

# Induction for Volunteers – To be completed before volunteering begins



Parent volunteers/Teaching Students/ MFL students/ Work Experience students (16years +)

Name:	Start date:	
<b>OFFICIAL DOCUMENTS / INFORMATION</b>	<b>Completed / Date</b>	<b>Approved /Signed</b>
Proof of ID		Admin
DBS certificate number & issue date		
Contact details		
<b>GENERAL</b>	<b>Completed / Date</b>	<b>Approved /Signed</b>
Class teacher allocated		Deputy Headteacher
Introduction to staff/class teacher		
Tour of premises		
<b>RESPONSIBILITES/EXPECTATIONS</b>	<b>Completed / Date</b>	
Copy of a guide for adult helpers/students – go through <ul style="list-style-type: none"> <li>▪ Safeguarding statement</li> <li>▪ Confidentiality</li> <li>▪ Visions and Values</li> <li>▪ The Golden Rules</li> <li>▪ First aid and evacuation procedure</li> <li>▪ Code of conduct</li> </ul>		
<b>SAFEGUARDING – POLICIES /DOCUMENTS ON WEBSITE:</b>	<b>Completed / Date</b>	
Safeguarding/Child Protection policy		
Part 1 Keeping Children Safe in Education Statutory guidance for schools and colleges 2020		
Female genital mutilation (FGM)- NSPCC information <a href="https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/">https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/</a> Video- Female Genital Mutilation (FGM) - <i>A change has begun.</i> ( <a href="http://www.youtube.com/watch?v=jBRRS6y2-68">www.youtube.com/watch?v=jBRRS6y2-68</a> 10 minutes)		
Achieving for Children (AfC) - Keeping children and young people safe against radicalisation and extremism (Leaflet for parents and carers)		
Carlisle Infant School –Whistleblowing Policy		
Volunteer Information Handbook		
<b>HEALTH AND SAFETY on WEBSITE</b>	<b>Completed / Date</b>	
Health and Safety Policy		
<b>HEALTH AND SAFETY</b>	<b>Completed / Date</b>	<b>Approved /Signed</b>
Fire 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>

**Deputy Head:** I can confirm that the induction programme has been completed satisfactorily.

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