
HOPE2FAMILIES SAFEGUARDING POLICY

Induction Checklist for teams

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Checklist:

What	Who	Date
<p>About the charity</p> <ul style="list-style-type: none"> • aims, philosophy and ethos • people we work/volunteer with • work/volunteering we do • limitations of the organisation • structure: departments/teams • management 		
<p>The Building</p> <ul style="list-style-type: none"> • toilets, cloakrooms, parking, etc. • where to get tea/coffee/lunch • health and safety rules 		
<p>The Job/Role</p> <ul style="list-style-type: none"> • worker's/volunteer's area of responsibility • line management • days/hours of work/volunteering and breaks • relevant organisational policies and procedures, including the safeguarding children and young people policy • code of behaviour 		

<p>The Support System</p> <ul style="list-style-type: none"> • who will supervise worker/volunteer, where and when to find them • support available • supervision/support meetings • resources, facilities, equipment, • training • complaints procedure • reasonable adjustments, if required 		
<p>Fellow Workers/Volunteers</p> <ul style="list-style-type: none"> • who and what they do • team meetings • working/volunteering with others 		
<p>Other Information</p> <ul style="list-style-type: none"> • settling in – probationary/trial period • claiming expenses • key stakeholders and their roles 		
<p>Employee/Volunteer: I confirm that I have completed all items in the induction checklist and, where indicated, read and understood policies and procedures.</p> <p>Signature _____ Date _____ Line Manager: I confirm that all items in the induction checklist have been completed by</p> <p>(name) either with me, or a member of (organisation) authorised by me.</p> <p>Signature _____ Date _____</p>		

Agreeing to our safeguarding:

Below is the link to our safeguarding policy

<https://www.wildfireministries.online>

Click here to show you agree to the terms and conditions laid out in this policy

Contact details:**Nominated child protection lead:**

Marc Taylor

07514993163**wildfireministrys@gmail.com****Deputy child protection lead:**

Heather Taylor

07856201383**wildfireministrys@gmail.com****NSPCC Helpline****0808 800 5000****We are committed to reviewing our policy and good practice annually.****This policy was last reviewed on:**..... **24th May 2022**(date)**Signed:** *Marc Taylor*

[this will be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

Find out more about: Information package: