



## NEW STARTER INDUCTION CHECKLIST

### Coventry Figure Skating Club

The induction is to help a new starter/volunteer settle in as soon as possible. Induction should commence on the first day of joining and be completed within the first week. Please ensure you do the following:

- Complete the form by entering the committee member or coach's initials and
- the date alongside each item as the information as the documents are given to the volunteer
- If the induction is carried out by one coach only and all on the same day, leave these columns blank and complete signature section at the bottom of the form

<b>Club Address</b>			
<b>Name of New Starter</b>			
<b>Start Date</b>		<b>Agreed Hours</b>	
<b>Role Title</b>			
<b>Evidence of Safeguarding Training Seen by Inductor. Place a copy on file (enter date of forthcoming course if new starter has no prior training)</b>			
<b>Forthcoming Holiday Commitments</b>			

I, ..... understand that I must comply with the following:

- attend child protection/safeguarding training if necessary if no prior training is evidenced
- agree to a probationary period which will be reviewed after \_\_\_ months
- I am required to inform the lead coach or a committee member at my earliest convenience of holidays
- I am required to inform the lead coach or a committee member at my earliest convenience of any sickness

<b>Induction Undertaken By (print name)</b>	
<b>Signature of Inductor</b>	
<b>Date of Induction</b>	
<b>New Starter (print name)</b>	
<b>Signature of New Starter</b>	
<b>Any items not covered on this date – please arrange another date</b>	
<b>To be completed on (if appropriate)</b>	

<b>Initials</b>	<b>Role and Organisation</b>
	Structure & Services
	Introduction to Staff and Volunteers

	Role of the New Starter
	Use of Club Facilities
	Refreshment Facilities
	Social and recreational facilities
	Transport and parking
	Training Opportunities
	<b>Policies &amp; Procedures</b>
	Received and signed code of conduct
	Have received volunteer/coach/club/NISA handbook
	Disciplinary, grievance and appeals procedures
	Smoking Areas
	Safeguarding Policy and procedures
	Confidentiality and Sharing Policy
	Equity Policy
	Storage, Retention and Disposal of Records Policy
	Whistle Blowing Policy
	<b>Health &amp; Safety</b>
	Fire procedures and drills
	First Aid/Accident Procedures
	Emergency procedures
	Risk Assessments
	<b>Expenses</b>
	Allowances
	Insurance
	Other Benefits

Useful Contact	Name	Telephone Number & Email Address
Manager/Senior Coach	ISS Coaches	
Welfare/Safeguarding Officer	Emma Dhadda	
NISA Safeguarding Officer	Michelle Draper	07535 041881 Michelle.Draper@iceskating.org.uk
First Aider	ISS Coaches	
Other information	Ellen Procter	