

KEY ACTION AREA 5.3:

All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including recordkeeping, information sharing and reporting obligations.

OVERVIEW

Once people are appointed into roles within your SSA, it is important for each of them to receive an appropriate induction and be aware of their responsibilities to children and young people, including [recordkeeping, information sharing and reporting obligations](#).

Induction processes need to include information about your **child safety and wellbeing policy and procedures** and day-to-day child safe practices ([see Fact Sheet 1.4, Fact Sheet 1.6 and National Principle 10 resources](#)). Unless your staff and volunteers know how they are expected to behave and are informed about what to do if they are concerned a child or young person is at risk, they are unlikely to be able to assist in the implementation of your policies and procedures. Within your induction process there also needs to be information about **recordkeeping, information sharing and reporting**. There also needs to be specific content addressing the importance of respecting, celebrating and meeting the needs of all children and young people, being particularly responsive to their individual characteristics, cultural backgrounds and abilities ([see National Principle 4 resources](#)).



EXAMPLE SSA ACTIONS TO WORK TOWARDS IMPLEMENTING KEY ACTION AREA 5.3	Induction processes include training on: SSA child safety and wellbeing policy and procedures and day-to-day child safe practices; recordkeeping; information sharing; and reporting.
	There is specific content addressing the importance of respecting, celebrating and meeting the needs of all children and young people, being particularly responsive to their individual characteristics, cultural backgrounds and abilities.

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If you need support:

- > [Mental health community links](#)
- > [Reporting flowchart](#)

