All successful candidates should be sent information about the organization prior to starting and with their contract. This should include an organization’s Policy on Safeguarding, Child Safeguarding, Prevention from Sexual Exploitation and Abuse working with vulnerable adults and the Code of Conduct.

There should also be a briefing as part of the induction program for newly appointed staff regardless of previous experience. This should include knowing where to find information on the following:

* Policies and procedures in relation to safeguarding e.g. child-safeguarding, child protection, protection of vulnerable adults, anti-bullying, anti-racism, internet safety, whistle blowing, disciplinary and grievance
* Requirements of the organisation’s Code of Conduct
* Reporting procedures and when/how to raise a concern or observation

All new hires must complete the following course (face-to-face or online training modules) as part of induction:

* Safeguarding Policy
* Child Safeguarding Policy
* Protection from Sexual Exploitation and Abuse Policy
* Code of Conduct

All staff will attend and be provided with refresher trainings at least one a year or in regular intervals during employment tenure.

On appointment, the successful candidate will also be required to sign an organizational acknowledgment form for the Safeguarding, Child Safeguarding, Prevention from Sexual Exploitation and Abuse policies and the Code of Conduct by outlining the behaviors required of the individual and asking them to sign their agreement to these.

Sample acknowledgement form included in the suite.