

Checklist: What to include in a child-safe induction package



An induction package could include the following policies, information and resources from your organisation:

Induction package includes

1. Core Policies and Guidelines

Child and Youth Safe Policy

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Child and Youth Safe Code of Conduct

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Complaint Handling and Reporting Obligations

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Record Keeping and Information Sharing Policies

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2. Training and Development

Induction Training Modules on child safety

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3. Supervision and Behaviour Expectations

Staff Supervision Guidelines (including frequency and content)

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Behaviour Boundaries and what to do if concerns arise

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4. Support Mechanisms and Resources

Induction package includes

Access to External Support Services

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Employee Assistance Program (EAP) Details

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Clear Reporting and Feedback Channels for staff and children

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5. Health, Safety, and Emergency Procedures

Emergency Response Procedures specific to child safety

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Health and Safety

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6. Acknowledgements and Feedback

Induction Acknowledgement Form (confirming understanding of child safety responsibilities)

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Feedback on Induction Process (to improve future inductions)

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