

WRAPAROUND CARE · ADULT INDUCTION

Wraparound Care Staff Induction

Read this before your first session

What this pack is

1. Safeguarding — non-negotiable

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
- Photography policy understood (most settings: no phones, dedicated camera only with consent)

- Mobile phone use policy understood (most settings: phones not visible to children)
- Sign-in / sign-out procedure for children walked through

2. The rhythm of a session

3. Allergy and medication awareness

4. Behaviour — the basics

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

7. Your first day — the gentle version

