# Child Safe Induction and Training

## Purpose

These induction and training requirements have been developed to ensure that staff, volunteers, contractors and consultants are provided with the information they need to undertake their duties in accordance with our organisation’s policies, guidelines and procedures, in particular that they:

* are aware of and remain alert to the risk of child abuse
* understand our commitment to preventing and responding to child abuse
* understand how they are expected to behaviour towards children and young people
* know how to identify and respond to child abuse, and
* understand their responsibility in relation to identifying and responding to child abuse.

## Scope

These requirements apply to all existing, new and prospective staff, volunteers, students, board members, contractors and consultants**.**

## Responsibilities

 [x insert titles of those with main responsibility for induction and training x] are responsible for ensuring that our organisation’s induction and training requirements are met.

|  |  |
| --- | --- |
| **Position** | **Responsibility** |
| Executive Officer /Manager | * Implement policies and procedures across the organisation
* Ensure staff and volunteers have access to and understand this policy and related procedures
* Ensure all managers/supervisors have access to support and advice to understand and implement policies and procedures
 |
| Workforce / HR / Quality | * Review and update this document and supporting resources in consultation with relevant stakeholders
* Support the coordination of the Child Safe framework and implementation
* Provide training and advice in the application of policies and procedures
 |
| Managers / Supervisors | * Ensure policies and procedures are followed and implemented
 |
| Staff / Volunteers | * Compliance with policy and procedure.
 |

## Key Requirements

**Induction**

Except as outlined in this document all staff, volunteers, contractors and consultants will complete an induction process including:

* provision of information on the organisation’s Child Safe Sport Commitment including the Code of Behaviour and the child safe reporting policy; and
* signing from the policy.

**Ongoing Training and Education**

Staff and volunteers will receive ongoing training and education including through the following mechanisms:

* An annual child safe questionnaire requiring staff and volunteers to review and answer questions regarding the suite of child safe policies (especially in relation to the Code of Behaviour and reporting).
* Child Safety as an agenda item for every staff meeting and training and/or discussions of child safe issues and scenarios in staff meetings at least 6 monthly.
* Periodic training and updates of relevant policies

**Short Term Staff and Volunteers, Consultants and Contractors**

Induction and Training requirements for external providers are dependent on their level of interaction with children and young people both in terms of the level of unsupervised contact they may have and the duration of contact.

## Records and documentation

We maintain records of our induction and training processes including records of:

* sign off of commitment to the Child Safe Code of Behaviour

## Supporting Resources

|  |
| --- |
| New Employee Induction Checklist |
| Play By the Rules, <https://www.playbytherules.net.au> |
| *Please amend this table to reflect relevant documents for your organisation* |

## New Employee Induction Checklist

 [In developing an induction checklist for use within your organisation you should include all areas of information a person joining your organisation will need to understand to enable them to undertake their role effectively. This sample checklist, while noting other areas, concentrates on areas that relate to keeping the children and young people safe in your sport.]

This form is to be completed by the Manager and placed on file (see Induction and Training Requirements).

|  |  |
| --- | --- |
| Employee name  |  |
| Employment start date  |  |
| Position/Job  |  |
| Manager name  |  |
| Department  |  |

|  |  |  |
| --- | --- | --- |
| For the employee and/or their supervisor to complete and sign off: | Supervisor | Employee |
| Item |  |  |
| Position Description – explanation of role & child safe responsibilities |  |  |
| Access to Staff Intranet |  |  |
| Child Safe Policies & Procedures (explanation of Child Safe Sport Commitment, Code of Behaviour, Reporting procedure)  |  |  |
| Received and returned the following documents to the supervisor: |  |  |
| Supervision and support requirements relevant to role |  |  |
| * Letter of offer – signed acceptance of Employment
 |  |  |
| * Child Safe Sport Commitment - signed confirmation of acceptance
 |  |  |
| * Fair Work Information Statement
 |  |  |
| * Completed Employment Application Form
 |  |  |
| Centre orientation & tour |  |  |
| * Shown location of emergency manual and first aid
 |  |  |
| * Shown pigeon holes, timesheets, communication boards/books/folders
 |  |  |
| * Provided with knowledge of centre facilities, programs and activities
 |  |  |
| * Staff phone numbers/rosters/shifts explained
 |  |  |
| * Uniform, name tag provided:
 |  |  |
| * Key, alarm code issued (if necessary)
 |  |  |

For the supervisor to complete:

|  |  |
| --- | --- |
| The following items placed on employee’s file: | Date |
| * Child Safe confirmation acceptance form
 |  |
| * Induction checklist Completed
 |  |

Please sign and return this document to <xxxxx>

I agree that the matters on this orientation list have been completed and I have understood.

Signature of Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_