## Interview phase:

Safeguarding question

Process a criminal convictions disclosure and check

Two qualifying references required within the first FOUR weeks of employment

If not, risk assessment carried out by a more senior staff member, resulting in termination or extension of maximum of 4 weeks

## **Induction phase:**

Within the first week read and sign the Safeguarding Code of Conduct and review it with manager

Risk assessment on any disclosures, and identify any adjustments

Complete a safeguarding elearning course or an appropriate equivalent within two weeks

Introduction to the posters in the shops and informed of the escalation procedures

Introduction to shop Risk Assessment and individual Risk Assessment forms and any other safeguarding related documentation

New shop managers shown how to complete the Risk Assessments and informed that they are updated every six months and reviewed quarterly

New shop managers must be given a comprehensive training package to supplement the elearning provision

No

Existing employee/key volunteer

New employee/

key volunteer

Has the existing employee been trained thoroughly in safeguarding?

Yes

## Monitoring phase:

Shop risk assessment completed every 6 months by shop managers and reviewed by their management

Area manager or equivalent shop visits must include questions on the safeguarding process and awareness

Any concerns must be addressed before the certificate can be granted, and in the worst case scenario the certificate can be revoked

## Certification

Once the awarding manager is satisfied that all the above conditions have been met, and the staff are implementing the processes satisfactorily, a CRSS certificate can be awarded and placed on the shop wall.