



## Kaia Induction Checklist Volunteer

This form records the induction of Volunteers. Once completed, forward to the Volunteering.

### PART 1 – DIRECT SERVICE EMPLOYEE (DSE) DETAILS

Induction Date		Start Date	
Workplace Address			
Volunteer Name			
Program/Department			
Line Manager's Name			
Position			

### PART 2 – INFORMATION TO BE PROVIDED WITHIN THE FIRST WEEK

*(Note: double click to check the appropriate box)*

Information to be provided	Completed	NA <sup>1</sup>
1. Provide a copy and information on how to access the Kaia Program Foster Care & Residential Practice Manuals.	<input type="checkbox"/>	<input type="checkbox"/>
2. Explain how to access policies & procedures.	<input type="checkbox"/>	<input type="checkbox"/>
3. Attend training (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
FSGA Orientation	<input type="checkbox"/>	<input type="checkbox"/>
Child Safety Training	<input type="checkbox"/>	<input type="checkbox"/>
Human Rights in Practice Training	<input type="checkbox"/>	<input type="checkbox"/>
Culture Awareness Training	<input type="checkbox"/>	<input type="checkbox"/>
4. Explain and demonstrate administrative processes (scanning, photocopying, filing, confidentiality and privacy related to documentation, record keeping – provide meeting book).	<input type="checkbox"/>	<input type="checkbox"/>
5. Explain tasks and duties to be completed	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide tour of office and introduce to team	<input type="checkbox"/>	<input type="checkbox"/>
7. Explain and show building emergency evacuation plans and process	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> NA = Not applicable


Information to be provided	Completed	NA <sup>1</sup>
	<input type="checkbox"/>	<input type="checkbox"/>

### PART 3 – ACKNOWLEDGEMENT OF INFORMATION PROVISION

Information has been provided as detailed in Part 2:

Volunteer's signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Line manager's signature: \_\_\_\_\_ Date \_\_/\_\_/\_\_


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