

Induction Process Checklist

The induction is to help a new starter / volunteer settle in as soon as possible. Induction should commence on the first day of joining and be completed as soon as is practicable.

Name of organisation:	
Organisation address:	
Name of new starter:	
Start date:	
Role:	

General Information

- Explanation of Induction
- Introduction to manager/coach/colleagues

Personal Details

- Received & signed code of conduct
- Agreement to attend Child Protection training or already completed (date training completed)
- Have received volunteer/coach/club/National Governing Body (NGB) handbook

Tour of Premises

- Show where the cloakroom, exits and entrances, emergency and fire exits, fire alarm and first aid points, kitchen, prohibited areas, hazards, notice boards and any areas required.

Hours of commitment:

Sickness/Illness

- I will try to inform lead coach well in advance if I am unable to attend a coaching session or Competition

Holidays

- I will try to inform lead coach well in advance if I am unable to attend a coaching session or Competition due to holidays

Current Holiday Commitments:

Expenses

- Allowances
- Training opportunities
- Insurance
- Other benefits

Health & Safety

- Safeguarding policy and procedures
- Health & Safety Policy
- Fire procedures and drills
- First aid / accident procedures
- Security arrangements / locking venue
- Health & safety and protective measures
- Emergency procedures
- Health & safety training
- Smoking policy
- Risk assessments

Roles and Organisation

- Club Structure and services
- Appraisal, Education
- Training opportunities
- Canteen / refreshments facilities
- Use of club facilities
- Social and Recreational Facilities
- Transport and Parking

Rules and Discipline

- Disciplinary, Grievance and Appeal
- Procedures

Useful Contacts

Manager/Senior Coach:	
Welfare/Safeguarding Designated Officer:	
NGB Safeguarding Lead Officer:	
First Aider:	

Induction completion

Induction undertaken by:	
Date of Completion:	
Signature:	
Coach/volunteer:	
Date of Completion:	

A SIGNED COPY OF THIS DOCUMENT IS TO BE RETURNED TO THE ORGANISATION SECRETARY.