Volunteer/Paid Worker

Induction Checklist

Name:

Role:

Group:

Name of Church of Scotland Congregation or Project:

Welcome:

|  |  |  |
| --- | --- | --- |
|  | Date complete | Questions |
| The Church of Scotland values |  |  |
| The Church of Scotland’s structure |  |  |
| The Church of Scotland Safeguarding Policy Statement |  |  |
| Information about the groups that run in the congregation |  |  |
| Roles in the congregation |  |  |
| Information about the group |  |  |
| Roles within the group |  |  |

Your role:

|  |  |  |
| --- | --- | --- |
|  | Date complete | Questions |
| Introduction to the role |  |  |
| The role/job description including the boundaries of the role |  |  |
| Management and support information |  |  |
| Discuss any concerns about the role |  |  |
| Date of safeguarding training |  |  |
| Information on meetings and communications |  |  |
| Provide details about insurance |  |  |
| Provide any required equipment or uniform |  |  |
| Trial period and review date |  |  |

Facilities

|  |  |  |
| --- | --- | --- |
|  | Date complete | Questions |
| Facilities such as toilets, kitchen, break area, transport and parking |  |  |
| Provide a tour of the facilities, church and maybe the local area |  |  |
| Provide information about the other organisations who use the building |  |  |
| Expenses |  |  |
| Information about telephones, IT and keys if relevant |  |  |

Policies and Procedures

|  |  |  |
| --- | --- | --- |
|  | Date complete | Questions |
| Provide information on policies and procedures within the Church of Scotland and how to access them |  |  |
| The Church of Scotland website |  |  |
| Safeguarding Policies and Procedures |  |  |
| Health and Safety |  |  |
| First Aid |  |  |
| Code of Conduct |  |  |
| Confidentiality |  |  |
| GDPR |  |  |

Signed by worker:

Signed by church representative:

Role:

Date:

Review date: