

# 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](https://ocg.nsw.gov.au)

