

# Induction Process Checklist Template

The induction is to help a new employee/volunteer settle in as soon as possible. Induction should commence on the first day of joining and be completed as soon as is practicable. Please use this template to help guide the process.

<b>Name of Club:</b>	
<b>Name of new employee/volunteer</b>	
<b>Start date:</b>	
<b>Role:</b>	

## General Information

- Explanation of Induction
- Introduction to any staff, committee members, coaches and other volunteers.

## Personal Details

- DBS (if required for role)
- Received & signed code of conduct
- Agree to attend Safeguarding training or already completed (insert date training completed) if required for role
- Have received information on the club

<b>Hours of commitment:</b>
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## Sickness/Illness

- I will inform the relevant person well in advance if I am unwell

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## Tour of Premises

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

**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
- 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**

Club Chairman	
Club Secretary	
Club Safeguarding Vol	
Groundsman	
First Aider	
Other Information	

**Induction completion**

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

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

**Signed:**

**Date:**

**Role:**

