



**Deniliquin
Baptist
Church**

INDUCTION CHECKLIST

The induction procedure will include:

- the role description and any reporting structure;
- the content of the *Code of Conduct* and expectations and appropriate behaviours for staff and volunteers as set out in the *Safe Church Policy*;
- expectations regarding *Creating Safe Spaces* training, if appropriate
- an overview of the *Procedures for Handling Complaints against Staff and Volunteers, Conflict Resolution and Responding to Child Protection Concerns*;
- who to contact in the event of any conflict, concerns or complaints
- Explain procedure for use of Hazard/Incident Report forms.
- Give details of first aid facilities provided.
- Give details of Evacuation Plan.
- Show location of firefighting equipment.
- Provide an opportunity to ask questions.
- Any Guidelines appropriate to their ministry area.

Inductee _____ Date _____

Inducted by _____ Date _____