**Induction checklist: Child and family partners**

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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.

|  |  |
| --- | --- |
| **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** |  | |