

## Volunteer Induction Completion

### Volunteer

I confirm that I have completed a first-week induction process with my principal/supervisor/other delegated staff member.

I acknowledge that I have read and understood the following.

*Please tick to indicate your acknowledgement and understanding.*

Visit [www.hrheathcote.catholic.edu.au](http://www.hrheathcote.catholic.edu.au) to view the online 'Volunteers Powerpoint'.

- |   |  |
|---|--|
| <input type="checkbox"/> Code of Conduct                | <input type="checkbox"/> Child Safe Policies                         |
| <input type="checkbox"/> Occupational Health and Safety | <input type="checkbox"/> Cyber Safety                                |
| <input type="checkbox"/> Anti-Bullying                  | <input type="checkbox"/> Watched the on-line 'Volunteers Powerpoint' |

**Volunteer's name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

### Principal/Supervisor

I confirm that induction has been provided and certify that the above-mentioned volunteer has completed first-week induction and received all training as identified during the induction process.

**Principal/Supervisor's name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

Copy of this checklist provided to new volunteer on (date) \_\_\_\_\_