

Instructor/Volunteer Induction Procedure

Provide an email copy of all policies and procedures below to the Instructor/Volunteer. Advise in the email to contact the Event Organiser if they have any queries regarding any of the policies.

Have the Instructor/Volunteer sign the *Instructor/Volunteer Information Policy - receipt of policies and agreement to abide by policies*.

When collecting the sign-off sheet from instructors/volunteers, seek verbal clarification that they have understood the policies and procedures and the purpose of them.

HBLN Events Child Protection Policy

HBLN Events OHS Policy

HBLN Events First Aid policy

HBLN Events Bullying and Harassment

HBLN Events Grievance Procedure for Instructors Volunteers

HBLN Events Conflict of Interest

HBLN Events Privacy Policy

HBLN Events Reporting Critical Incidents

HBLN Events Confidentiality Agreement for Instructors/Volunteers

HBLN Events Instructors/Volunteers Code of Conduct

HBLN Events Instructor/Volunteer Information Policy - receipt of policies and agreement to abide by policies sign off sheet.

Event Organiser to file the applicants sign-off sheet, Code of Conduct, and confidentiality agreement in the *Event Information and Procedures file*.

Instructor Information Package - INSERT EVENT NAME
Receipt of policies and agreement to abide by policies

INSERT EVENT NAME follows a range of policies and procedures to ensure a safe and productive environment and to satisfy our Insurance requirements.

While the implementation of policies is the responsibility of the Event Organiser(s), it is important that Instructors are familiar with the policies and know where to direct and how to deal with any issues that arise.

Please indicate that you have received and read the following policies:

- HBLN Event Child Protection Policy*.....
- HBLN Event Guideline for Reporting Child Abuse*
- HBLN Event OHS Policy*.....
- HBLN Event First Aid policy*.....
- HBLN Event Organisational Chart*.....
- HBLN Event Managing Illness in Children*.....
- HBLN Event Bullying and Harassment*.....
- HBLN Event Grievance Procedure for Instructors Volunteers*.....
- HBLN Event Complaints*.....
- HBLN Event Conflict of Interest*.....
- HBLN Event Privacy Policy*
- HBLN Event Reporting Critical Incidents*.....
- HBLN Event Confidentiality Agreement for Instructors/Volunteers*
- HBLN Event Instructors' Code of Conduct*.....

Please indicate that you have received, read and agree to abide by the following policies:

- HBLN Event Confidentiality Agreement*
- HBLN Event Instructors Code of Conduct*

HBLN Home Education WA

Name

Position

Signature

Date

Signature of Witness: _____

Name and address of witness: _____
