

WORKSTREAM 4 – Education and training

Action 3: include safeguarding in the induction process of new staff

Note: This action is also included in **Workstream 7- Action 1**: define job profiles and procedures for recruitment.

Tips for the induction process

- Provide an induction process at the club and apply it to every new staff member and volunteer:
 - Provide information on the safeguarding policy (who is the SO, educational sessions, certain guidelines, etc.) and general club operations via, for example, an information brochure.
 - Go over the code of conduct and have them sign it.
 - Make them a member of the club.
 - Provide information on their role and responsibility within the club.
 - Provide a contact person they can ask questions (you can also work with a mentor).
 - Does someone not have much experience yet? Have someone catch up with an experienced coach or volunteer.
- Check together whether there are any educational needs in connection with safeguarding and agree on the time frame within which someone can follow a refresher course or training.
- After the start, regularly monitor how things are going and whether everything is clear.
- Provide a trial period (usually six months) during which the person is monitored and ask for feedback from colleagues, parents and children.
- Schedule an evaluation meeting after a few weeks.