

KURRI KURRI BAPTIST CHURCH

Staff and Volunteer Induction

Document 35	
Replace existing document?	Yes
Version:	Version 2.0 (Name change, reformatted, updates to the role and document names included in this document)
Model Document Credit:	N/A
Details of superseded documents:	(Version 1.0) Kurri Kurri Baptist Church General Site Health and Safety Induction Record. Adopted by Governance Body on 4/4/2023
Adopted by governance body on:	7/9/2026
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Review due date (annual review):	7/9/2027

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church, the local Church which adopted this document.

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KURRI KURRI BAPTIST CHURCH

Staff and Volunteer Induction

This is the record of your induction to Kurri Kurri Baptist Church (KKBC), 50 Edward Street, Kurri Kurri, 2327. This site induction record only needs to be completed once and is applicable across all staff and volunteer roles. Please refer to your Role Description/s for more specific detail regarding responsibilities related to your staff or volunteer role/s.

Please tick ☒ to indicate completion of induction task.

Please print your full name:		
Please sign:		
Do you have any keys for KKBC:	No: ☐ If no, and you require a key, please see the Secretary.	Yes: ☐ If yes, please specify which keys you have (e.g. Generic master key, Safe Church Team secure cupboard, Secretary secure cupboard):
Have you been shown where to locate the “KKBC Emergency Contact List”?	Yes: ☐	
Have you been shown where to locate the “KKBC Emergency Procedures Guide” (rainbow flip chart), “KKBC Escape Plan for Emergency Incidents” and “Emergency Assembly Point”?	Yes: ☐	

Have you been shown where to locate Fire Fighting Equipment (e.g. Fire Extinguishers/Blankets)?	Yes: ☐
Do you know how to operate the Fire Fighting Equipment, and/or where to locate the instructional diagrams on the equipment?	Yes: ☐
Have you been shown where to locate the “KKBC Qualified First Aid Personnel Register” ?	Yes: ☐
Have you been shown where to locate the First Aid Kits, and familiarised yourself with the contents?	Yes: ☐
Have you been shown where to locate the KKBC “Incident Reporting Process” (Doc #77) ?	Yes: ☐
Have you been shown where to locate a blank “Accident/Incident Report” (Doc #47) ?	Yes: ☐
Have you been shown where to locate KKBC governance documents online (website) and/or as hardcopy (governance document folder), and been provided with an overview of: - The expectations and appropriate behaviours for staff and volunteers as set out in the “Safe Church Policy” (Doc #1) - “Procedure for Staff and Volunteers” (Doc #2) - “Procedure for Conflict Resolution” (Doc #3) - “Procedure for Handling Complaints against Staff and Volunteers” (Doc #4) - “Procedure for Responding to Child Protection Concerns” (Doc #5) - The content of the “Code of Conduct for Staff and Volunteers” (Doc #6)	Yes: ☐
Have you been provided with Role Descriptions for your role/s, and any guidelines appropriate to your ministry area?	Yes: ☐

Have you been informed about operating procedures that apply to relevant equipment you may use in your role?	Yes: ☐ N/A: ☐
Have you been shown where to locate the “ KKBC Staff and Volunteers ” list, and the “ KKBC Organisational and Reporting Structure ” and understand who to contact in the event of any conflict, concerns or complaints?	Yes: ☐
Have you been informed of the expectations regarding Creating Safe Spaces training, if appropriate?	Yes (for category 1a and 2a): ☐ N/A (for category 1b, 2b and 3): ☐
Full name of the person leading induction:	
Signature of the person leading induction:	
Role of the person leading induction:	
Date of completion of induction (induction is complete when all tasks have been ticked):	