



Induction of New Volunteers and Staff CHECKLIST

When a new person begins working or volunteering at your club/organisation, it's important that they're given the right tools and information to help them settle into their role as soon as possible. A good induction process can help them feel welcome and supported in their new role, as well as understanding the club's values and culture, including the way your club/organisation approaches child and young people safety.

This induction checklist has been developed to introduce a new person to your organisation and their role and should occur prior to the person commencing with the organisation.

To complete the form, tick off each item as the information/documents are provided to the new person. Once the induction has been completed, the checklist should be signed off by the new person and the person completing the induction process.

The signed form is to be returned to the club/organisation administrator. A copy will then be provided to the recruit and the original form kept in the individual's recruitment file.

Before completion, you should review and edit this checklist to ensure the items on the list are relevant to your club/organisation.

If for example your club does not have an organisational handbook, but has information about the club on its website, you could change "Copy of club/organisation handbooks provided" to "Links to the club/organisation's website provided".

Volunteer/Staff Member Details

Full Name	
Role and Location	
Start Date	
Hours of commitment	

General Information about Club/Organisation

Induction process explained

Club/organisation structure and services explained

Safeguarding training provided including reporting requirements and processes.

(Either via Sport Integrity Australia eLearning or another course. This may be completed within 12 months of commencing in the role)

Introduction to relevant people within the organisation provided



General Information about Club/Organisation

Role and Organisation's Policies and Procedures

Job description provided in writing

Working and reporting relationships explained

Training requirements for the role outlined including eLearning, submission of certificates, etc

Communication processes explained including with colleagues, participants and parents/carers

Registration and fee structures explained

Participant expectations and requirements outlined

Code of Conduct provided, and copy signed and returned to organisation administrator

All organisation policies and procedures outlined including providing a link to or a hard copy of each document. This should include:

Health and Safety

Medical information form provided, completed, and returned

Up to date first aid training certificate submitted

Occupational health and safety training complete

Emergency procedures explained

Participant medical form requirements explained



Health and Safety

Health and safety, and protective measures explained

Risk Assessment processes explained including how to fill in required documentation

Benefits

Declaration

Please tick the boxes below and then sign this form.

I agree to attend and complete any training courses required of my position – including Safeguarding Children and Young People Training within 12 months of commencing my role.

I will try to inform the relevant person well in advance if I am unable to attend any of my agreed commitments.

I have completed my induction, received the policies and procedures of the organisation, and signed and returned my Code of Conduct.

I understand that this completed checklist will be retained by the organisation. It will be stored in the individual's recruitment file and stored in according to the organisations record keeping policy.

Print name

Today's date

Signature

Completed by:

Person responsible for induction

Date of completion

Signature