

Safer Induction Policy

Policy statement

FUNdays Club takes seriously its duty for ensuring all staff are competent to carry out their responsibilities for safeguarding and for promoting the welfare of all children. In addition, it is essential that FUNdays Club creates an environment where all staff feel able to raise concerns and feel supported in their safeguarding role. To this end, FUNdays Club recognises that all new staff will require adjustment in their new role and will therefore support all new starters through a structured induction programme appropriate to the role being undertaken. All staff are included in FUNdays Club's safer induction programme and will be given every required support throughout it.

Objectives of induction

The induction programme exists to ensure that all new staff understand:

- How FUNdays Club operates
- The work of the different departments
- The history and culture of the business
- The business plan and goals of FUNdays Club for the forthcoming years
- How their job role fits in with the other members of their department and FUNdays Club as a whole
- Their own targets and performance objectives up until the first formal appraisal
- Their role and responsibility in the safeguarding and protection of all children.

Safeguarding induction

With regard to safeguarding, all new starters (including Directors) - who will be working with children (or be in contact with them) - will undergo induction and necessary training on safeguarding **immediately that they are appointed**. For any other staff working within the organisation - but not directly with children - safeguarding induction training must take place **within one month of joining FUNdays Club**.

This element of induction training will be undertaken by FUNdays Club's DSO - and will include the following core elements:

Safeguarding

- Familiarisation with the **DSO's** role and responsibilities
- The legal responsibilities and good practice for safeguarding and promoting the safety and welfare of children
- An overview of FUNdays Club's **Safeguarding Policy Statement** and commitment to the protection of all children
- A review of FUNdays Club's **Safeguarding Policies & Procedures** - relevant to the role being undertaken by the new staff member
- How staff should respond to any safeguarding concerns - through outlining the relevant procedures to be followed in the event of a concern existing about a child's safety or welfare
- The contact details relating to FUNdays Club's internal safeguarding personnel
- The contact details relating to raising concerns with children's services, police, health, the **Local Authority Designated Officer, Child Exploitation Online Protection Centre** and the **NSPCC helplines**
- Details about staff and volunteer monitoring, supervision, on-going training (including safeguarding refresher training) and support.

As part of FUNdays Club's safeguarding induction process, all staff who will be working with children will receive a copy of each of the following:

- FUNdays Club's **Safeguarding Handbook**
- The **Department of Education's Keeping Children Safe in Education (Part 1)**.

Part of FUNdays Club's commitment to safeguarding will entail the DSO testing the maturity; the understanding of boundaries and the position of trust of all new starters - prior to them undertaking work with children who use the services of the organisation.

Induction programme

The safer induction programme will be put in place once an applicant has formally accepted a conditional offer to work from FUNdays Club. The detail and exact content of the induction programme will vary according to the seniority of the role; the individual needs of the new starter; as well as the role description. However, in the first week, all new starters will be introduced to their work colleagues; as well as meeting with their line manager and other relevant senior members of the management team, as appropriate.

Safer Induction Policy continued...

At this point it will be the line managers responsibility to go through the following:

Induction

- Main terms and conditions of employment or volunteer's agreement
- Working or volunteering arrangements, including sickness absence reporting procedures
- Role description, which will include duties and responsibilities
- **Employee Handbook or Volunteer Handbook**
- **Safeguarding Handbook**
- Health and safety rules and procedures, including first aid facilities, accident reporting and emergency evacuation procedures
- Equal opportunities and dignity at work
- Targets and performance objectives up until the first formal appraisal
- Training and development plan up until the first formal appraisal
- Information about the structure and organisation of FUNdays Club
- Information about the department/team the new starter will work in
- Location of entrances, exits, fire exits, kitchen, rest rooms, toilets and any other facilities
- Location of FUNdays Club notice boards
- Location of workstation or work area
- Use and operation of equipment and location of office supplies
- Useful contact numbers
- Bank details, P45, National Insurance number, contact details, next of kin **etc.** as appropriate for either the staff member or the volunteer.

Induction checklist

The FUNdays Club manager responsible for the induction, will use an induction checklist to ensure that all matters are covered - and will sign this off once the induction programme has been completed. FUNdays Club may involve other managers, staff and volunteers in the induction programme as appropriate. The **DSO** will always be responsible for undertaking the safeguarding elements of induction - as detailed previously within this policy. The induction checklist will be a written record of the safeguarding induction, dates, attendance and matters that were covered by the training.

Mentoring & coaching

New starters will be allocated a mentor upon commencement. This appointed mentor will meet with the new starter during their first week with the organisation and their role will be to assist the new starter with any day-to-day matters in the first three months of working with FUNdays Club. The mentor's role is not to coach or train the new starter, but to give advice and assistance as appropriate. The relevant line manager is responsible for training the new starter and for supporting them in their new duties and tasks.

Induction reviews

All new starters will have their progress reviewed via formal and structured induction reviews - which will be carried out at the **end of week 1**; the **end of month 1**; the **end of month 2** and the **end of month 3**. The purpose of these reviews is to discuss how the induction training is progressing and to identify and address any gaps in the desired results of the induction training.

Reviewed & Updated: September 2021

FUNdays Club will review this **Safer Induction Policy** and best practice at least annually. In addition, more frequent reviews will be undertaken following a change in safeguarding legislation; following the implementation of a new activity or service which involves contact with children; following a safeguarding incident within FUNdays Club (or one which directly concerns or affects FUNdays Club); and/or following a significant organisational change.