



Dubbo Baptist Church

Volunteer Induction Checklist

Volunteer's Name _____ Team Leaders Name _____

Email Address _____

Address _____

Phone Number _____ Date _____

Explain your Ministry

- Review Ministry Profile.

Volunteer Responsibilities

- Role Description
- Responsibilities

Key People and their role.

- Elder for Ministry
- Ministry Team Leader
- Ministry Team Members
- Chief Warden

WHS Reporting

- Hazard Reporting
- Incident/ accident Reporting
- Emergency Response Plan
- Evacuation Plan
- First Aid Policy, Cupboard and people

Safe Church Policy



- Safe Church Ministry Team
- Copy of the Safe Church Policy
- Outline procedures for handling complaints against staff, volunteers, conflict resolution and responding to child protection concerns.

The Volunteer agrees to-

- Provide a WWCC
- Adhere to all our Policies and Procedures
- Sign the Code of Conduct
- Sign the Self-Disclosure
- Complete all the Safe Ministry Check required training

Signatures

Inductee: _____

Inducted by: _____

Date: _____

Office Use-

Create a Profile on CCB

Create a Profile on Safe Ministry Check

Inductee has completed the Safe Ministry Check

Inductee has provided a Valid WWCC