**NEW STARTER INDUCTION CHECKLIST**

***[INSERT NAME OF CLUB]***

The induction is to help a new starter/volunteer settle in as soon as possible. Induction should commence on the first day of joining and be completed within the first week. Please ensure you do the following:

* Complete the form by entering the committee member or coach’s initials and
* the date alongside each item as the information as the documents are given to the volunteer
* If the induction is carried out by one coach only and all on the same day, leave these columns blank and complete signature section at the bottom of the form

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| --- | --- | --- | --- |
| **Club Address** |  | | |
| **Name of New Starter** |  | | |
| **Start Date** |  | **Agreed Hours** |  |
| **Role Title** |  | | |
| **Evidence of Safeguarding Training Seen by Inductor. Place a copy on file** *(enter date of forthcoming course if new starter has no prior training)* |  | | |
| **Forthcoming Holiday Commitments** |  | | |

I , …………………………………………… understand that I must comply with the following:

* attend child protection/safeguarding training if necessary if no prior training is evidenced
* agree to a probationary period which will be reviewed after \_\_\_ months
* I am required to inform the lead coach or a committee member at my earliest convenience of holidays
* I am required to inform the lead coach or a committee member at my earliest convenience of any sickness

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| --- | --- |
| **Induction Undertaken By *(print name)*** |  |
| **Signature of Inductor** |  |
| **Date of Induction** |  |
| **New Starter *(print name)*** |  |
| **Signature of New Starter** |  |
| **Any items not covered on this date – please arrange another date** |  |
| **To be completed on *(if appropriate)*** |  |

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| **Initials** | **Role and Organisation** |
|  | Structure & Services |
|  | Introduction to Staff and Volunteers |
|  | Role of the New Starter |
|  | Use of Club Facilities |
|  | Refreshment Facilities |
|  | Social and recreational facilities |
|  | Transport and parking |
|  | Training Opportunities |
|  | **Policies & Procedures** |
|  | Received and signed code of conduct |
|  | Have received volunteer/coach/club/NISA handbook |
|  | Disciplinary, grievance and appeals procedures |
|  | Smoking Areas |
|  | Safeguarding Policy and procedures |
|  | Confidentiality and Sharing Policy |
|  | Equity Policy |
|  | Storage, Retention and Disposal of Records Policy |
|  | Whistle Blowing Policy |
|  | **Health & Safety** |
|  | Fire procedures and drills |
|  | First Aid/Accident Procedures |
|  | Emergency procedures |
|  | Risk Assessments |
|  | **Expenses** |
|  | Allowances |
|  | Insurance |
|  | Other Benefits |

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| **Useful Contact** | **Name** | **Telephone Number & Email Address** |
| **Manager/Senior Coach** |  |  |
| **Welfare/Safeguarding Officer** |  |  |
| **NISA Safeguarding Officer** | Jessica Davidson | 07539-697-819  [safeguarding@iceskating.org.uk](mailto:safeguarding@iceskating.org.uk) |
| **First Aider** |  |  |
| **Other information** |  |  |