

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. Complete the form by entering the instructors/coaches initials and the date alongside each item as the information or documents are given to the volunteer. If the induction is carried out by one instructor/coach only and all on the same day, leave these columns blank and complete the signature section at the bottom of the form.

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
- Agree to attend Child Protection training or already completed (date training completed)
- Have received volunteer/coach/club/National Governing Body (NGB) handbook

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:

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.

CPSU Checklist

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

Role 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.