

Pirie Community Radio Broadcasters Inc.

Volunteer Induction Policy

It is the responsibility of the Board to ensure that:

- All new volunteers participate in an induction programme
- A tour of the station facilities is made as part of the induction
 - Toilet / Kitchen area
 - Meeting room - paper writing material, mail slot for office
 - Studios and equipment area
 - Fire extinguisher location
 - First Aid facilities
 - Notice boards
 - Air Conditioning
 - CCTV
 - Sign in/out procedure
- general security of the building including the main studio door and meeting room sliding door locking. Last shift lock up.
- Station Policy documents folder (including Complaints Forms) adjacent to sign in position.
- Contact telephone numbers for station staff
- Emergency contact telephone numbers
- Evacuation procedures
- If the volunteer is to act as a presenter then the training procedure for presenters is to be conducted at a suitable time for both parties. This training shall consist of:
 - Broadcast law and Codes of Practice
 - Station policies regarding broadcast material
 - Music licencing and copyright
 - Community radio organizations
 - Practical training in the production studio