



Volunteer Induction Checklist

This checklist supports new volunteer induction / orientation at Magill School so that it is thorough and consistent regardless of who conducts it. Once a volunteer role has been established this checklist should be used to record what the induction program has included.

Volunteer name: _____ Date of induction: _____

- 1. The new volunteer has been shown around the site, introduced to leadership and other members of staff
- 2. The new volunteer was shown within the workplace:
 - a) The staff room and the amenities
 - b) Administrative procedures such as sign in / out
 - c) Where to secure valuables
 - d) Location of the first aid room and supplies
 - e) Location of the WHS board – volunteers have the same rights and responsibilities as workers
 - f) Location of equipment and supplies
 - g) Their workspace
 - h) How to use the communication systems including computer systems, databases, if applicable to the role
- 3. The role of the new volunteer clearly explained and an introduction to their immediate supervisor occurred
- 4. The new volunteer should not manage behaviour issues and this should be explained clearly
- 5. The person conducting the induction must explain the following procedures:
 - a) How confidentiality is maintained within the organisation
 - b) Professional boundaries with children and young people
 - c) Grievance procedures
 - d) Evacuation procedures
 - e) Report hazards and be informed of ED 155 forms
- 6. The new volunteer is expected to act in a manner consistent with the Public Sector Code of Ethics <http://publisector.sa.gov.au/policies-standards/code-of-ethics/>
- 7. The new volunteer has completed a Volunteer Agreement form

Induction / orientation complete

Induction conducted by _____

School rep signature _____ Date _____