

## FORM Q – Volunteer Induction Checklist

Volunteer Name:

Position:

Commencement date:

Induction date:

#	ITEM	✓ when completed	PERSON RESPONSIBLE
1	<b>Introduction – about the parish</b>		
	The mission, values, the kind of work done and why		
	Tour of the parish		
	Importance of Volunteers to the parish		
	Introduced to Volunteer Supervisor		
	Shown Specific work areas		
	Introduction to Parish Priest		
	Introduction to Business Manager, Secretary & staff		
	Discussed Code of Conduct and other workplace polices applicable to volunteer positions with the parish.		
	Working With Children Check		
	Criminal History Check		
2	<b>Volunteer Amenities</b>		
	Sharing tea/coffee facilities with staff		
	Toilets/bathrooms		
	Facility for parking		
	Location: Notice boards		
	Location: Mail/information pigeon holes		
3	<b>The Role</b>		
	Outline of roles suitable for Volunteer		
	Tasks involved in the role		
	Boundaries of the role; Expected Conduct/Confidentiality		
	The process to follow if difficult situations arise		
	Demonstrate how to use equipment: phone system, fax, computers, photocopying equipment		
4	<b>The Parish support system</b>		
	Key contact person & details		
	Supervision/support meetings		
	Meeting dates & times		
	Resources & equipment		
	Training in new role		
	How expenses are paid back to the volunteer		
5	<b>Work Health &amp; Safety</b>		
	<b>First aid</b>		
	Shown First aid kit/s contents and location		
	Shown incident and injury reporting procedures including location of forms.		
	Advised of emergency procedures, including emergency exists, assembly exists, assembly points and who to contact.		
	Discussed general housekeeping procedures		
	Informed of security procedures		
	Discussed Work Health & Safety policy and other work health & safety polices applicable to volunteer positions with the parish.		

Conducted by:

Signature:

Volunteer Name:

Signature:

Date Completed: