

Induction Checklist for New Employees/Voluntary Workers

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Name of Employee/Volunteer: _____

Position: _____

Date of Induction: ____/____/____

Please tick when completed:

- Introduction to staff and key personnel
- Tour of facilities and explanation of access procedures
- Explanation of role and responsibilities
- Review of Generocity Church's Child Protection Policy
- Completion of Safer Places training
- Review of Code of Conduct
- Explanation of reporting procedures for incidents or concerns
- Information on emergency procedures and evacuation plans
- Location of first aid facilities
- Completion of necessary paperwork (e.g., tax forms, volunteer agreements)
- Explanation of Generocity Church's mission and values
- Overview of programs and ministries

Information on training opportunities

Explanation of supervision and support available

I confirm that I have received and understood the above induction information:

Signature of Employee/Volunteer: _____

Date: ____/____/____

Induction conducted by: _____

Signature: _____

Date: ____/____/____

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