



Induction for Volunteers – To be completed before volunteering begins

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

Name:		Start date:
OFFICIAL DOCUMENTS / INFORMATION	Completed / Date	Approved /Signed
Proof of ID		Admin
DBS certificate number & issue date		
Contact details: email/ mobile telephone no		
GENERAL	Completed / Date	Approved /Signed
Class teacher/ adult in school allocated	Complete during induction meeting	Assistant Head
Introduction to staff/ class teacher		
Tour of premises		
RESPONSIBILITIES/EXPECTATIONS	Completed / Date	Approved /Signed
Read 'Parent Volunteer Information' leaflet		Assistant Head
Induction training with King's staff (go through adult helper guide). <ul style="list-style-type: none"> ▪ School values ▪ Confidentiality ▪ Behaviour ▪ Physical interactions ▪ Child protection (responsibilities) 	Complete during induction meeting	
SAFEGUARDING – POLICIES /DOCUMENTS ON WEBSITE TO READ:	Completed / Date	Approved /Signed
Visitor Information Leaflet		Assistant Head
Child Protection and Safeguarding 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) - A change has begun.		
Achieving for children (AFC) - Keeping children and young people safe against radicalisation and extremism (Leaflet for parents and carers)		
Whistleblowing Policy		
Online Safety Policy (including Acceptable Use Agreement)		
HEALTH AND SAFETY WEBSITE	Completed / Date	Approved /Signed
Health and Safety Policy		Assistant Head
HEALTH AND SAFETY PROCEDURES	Completed / Date	Approved /Signed
Fire / Lockdown procedures / emergency exits/		Assistant Head
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.

Name :	Signature:	Date:
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Assistant Head: I can confirm that the induction programme has been completed satisfactorily.

Name :	Signature:	Date:
Position: Assistant Head		