>			<b>Completed / Date</b>
Health and Safety Policy			
<b>HEALTH AND SAFETY PROCEDURES</b>			<b>Completed / Date</b>
Fire / Lockdown 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>
---------------	-------------------	--------------

**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>		