### Licence to Operate

### Procedure Flowchart for New Starters

Potential candidate is asked one Safeguarding question at interview which is specific to their role within Barnardo’s Retail.

Criminal convictions disclosure is completed and checked.

Two qualifying references are required within the first four weeks of employment. If they are not received a risk assessment is completed and if necessary termination of the employees contract takes place.

Within the first week of employment the Colleague reads and signs the Barnardo’s Safeguarding Code of Conduct and reviews it with their line manager

The Training Manager also completes the Risk Assessment for disclosures.

New Colleague completes the Introduction to Safeguarding e-learning within the first two weeks

Recruiting Manager applies for the new Colleagues’ DBS check

New Colleague is introduced to the Safeguarding and Whistleblowing posters and informed of the escalation procedures

As part of their induction training the new Colleague is taken through the Retail Safeguarding Risk Assessment and Individual Risk Assessment forms. In addition they are also shown the Accessibility Passport and the Young Workers general risk assessments which are completed alongside the Safeguarding risk assessments. The Training Manager is shown how to complete the Risk Assessments and informed that they are updated every six months in March and September and reviewed quarterly in June and December

The Store Manager will attend the Licence to Operate / Retail Safeguarding briefing which is a training session conducted by their ABM within the first 6 months of their employment.

The key objective of the training is to provide the necessary awareness, knowledge and skills to recognise and respond appropriately to concerns about children, young people or vulnerable adults (adults at risk) who work in or come into contact with Barnardo’s retail stores.

If required the Manager will escalate safeguarding concerns or questions to their line manager or the Retail Safeguarding lead (DDRSO). The relevant serious incident forms will be completed depending upon the allegation made.

As part of their normal routine the Area Business Manager will be visiting the Colleagues shop during and post probation and will be completing the ABM visit sheet which includes questions on Safeguarding process and awareness

The licence to operate is in place.

Managers are retrained/relicenced every year in the fourth financial quarter.