

# Review of Leader Training Needs

Leaders Names	Induction Training (completed on)	Child Protection (up to date)	Policies and Procedures (up to date)	Risk Assessments	First Aid	Training needs identified

# Supporting Leaders—Toolkit

<b>Groups</b>	<b>Age Range</b>	<b>Ratio of Children to Leaders</b>	<b>Recommended Ratio of Children to Leaders</b>	<b>Required Action</b>
<b>PCC Authorisation</b>	<b>Date of Meeting</b>	<b>Comments</b>		
<b>Insurance</b>	<b>Policy Held</b>	<b>Any Comments</b>	<b>Date for Renewal</b>	

**Volunteer/Leader Name:**  
**Line Manager/Supervisor:**

**Date:**

Induction

Annual Review

Training Needs Assessed

Emergency Procedures & Policies  
Explained/Recapped:

- First Aid
- Evacuation Procedures
- Challenging Behaviour
- Health & Safety
- Risk Assessment
- Record Keeping

Enhanced CRB clearance

References cleared

Working Agreement / Contract explained  
and signed

Aims and Objectives discussed /reviewed

Supervision:

- Who has line management  
responsibilities?
- Expectations of the role
- Responsibilities of the organisation

Other