**Holding Safeguarding Induction Conversations**

Safeguarding is everybody's business. All staff and volunteers share responsibility in promoting the welfare of children and vulnerable adults and protecting them from harm. In maintaining an open and transparent safeguarding culture, everyone is expected to be vigilant in identifying concerns and reporting safeguarding concerns without delay.

To support this, line managers are responsible for holding a safeguarding conversation as part of a new starter’s induction to ensure that they understand their safeguarding responsibilities; a recommendation that was agreed following the CAIU Corporate Safeguarding Review.

Line managers should use this checklist (alongside the [information for managers that is published on the induction website](http://www.barnardos.org.uk/induction/induction-information-for-managers.htm)) to ensure the essential elements of the conversation are covered. When completed, a copy of the checklist should be retained on the new starter’s electronic staff file.

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| **Holding Safeguarding Induction Conversations**  **Manager checklist for staff and volunteers (week 3)** | |  |
| Safeguarding Conduct of Conduct:   * Check that the new starter has read the Safeguarding Code of Conduct and understands everything within the document, including the relevance it has to their role and environment they are working in. * For non-regulated roles: highlight the importance of the Safeguarding Code of Conduct; that they must feel comfortable signing it and that if there is anything that they don’t understand this can be explained to them.   Example questions:   * This is an important document that we want you to feel comfortable about. Are there any areas within the Safeguarding Code of Conduct that are worrying you prior to signing? * Do you understand everything within the document and how it is relevant to your role and the environment you are working in? Is there anything else you need me to explain further? | ◼  ◼ | |
| Safeguarding Induction Leaflet:   * Discuss Safeguarding Induction Leaflet – check that the new starter has read the leaflet and understands it.   Example questions:   * Did you receive a copy of the Safeguarding Induction Leaflet? * Do you understand everything within the leaflet? * Is there anything else you need me to explain further?   For **Fundraising, Marketing and Retail** inductions check/confirm receipt of safeguarding induction sign-off form which is included as part of the leaflet. | ◼  ◼ | |
| Safeguarding Induction Training:   * Discuss online safeguarding induction training, how they found it and whether it raised anything that it would be helpful to have further clarity on. * **For regulated, Children’s Services roles**: Discuss information sharing/core child protection training course (Module 1, to be completed in the first **six** months). Check arrangements/discuss attendance of Core Children Protection 2 and 3 training modules, where relevant. | ◼   ◼ | |
| Reporting safeguarding concerns:   * Outline and discuss reporting line structure /escalation process for reporting safeguarding concerns as per Safeguarding and Protecting Children’s Policy and Procedure, Safeguarding and Protecting Children – Adults at risk Policy and Procedure (Non Children’s Services). * Notify staff member/volunteer of key roles, region/nation contacts within Barnardo’s e.g. Corporate Director Children’s Services (England) (who is also the lead officer for Safeguarding), Head of Corporate Safeguarding, Region/Nation Safeguarding Leads/ Family Placement, Employment, Skills and Training leads, as appropriate) etc. Staff/volunteers need to be clear who to contact during normal business hours, including weekends/public holidays, if these form part of normal business hours. * Direct staff member/volunteer to Safeguarding Hub which provides additional guidance for region/nation/business line areas. * Ensure the individual understands their responsibilities to ensure a ‘safe’ working environment. | ◼  ◼  ◼ | |
| Whistleblowing Policy and Procedure:   * Explain to new starter that in the first instance any concerns about safeguarding or misconduct should be reported to their line manager or main Barnardo’s contact e.g. in retailthis could be, Store Manager/Area Manager/Regional Manager. * If however they feel that it can’t be raised through their line management, the Whistleblowing policy can be used to report concerns e.g. via the whistleblowing hotline run by Barnardo’s independent Corporate Audit and Inspection Unit (CAIU) on 020 8498 7311 or via email: [whistleblowing@barnardos.org.uk](mailto:whistleblowing@barnardos.org.uk). | ◼  ◼ | |
| Safeguarding Policies and Procedures:   * Discuss key [policies and procedures relating to safeguarding children](http://b-hive.barnardos.org.uk/Interact/Pages/Content/Document.aspx?id=3234)/vulnerable adults e.g. Safeguarding and Protecting Children’s Policy and Procedure, Safeguarding and Protecting Children – Adults at risk Policy and Procedure (Non Children’s Services), including issues relating to professional boundaries and whether there are any aspects of policy that they are unclear on. * Ensure that the staff member knows how/where to access these policies e.g. Safeguarding Hub. | ◼  ◼ | |
| For relevant manager roles only:   * Go over in detail safeguarding reporting requirements and procedures, including guidance and logging forms – ensure the staff member knows where/how to access these e.g. Safeguarding Hub. | ◼ | |
| Check whether any further information/clarification on any aspect related to safeguarding would be helpful? | ◼ | |