



Child & Youth Risk Management Strategy

Induction Program Ideas

An induction program which includes details of the organisation's child and youth risk management strategy will assist staff to understand their role in providing a safe and supportive environment for children and young people. It is important to make sure that all employees and volunteers participate in your organisation's induction program. An induction package may contain a range of information about your organisation and can help staff understand:

- your organisation's commitment to an environment that is safe and supportive for children and young people
- the standards of behaviour expected as detailed in your code of conduct
- your organisation's safe and supportive policies and procedures, and strategies to minimise harm
- procedures to follow when a disclosure of harm is received
- reporting guidelines in relation to disclosures of harm and suspicions of harm
- their own rights and responsibilities, as well as those of children and young people
- what to expect if there is an allegation of harm made against them or to them
- what constitutes a breach of your organisation's child and youth risk management strategy and the potential consequences
- the roles of key people in your organisation, and
- grievance procedures.

It is advisable to document the induction process and what has been covered with staff and volunteers. A checklist is often an easy way of recording this and ensuring all information is covered. Refer to the *Induction Checklist Template*.

The induction program will also welcome new members to your surf club and ensure that they are familiar with club protocols. Here are some ideas for you to consider and use when new people join your organisation. They will help new members feel a part of your team and reinforce SLSA's Member Safety & Wellbeing Policy.

Welcoming new members to your Club.

1. Make sure all volunteers / staff are aware of the new team member's start date and the role they are to undertake.
2. Introduce the new member to the children, young people, parents, staff and volunteers in your organisation.
3. Explain your organisation's policies and codes of conduct to the new member and give them a copy. You can run an information session on Child-safe, Child-friendly policies if several people start at the same time.
4. Explain your procedures for when staff, volunteers, children or youth have a problem or concern. Explain that you are happy to receive complaints as they help you make a better organisation.
5. Explain the importance of behaviour of adults who are role models for children/youth in the organisation.
6. Explain how children/youth participate in your organisation and how their participation helps create a Child-safe Child-friendly environment.
7. Make a time soon after their commencement to talk about their experiences and reaffirm their participation.
8. You may want to check for issues that may have arisen during their commencement week.