



[www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk)

## CHILD PROTECTION AND SAFEGUARDING POLICY DSDT 2023

### Appendix 1-Safeguarding Induction Checklist

Induction Element	Tick on Completion
<p><b>Arrival:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At reception, employees must show a picture ID.</li> <li><input type="checkbox"/> Lanyard with ID card or Visitor Badge</li> <li><input type="checkbox"/> Go through Safeguarding Policy</li> <li><input type="checkbox"/> DSL and deputy/ies are introduced, and their roles are explained.</li> <li><input type="checkbox"/> Tour of the AL, facilities &amp; fire exits</li> <li><input type="checkbox"/> Brief on the usage of personal mobile phones/devices</li> </ul>	
<p><b>Health and Safety:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction to the safety protocols at the AL</li> <li><input type="checkbox"/> Fire safety procedures</li> <li><input type="checkbox"/> First-aid care</li> </ul>	
<p><b>Documents to Sign:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ICT Acceptable Use Agreement</li> </ul>	



[www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk)

## CHILD PROTECTION AND SAFEGUARDING POLICY DSDT 2023

<input type="checkbox"/> Annual Safeguarding Declaration (including documents read and understood)	
<b>Safeguarding Training:</b>  <input type="checkbox"/> Prevention Training <input type="checkbox"/> FGM Training <input type="checkbox"/> Record Keeping Training (if required) <input type="checkbox"/> Other training identified as required for the role (for example, Positive Handling)	
<b>Induction Review:</b>  <input type="checkbox"/> Date to be arranged by Managing Director	
<input type="checkbox"/> DSL giving induction _____ <input type="checkbox"/> Staff member receiving induction _____ <input type="checkbox"/> Date induction completed _____	