

WRAPAROUND CARE · ADULT INDUCTION

# Wraparound Care Staff Induction

Read this before your first session

## What this pack is

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## 1. Safeguarding — non-negotiable

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## Before your first session — paperwork

- DBS check completed and seen by manager ■ Safeguarding training (Level 1 minimum) completed within last year



- Allergy / medication awareness — read the list of children with needs
- Fire procedure read — know assembly point, register, exit routes
- First aider on site identified — name and where to find them
- Mobile phone use policy understood (most settings: phones not visible to children)
- Photography policy understood (most settings: no phones, dedicated camera only with consent)
- Sign-in / sign-out procedure for children walked through

## 2. The rhythm of a session

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## 3. Allergy and medication awareness

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## 4. Behaviour — the basics

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## 5. Sign-in and sign-out

- Each child checked OFF the register on arrival (initialled by you)
- Only the named adults on the collection list may collect a child
- If a child hasn't been collected by close — follow the late collection procedure
- Each child checked OFF the register on collection (initialled by you, name of collector recorded)
- If an unfamiliar adult arrives — check ID, check the collection list, check with manager before releasing the child
- Do NOT release a child to anyone you're unsure about. The child waits with you until cleared. This is non-negotiable.

## 6. When something goes wrong

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## 7. Your first day — the gentle version

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