**GRFC Volunteer INDUCTION**

|  |  |  |
| --- | --- | --- |
|  | **Volunteer Tick and Initial** | **Inductor****Tick & Initial** |
| **Who’s Who in GRFC?** Introductions and give key phone numbers and e-mails |  |  |
| **Introduction to Role:** Give job description and an overview of key responsibilities and tasks including who to contact should a problem occur |  |  |
| **GRFC Key Policies:** Sign up to GRFC Website, give a brief tour and refer to the GRFC Safeguarding Policy |  |  |
| **Risk Assessment**s: where they are kept, read if applicable to role  |  |  |
| **Support Strategies/ Behaviour Guidelines:** Please read or this may be given informally by a Coach or Committee member, please take notes if needed |  |  |
| **DBS Check:** Complete if appropriate to role |  |  |
| **Communication within GRFC:** Explain the system used on site, by e-mail and from RFU |  |  |
| **Identify Training Needs:** Make bookings or refer to where courses can be booked |  |  |

***I confirm the above documents have been discussed and it is my responsibility to read all the information.***

**Volunteer Signature ……………………………………………………….........................**

**Name in Print:………………………………………...................................................**

**Date: .........................................................................................................**

**Member of GRFC: ……………………………………………………**

**Name in Print:……………………………………….**