

Contractor Induction Checklist

To be carried out by the Project Managers:

Copies of all policies provided

- Adult and child safeguarding
- Code of conduct
- Conflicts of interest
- Complaints procedure
- Data protection
- Disciplinary
- Equality and diversity
- Health and safety
- Volunteering
- Environmental
- Financial Regulations
- Our Constitution

Explanation of the following:

- Requirements of your role
- Name and contact details of line manager provided
- What to expect/any particular participant needs to be aware of
- Expected behaviour towards participants
- Expected behaviour towards care staff, admin assistants, managers, support workers, volunteers
- Importance of communication and working together
- Importance of avoiding potentially compromising situations
- Access issues eg always being aware of how people can get out quickly
- Fire procedures and important information regarding building/working environment.
- Contractor is not allowed to hand out security codes to volunteers
- Questions
- Importance of cash handling procedures
- To sign document to say policies have been read

Please sign to confirm that all of the above points have been covered during the induction:

Name

Signed

Date

