

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:

OFFICIAL DOCUMENTS / INFORMATION	Completed / Date	Approved /Signed
Proof of ID		Admin
DBS certificate number & issue date		
Contact details: e mail mobile telephone no		
GENERAL	Completed / Date	Approved /Signed
Class teacher/adult in school allocated		Assistant Head
Introduction to staff/class teacher		
Tour of premises		
RESPONSIBILITES/EXPECTATIONS	Completed / Date	
Read a guide for adult helpers		
Induction training with Queen's staff (go through adult helper guide). <ul style="list-style-type: none"> ▪ Code of conduct ▪ School values ▪ Confidentiality ▪ Behaviour ▪ Physical interactions ▪ Child protection (responsibilities) 		
SAFEGUARDING – POLICIES /DOCUMENTS ON WEBSITE TO READ:	Completed / Date	
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		
HEALTH AND SAFETY WEBSITE	Completed / Date	
Health and Safety Policy		
HEALTH AND SAFETY PROCEDURES	Completed / Date	
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.

Name :	Signature:	Date:
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Assistant Head: I can confirm that the induction programme has been completed satisfactorily.

Name :	Signature:	Date:
Position: Assistant Head		