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**First day and week checklist for the intern**

This list is intended to serve only as a guide to a possible checklist for the first day and week of an intern. It is taken from Appendix 7 of the [Internship Best Practice Handbook pdf](http://www.baptist.org.uk/internshiphandbook), but is presented here as a Word document on its own that may be adapted and expanded as required.

If you have questions, please contact our Young Leaders Development Coordinator Isabella Senior on isenior@baptist.org.uk

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**First day and week checklist for the intern**

|  | **Activity** | **Who leads** | **Date completed** |
| --- | --- | --- | --- |
| **1. Getting started – Your First Day** |
|  | * Welcome and introduction from line manager
 | Line Manager |  |
|  | * Basic facilities – toilets, kitchen facilities/ arrangements for breaks and eating and drinking in work area
 | Line Manager or Colleague |  |
|  | * Fire exits/fire extinguishers/ procedure for evacuation in event of fire
 | Line Manager |  |
|  | * ID badge/fob
 | Line Manager |  |
|  | * IT access/Email address organised
 | Line Manager |  |
|  | * Go through timetable
 | Line Manager |  |
|  | * Timekeeping expectations
 | Line Manager |  |
|  | * Use of mobile phones and policy on personal telephone calls
 | Line Manager |  |
| **2. Getting to know us** |
|  | * Organisational structure + identifying posts and individuals names
 | Line Manager |  |
|  | * Nominated colleague(s) to act as guide/supporter for first few weeks.
 | Line Manager |  |
|  | * Ensure you are familiar with:
* All volunteers and staff
* Senior manager availability
 | Line Manager |  |
|  | * Ensure you have a clear understanding of the history of the church and the importance of the values.
 | Line Manager |  |
|  | * Useful contacts within and outside church
 | Line Manager |  |
| **3. Getting practical** |
|  | * Recording hours, booking time off, arrangements for reporting absence
 | Line Manager or Colleague |  |
|  | * Answering phones
 | Line Manager or colleague |  |
|  | * How to complete forms (time sheets, expenses)
 | Line Manager or colleague |  |
| **4. Getting Serious** |
|  | * Awareness of health and well-being support
 | Line Manager |  |
|  | * Health & Safety and Safeguarding policies (including Child Protection Policy and Safeguarding training, if applicable)
 | Line Manager |  |
|  | * Internship Volunteer Agreement
 | Line Manager |  |
|  | * Code of Conduct
 | Line Manager |  |
|  | * Arrangements for Marks of Developing Leaders Reviews
 | Line Manager  |  |