



1.5A GUIDANCE ON INDUCTION PROCESS FOR ALL CHURCH PERSONNEL

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 Parish or Diocese meets with the newly appointed member of church personnel and provides them relevant sections of the Child Safeguarding Policy or a copy of the Child Safeguarding Policy and relevant procedures or guidance.

1.6A Template 3 may be useful to provide.

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 Parish or Diocese 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 1.5B**;
- The newly appointed member of church personnel is made aware of how to access support regarding their role.

Following the meeting:

Having read the document provided and relevant procedures, and having any questions about it answered by the appropriate representative of the Parish/Diocese, the newly appointed member of church personnel is then asked to sign and date a Declaration of Acceptance of Child Safeguarding Policy form (**1.5A Template 1**) to say that they have read and understood the Child Safeguarding Policy and that they will abide by it, in their role within the Parish/Diocese.

This form (**1.5A Template 1**) is returned to the appropriate church representative, who stores it safely and securely.





1.5A TEMPLATE 1: DECLARATION OF ACCEPTANCE OF THE CHILD SAFEGUARDING POLICY

DATA PROTECTION

This form will be held on file in accordance with the data protection policy of

[INSERT NAME OF PARISH/DIOCESE]

The data entered will be used only for the following purposes

[INSERT DETAIL]

It may be accessed by [INSERT DETAIL]

Declaration

As part of the recruitment process for the post of

I confirm that I:

- Have been provided with a copy of the Child Safeguarding Policy and relevant procedures;
- Have been given an opportunity to have any questions addressed by a representative of the Parish/Diocese;
- Have read and understood the Child Safeguarding Policy and relevant procedures I have been provided with;
- Will abide by the requirements of the Child Safeguarding Policy and procedures;
- Will attend a relevant safeguarding training programme (as appropriate).

Name:

Signed:

Date: