

# Induction for Volunteers – To be completed before volunteering begins

Parent volunteers/ Pre PGCE students/ MFL students/ Work Experience students(16 years +)/peripatetic teachers



<b>Name:</b>		<b>Start date:</b>
<b>OFFICIAL DOCUMENTS / INFORMATION</b>	<b>Completed / Date</b>	<b>Approved /Signed</b>
Proof of ID		Admin
DBS certificate number & issue date		
Contact details: e mail    mobile telephone no		
<b>GENERAL</b>	<b>Completed / Date</b>	<b>Approved /Signed</b>
Class teacher/ adult in school allocated		Assistant Head
Introduction to staff/ class teacher		
Tour of premises		
<b>RESPONSIBILITIES/EXPECTATIONS</b>	<b>Completed / Date</b>	
Read a guide for adult helpers		
Induction training with King's staff (go through adult helper guide). <ul style="list-style-type: none"> <li>▪ Code of conduct</li> <li>▪ School values</li> <li>▪ Confidentiality</li> <li>▪ Behaviour</li> <li>▪ Physical interactions</li> <li>▪ Child protection (responsibilities)</li> </ul>		
<b>SAFEGUARDING – POLICIES /DOCUMENTS ON WEBSITE TO READ:</b>	<b>Completed / Date</b>	
The King's School guide for visitors - safeguarding and child protection		
Child Protection policy		
Part 1 - Keeping children safe in Education Statutory guidance for schools and colleges (current version)		
Female genital mutilation (FGM)- NSPCC information Video- Female Genital Mutilation (FGM) - <i>A change has begun.</i>		
Achieving for children (AFC) - Keeping children and young people safe against radicalisation and extremism (Leaflet for parents and carers)		
The King's School –Whistleblowing Policy		
Online safety – safe use agreement		
<b>HEALTH AND SAFETY WEBSITE</b>	<b>Completed / Date</b>	
Health and Safety Policy		
<b>HEALTH AND SAFETY PROCEDURES</b>	<b>Completed / Date</b>	<b>Approved /Signed</b>
Fire / Lockdown procedures / emergency exits/		Class teacher
First aid/ accident/ incident reporting		

**Inductee:** I can confirm that I have completed the induction programme as detailed above and have received, read and understood all the relevant information.

<b>Name :</b>	<b>Signature:</b>	<b>Date:</b>
---------------	-------------------	--------------

**Assistant Head:** I can confirm that the induction programme has been completed satisfactorily.

<b>Name :</b>	<b>Signature:</b>	<b>Date:</b>
<b>Position: Assistant Head</b>		