



New Staff, Leadership Role or Volunteer Checklist

Name of Staff or Volunteer: _____

Position of Staff or Volunteer: _____

<i>Check/Task</i>	<i>Signature of leader completing check or task</i>
Senior Leadership endorsement:	
Current Working with Children's Check checked:	
Screening Questionnaire checked for completion and signature:	
Code of conduct signed:	
Referee checks conducted by:	
Safe Church Training completed and copy of certificate received:	
Other training attended as required by role:	
Entered onto Safe Church Register:	
Orientation led by: Please tick and sign when complete: <ul style="list-style-type: none"> <input type="checkbox"/> Role description <input type="checkbox"/> Risk assessment and hazard measures for ministry area if applicable <input type="checkbox"/> Guidelines for Activities with Children and Young People document if applicable <input type="checkbox"/> Incident reports and Foothills Serious Injury Plan <input type="checkbox"/> Emergency evacuation assembly point <input type="checkbox"/> First aid box location and list of people with current first aid certificate <input type="checkbox"/> Who is role support and supervisor <input type="checkbox"/> Who to contact with questions, concerns or problems <input type="checkbox"/> Check in from ministry area leader or Leadership Team member in 6 weeks or as appropriate 	