# Section 12: Induction

Toolkit Template: Volunteer Induction Checklist

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| --- | --- | --- | --- |
| **Activity** | **When** | **Who** | **Date completed** |
| Initial meeting with person to whom individual is responsible |  |  |  |
| Welcome and meet the team |  |  |  |
| Location tour as appropriate |  |  |  |
| Review of safeguarding policies, procedures and code of conduct |  |  |  |
| Review of health & safety policy and procedures, including fire training |  |  |  |
| Review of other relevant policies, procedures and guidelines for the body and/or role |  |  |  |
| Safeguarding training identified and booked in |  |  |  |
| Anything else specific to Church body and/or role |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Induction Completed | | | |
| Volunteer  Signed: |  |  |  |
| Responsible Person  Signed: |  |  |  |