

Child Safe induction checklist

Use this checklist to help staff understand how your organisation prioritises the safety of children.

Practical

- A tour of the organisation showing all the physical spaces it operates within
- A discussion about the online spaces in which it operates
- A meeting with the head of the organisation, who should speak about prioritising the safety of children
- Meetings with other relevant managers and leaders

Documentation

- Give the new employee a copy of your:
 - organisational chart
 - Statement of Commitment to Child Safety
 - Child Safe Code of Conduct
 - Child Safe
 - Reporting policy
 - any other policies.
- Clear instructions on how to report abuse if it is seen or suspected in your organisation

On the job

- A starter pack that includes the employment contract and role description
- Description of probationary period and what may trigger dismissal
- Online Code of Conduct
- In-depth discussions of role expectations
- Specific training requirements
- Provision of a mentor or 'buddy'

Team work

- Details of who to report child safety concerns to and who reports to them
- Child safe expectations are discussed in team meetings
- Handovers where exiting staff inform or update new and continuing staff with an emphasis on child safe responsibilities

Ongoing

- Regular meetings between the employee and manager where acceptable and unacceptable behaviour is clearly discussed
- Formal probationary reviews at 6 and 12 weeks
- Child safety is a regular topic in staff meetings, staff reviews and informal conversations

Check out our comprehensive handbook on [Child Safe Recruitment and the Working with Children Check](#) by scanning the QR code.

For other resources and links to training opportunities, visit the Office of the Children's Guardian website at ocg.nsw.gov.au

