**Volunteer Induction**



**Thank you for completing your induction at Milton Road Primary. We are so pleased that you have joined our team as a volunteer.**

**Please confirm, by signing in the box below that you have read, understood and will implement the following policies and paperwork in the file:**

|  |  |  |
| --- | --- | --- |
| **Information or Activity** | **Facilitated by …..** | **🗸 signed** |
| Become familiar with this Staff Induction Handbook | Volunteer |  |
| Understand the arrangements for your first day | Teacher/ Co-ordinator |  |
| Receive and read information about key health, safety and administrative details within the staff handbook:   * Fire procedures * Evacuation and In-vacuation Procedures * First aid procedures * Signing in / out – visitors Parking arrangements, traffic on site | Volunteer |  |

|  |  |  |
| --- | --- | --- |
| **Policy** | **Facilitated by …..** | **🗸 signed** |
| Safeguarding & Child Protection Policy Children (which gives details of the Designated People for Safeguarding and how to deal with causes for concern) | Volunteer |  |
| Keeping Children Safe in Education |  |
| Guidance for Safer Working Practice  This is the School’s Code of Conduct |  |
| Whistleblowing |  |
| Prevent (Anti-Terrorism) Leaflet |  |
| Acceptable Use of ICT Policy and Mobile phones |  |

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| --- | --- | --- |
| Name of Volunteer | Signature | Date |