

# Staff induction checklist

Checks complete before any unsupervised contact. Safeguarding before the tour.

Nobody has unsupervised contact with a child until every pre-employment check is complete. Teach safeguarding on the first morning: who the DSL is, how to raise a concern, and that it is raised immediately and to a person. Be explicit about what they must not do until trained and signed off.

|             |                    |                       |
|-------------|--------------------|-----------------------|
| NAME        | ROLE               | START DATE            |
| INDUCTED BY | REGISTERED MANAGER | PROBATION REVIEW DATE |

## BEFORE ANY UNSUPERVISED CONTACT WITH A CHILD

Every line, without exception.

|                                                         | COMPLETE                 | DATE                     |
|---------------------------------------------------------|--------------------------|--------------------------|
| Enhanced DBS with barred list check — seen and recorded | <input type="checkbox"/> | <input type="checkbox"/> |
| References obtained and verified                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Full employment history obtained, with gaps explained   | <input type="checkbox"/> | <input type="checkbox"/> |
| Right to work established                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Identity verified                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Qualifications verified                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Health declaration as required                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Registration with any relevant body, where applicable   | <input type="checkbox"/> | <input type="checkbox"/> |
| Interview and selection records complete                | <input type="checkbox"/> | <input type="checkbox"/> |

## FIRST MORNING — SAFEGUARDING BEFORE ANYTHING ELSE

|                                                                | COVERED                  |
|----------------------------------------------------------------|--------------------------|
| Who the designated safeguarding lead is, and how to reach them | <input type="checkbox"/> |
| How to raise a concern — to a person, immediately              | <input type="checkbox"/> |
| That they never delay to complete a form                       | <input type="checkbox"/> |
| That they never promise a child secrecy                        | <input type="checkbox"/> |
| That they do not investigate                                   | <input type="checkbox"/> |
| Whistleblowing, and how to raise a concern about a colleague   | <input type="checkbox"/> |
| The LADO route for concerns about an adult                     | <input type="checkbox"/> |
| Safeguarding policy issued and read                            | <input type="checkbox"/> |
|                                                                | <input type="checkbox"/> |
|                                                                | <input type="checkbox"/> |

## WHAT YOU MUST NOT DO UNTIL YOU ARE TRAINED AND SIGNED OFF

- Do not take part in any physical intervention. Not to help, not to assist, not at all.
- Do not administer or handle medication.
- Do not transport a young person alone.
- Do not work a shift as the only staff member on duty.
- Do not make a decision about a child's contact, movement or freedom.
- Do not take a young person out of the home without agreement from the shift leader.
- If you are unsure whether something is your decision, stop and ask.

## THE CHILDREN WHO LIVE HERE

A new worker who has read the plans is a different colleague from one who arrives having met nobody.

Child — introduced on — placement plan read on

Child — introduced on — placement plan read on

Child — introduced on — placement plan read on

Child — introduced on — placement plan read on

What helps each of them when things are hard — read and discussed

Risk assessments read

THE HOME AND THE SHIFT

|                                                                    | COVERED                  |
|--------------------------------------------------------------------|--------------------------|
| Tour of the building, including sleep-in arrangements              | <input type="checkbox"/> |
| Statement of purpose read                                          | <input type="checkbox"/> |
| Behaviour support policy read                                      | <input type="checkbox"/> |
| Missing from care procedure read                                   | <input type="checkbox"/> |
| Complaints procedure, and how children use it                      | <input type="checkbox"/> |
| Recording — daily logs, incidents, what good looks like            | <input type="checkbox"/> |
| Handover — how it works and what must be passed on                 | <input type="checkbox"/> |
| Fire procedure, alarm, assembly point and personal emergency plans | <input type="checkbox"/> |
| First aid arrangements and who is trained                          | <input type="checkbox"/> |
| Lone working and sleep-in arrangements                             | <input type="checkbox"/> |
| Who to call out of hours, and when to call them                    | <input type="checkbox"/> |
|                                                                    | <input type="checkbox"/> |
|                                                                    | <input type="checkbox"/> |
|                                                                    | <input type="checkbox"/> |
|                                                                    | <input type="checkbox"/> |

TRAINING BOOKED

Safeguarding — booked for

Physical intervention, where the role requires it — booked for

First aid — booked for

Medication, where the role requires it — booked for

Fire safety — booked for

Qualification required for the role — enrolled on

SIGN-OFF

STAFF MEMBER SIGNATURE

DATE

INDUCTED BY

DATE

CLEARED FOR UNSUPERVISED CONTACT ON

APPROVED BY REGISTERED MANAGER