**Induction checklist: Child and family partners**

<Add your logo here>

This checklist is designed to make sure key points are covered with

New child and family partners. The checklist may be completed over

the course of several face-to-face, phone and/or email conversations

as required.

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| **Child and family partner name** |  |
| **Staff member responsible for partnership** |  |
| **Project/task** |  |
| **Manager’s name** |  |
| **Review date** |  |

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| **Discussion points** |
| Introduce yourself and your role (remember, this is about relationship building, so take time here to build rapport).  | [ ]  Complete |
| Provide a brief overview of the organisation and its goals.  | [ ]  Complete |
| Discuss the purpose and timeline of project/task.  | [ ]  Complete |
| Outline the specific tasks the partner will be asked to be involved in (note that not all of these will be known to you at the start of a project).  | [ ]  Complete |
| Provide the child and family partner with the opportunity to share how they are feeling about the work and about their experiences, and to ask any questions.  | [ ]  Complete |
| Emphasise the importance of child and family partner wellbeing, including the self-care tip sheet and details of which staff they can contact for support or to provide feedback.  The child and family partner understands that they can opt out when/if they need, and that they can resume their role anytime they feel ready to.  | [ ]  Complete |
| Discuss confidentiality and privacy, as per organisational policies.  | [ ]  Complete |
| Discuss remuneration and reimbursement rates and processes.  | [ ]  Complete |
| If the child and family partner is from a culturally and linguistically diverse or First Nations community, make sure they are connected with appropriate cultural support.   | [ ]  Complete |
| The child and family partner agrees to the extent of participation and timeline, while understanding they may withdraw at any time.  | [ ]  Complete |
| Provide details of any other staff that may be important for the person to know at this stage (i.e. other staff they may be working closely with).  | [ ]  Complete |

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| **Administration** |
| Schedule the next meeting. Ensure the child and family partner has everything they need to be prepared and knows who will be there and what will happen. | [ ]  Complete |
| The following documents have been provided as required during the project:  [ ]  Self-care tip sheet [ ]  Relevant background documents regarding the project or task [ ]  Relevant policies and procedures [ ]  Adult consent form (video or audio recording) [ ]  Child consent form (video or audio recording) [ ]  Evaluation form  |  |
| **Staff member’s signature** |  |
| **Date** |  |