



## TOWNFIELD PRIMARY SCHOOL

### New Volunteer/Student Induction Checklist

Name of new volunteer:	Name of Inductor:	Date:
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**I, the above named, confirm I have read and understand the following documents.**

Signed:

**Volunteers need to read following information/guidance prior to starting. These can be found by following this link [About Us - Current Vacancies - Staff & Volunteer Safeguarding Induction](#)**

	Volunteers must read and adhere to the following:-	Date read
1	<a href="#">TPS Safeguarding Induction Book</a> (make sure you know the names and roles of the Headteachers and the Designated Safeguard Leads)	
2	<a href="#">TPS Child Protection Policy</a> (also named Safeguarding Policy)	
3	DfE Guidance: <a href="#">‘What to do if you are worried a child is being abused’</a>	
4	DfE Guidance: <a href="#">Keeping Children Safe in Education - Part 1 and annexe AS</a>	
5	<a href="#">TPS Staff Code of Conduct Policy</a>	
	<b>Volunteers should know where to find the following information/guidance:</b>	
4A	DfE Guidance: <a href="#">Keeping Children Safe in Education - Part 1 and annexe AS</a>	
6	<a href="#">TPS Safer Recruitment Policy &amp; Safer Working Practices Code of Conduct</a>	
7	<a href="#">TPS Whistleblowing Policy</a>	
8	<a href="#">TPS Management of Allegations against Staff or Volunteers</a>	
9	<a href="#">TPS Promoting Good Behaviour Policy</a>	
2	Additional safeguarding guidance including: child sexual exploitation, criminal exploitation, sexual violence and harassment, female genital mutilation, forced marriage, missing children, faith abuse, fabricated or induced illnesses, gangs, serious violence and extremism and radicalisation – ( <b><i>within school child protection policy</i></b> )	
10	School’s policies for students including: (school <a href="#">policies</a> )	
11	<a href="#">Anti-bullying,</a>	
12	<a href="#">Race, Equality and Diversity Policy, Relationship &amp; Sex Education Policy</a>	
	Policies for supporting children including:	
13	<a href="#">Intimate care</a>	
14	<a href="#">Supporting children with medical conditions</a>	
15	<a href="#">Children with health needs who cannot attend school</a>	
16	<a href="#">First Aid Policy</a>	
	Health care plans for students – <b>See <a href="#">SENDCO</a> about children you will be working with</b>	
17	<a href="#">Fire &amp; Emergency Evacuation Policy</a>	
18	<a href="#">Lockdown, Critical Incident &amp; Evacuation Policy</a>	



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To be discussed during induction meeting on first day:		
Induction item	Description	To be completed by inductor
<b>Security signing in &amp; out</b>	Discuss security measures and signing in/out procedures and register for all pupils, staff and visitors DBS to be completed	
<b>Absence</b>	Please ensure you contact the school office on 0151 652 8498.	
<b>Staff handbook</b>	Copy of Staff Handbook issued, discuss where specific information can be obtained.	
<b>Safeguarding</b>	Check on SG documents received Review procedures and names of Deputy Safeguarding leads. Train CPOMS or use of yellow forms. Safeguarding training within first week	
<b>Code of Conduct</b>	Staff encourage positive behaviour by modelling our school traits: respect, responsibility and resilience. Poor behaviour is managed through de-escalation strategies. Handling a child is only permitted in the case of an emergency e.g. if a child is in danger of harming themselves or others.	
<b>Phones, smoking and cameras</b>	No smoking on school premises or within vicinity of school, mobile phones can only be used in the staff room and no photographs are to be taken at any time of children with personal devices	
<b>Emergency evacuation procedures</b>	Informed new volunteer of emergency procedures, responsibilities and where designated assembly points are.	
<b>FIRST AID and Accident reporting</b>	Informed new volunteer of first aid provisions, responsibilities, who first aiders are and where they can be found.	
<b>H &amp; S and risk assessments</b>	School Health and Safety policy to be directed and brief overview about risk assessments, hot drinks, equipment etc. machinery and equipment only to be used if in good condition, no heavy lifting and duty to keep themselves safe. Also explain fault reporting. No standing on chairs or overreaching, please use Elephants foot or ask SMO for stepladders.	
<b>Welfare</b>	Location of staff room, toilets, washing facilities etc.	
<b>Incident reporting</b>	Procedures for reporting accidents and incidents (including violent incidents) have been explained. Brief introduction to CPOMS and reporting incidents.	
<b>Other procedures</b>	Discuss any other procedures pertinent to the new volunteer's position and advise them that TPS places a duty on volunteers to take care of themselves and others who may be affected by their acts or omissions and to co-operate with employers to meet statutory requirements.	
<b>Personal medical requirements</b>	Any details of pre-existing medical conditions that may impose working limitations, which may need to be considered in order to ensure a safe working environment have been disclosed. Any pre-existing medical conditions need to be identified and a member of the SLT to be made aware for medical supervision in case needed	



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Other induction procedures	To be completed by inductor
Health and Safety Induction and walk around school (including fire safety)	
Advise team/colleagues of the start date of the new starter	
Provide with entry pass with photograph and explain procedures for use	
Line Manager/Classroom Teacher	
Discuss timetable and activities	
Make new volunteer aware of absence procedures and who to contact	
Supervision	
Volunteers must be supervised when with children.	

**I confirm as a new volunteer that I have read all the identified policies and I have received a full induction.**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**STATUTORY TRAINING**

Safeguarding Date \_\_\_\_\_