Volunteers’ Induction Checklist

Discussion with volunteer their familiarisation with the Volunteers’ Handbook – RAN

Volunteer’s Name: ________________________________________________________________
Date of Discussion: ______________________________________________________________
SAC Staff Member’s Name: ________________________________________________________

1. Have you read and familiarised yourself with the Volunteer’s Handbook? Yes □

2. Do you understand the legislative requirements outlined in Session 2 (especially (2(j)))
   Yes □
   What are these responsibilities?
   To notify Families SA, through the CARL, if I suspect on reasonable grounds a young
   person is being abused or neglected. Yes □

   Do you have any questions about these responsibilities as a volunteer?
   ____________________________________________________________________________

3. Are you familiar with the four categories of Abuse and Neglect? Yes □
   1) Physical □ ______________________________________________________________
   2) Sexual □ ______________________________________________________________
   3) Emotional □ ____________________________________________________________
   4) Neglect □ ______________________________________________________________
4. Have you seen the list in Session 4 of possible behavioural indicators of abuse, neglect or family violence? Yes ☐ ____________________________

Do you have any questions or area you’d like to discuss?
_____________________________________________________________________
_____________________________________________________________________

5. What do you see as your role as a volunteer, in responding to a young person, as outlined in Session 6?

To listen respectfully, show I care by my manner, and allowing them time to share what they wish to. Yes ☐

6. How would you go about making a report to the Child Abuse Report Line (CARL)?

Talk to the Principal or Deputy Principal? Yes ☐

Use the checklist to ensure I have all information required? Yes ☐

Call the CARL? Yes ☐

7. A key component of our duty of care to young people is maintaining professional boundaries in our work with them. What are the areas that we must be aware of in our work with young people, as outlined in Session 7? Draw out an example of each:

   i. Communication ☐ ____________________________

   ii. Personal Disclosure ☐ ____________________________

   iii. Physical Contact ☐ ____________________________

   iv. Place ☐ ____________________________

   v. Targeting Individuals ☐ ____________________________

   vi. Role ☐ ____________________________

   vii. Possessions ☐ ____________________________
8. Are you aware of your responsibility to report to the Principal any breach of these guidelines you witness in other adults?  Yes □

Thank you for your time and efforts to work through this induction process for the wellbeing of the young people in our care.

In conclusion, please remember:

- Any concerns you have should be reported to the Principal or a Deputy Principal. You should not act alone.
- Respond supportively to any young person who shares information with you, and get support for yourself as soon as possible.
- Confidentiality is crucial. Share information with no-one else.
- Be aware of your own wellbeing if needing to deal with these most difficult of circumstances.

Thank you again for your time today, and good luck with your volunteering work in our community.

Staff member’s signature: ____________________________
Date: ____________________________