

Volunteer Induction Checklist

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:			