

STANDARD 5

TRAINING AND SUPPORT FOR KEEPING CHILDREN SAFE GUIDANCE FOR INDICATOR 5.1

5.1A Guidance on an Induction Process for All Involved in the Church

As soon as possible after their appointment, all Church personnel should undertake an induction process. A core component of this must include child safeguarding.

This induction process should include the following steps:

- A representative of the Church authority meets with the newly appointed member of Church personnel and provides them with an appropriate copy of the child safeguarding policy and procedures (for guidance on appropriate and accessible formats, see Standard 6).

During this meeting:

- The newly appointed member of Church personnel is asked to carefully read the provided document and to come back to the representative of the Church authority with any questions they have;
- The newly appointed member of Church personnel is made aware that they will be required to attend a basic child safeguarding awareness training event, appropriate to their role, in line with Guidance 5.3A;
- The newly appointed member of Church personnel is made aware of how to access support regarding their role (Guidance 5.6A).

Following the meeting:

- Having read the child safeguarding policy and procedures, and having any questions about it answered by the appropriate representative of the Church authority, the newly appointed member of Church personnel is then asked to sign and date an agreement form (5.1A Template 1) to say that they have read and understood the child safeguarding policies and procedures, and that they will abide by these in their role within the Church;
- This form (5.1A Template 1) is returned to the appropriate Church representative, who stores it safely and securely.