

TWW Safeguarding Induction Check List

TTW National Safeguarding Lead has responsibility for ensuring that new staff receive a safeguarding induction. This should brief them on the safeguarding arrangements within TTW and their individual responsibilities for safeguarding and promoting the welfare of children as well as reacting to Child Protection concerns.

As part of this induction, Basic Awareness Child Protection Training must be undertaken either through face to face training or online

- Safeguarding Staff/Volunteers/Coaches must have a briefing from the NSL
- Safeguarding Children – Staff/ Volunteers Sign Induction Checklist

The safeguarding induction should also include sharing the setting's child protection policy, the staff behaviour policy/ code of conduct; and the role of the designated National safeguarding lead (including identity of the designated safeguarding lead and any deputies). Copies of policies can be found on the TTW website under safeguarding policies.

INDUCTION CHECKLIST

NAME OF STAFF/VOLUNTEER MEMBER.....

	SIGNATURE	DATE
New staff/Volunteer member details entered onto Single Central Record		

New staff/Volunteer member given a copy of Child Protection Policy and signed to say received/read		
New staff member given a copy of the codes of conduct and signed to say received/read		
New staff/Volunteer member undertaken Child Protection training (basic awareness) SPC		
New staff/Volunteer member given copies of all other safeguarding policies as appropriate		
New staff member given Wales Gov Safeguarding Children Website		
New staff member given the role of the NSL (including identity of the DSL and any deputies)		