

WRAPAROUND CARE

STAFF INDUCTION & COMPETENCY RECORD

Including Site Induction Record & Staff Training Matrix

Evidence of induction, understanding and role-specific competency.

Staff Details

Staff Member	
Role	
School / Setting	
Start Date	
Induction Lead	
Induction Date	

1. Pre-Deployment Checks

Requirement / Topic	Confirmed	Checked By / Date
Identity / right-to-work requirements completed	☐	
Appropriate DBS / suitability checks completed	☐	
References / recruitment checks completed as applicable	☐	
Role and responsibilities explained	☐	
Relevant qualifications recorded	☐	
First-aid status recorded	☐	
Safeguarding training status recorded	☐	
Food / allergy training recorded where relevant	☐	
Any role-specific training identified	☐	

2. AJB Wraparound Care Overview

- ☐ Purpose and structure of AJB Wraparound Care
- ☐ Breakfast Club procedures
- ☐ After-School Care procedures
- ☐ Role of the Person in Charge
- ☐ Management escalation arrangements
- ☐ Staff responsibilities and professional conduct

- ☐ Confidentiality
- ☐ Mobile phones / personal devices
- ☐ Appropriate staff-child boundaries
- ☐ Parent communication expectations
- ☐ Daily records and documentation

Induction Lead Initials: _____ Staff Initials: _____

3. Safeguarding

- ☐ AJB DSL / safeguarding lead identified
- ☐ Alternative safeguarding contact understood
- ☐ How to report a safeguarding concern
- ☐ What to do following a child disclosure
- ☐ Do not investigate concerns personally
- ☐ How to record concerns factually
- ☐ How to report concerns about another staff member
- ☐ Whistleblowing arrangements
- ☐ Safeguarding confidentiality

Competency Scenario

A child tells you something concerning and asks you not to tell anyone. What do you do?

Key points expected: Listen calmly; do not promise confidentiality; avoid leading questions; ensure safety; record factually; report immediately through AJB safeguarding procedures.

Assessment: ☐ Competent ☐ Further briefing / observation required

4. Site Induction

For each location where the staff member works, a Site Induction Record should be completed or updated.

- ☐ AJB room / base
- ☐ Children's and staff toilets
- ☐ First-aid kit
- ☐ Emergency medication location
- ☐ Fire exits and assembly point
- ☐ Alternative safe location
- ☐ Lockdown / invacuation arrangements
- ☐ Food preparation / storage areas
- ☐ Parent entrance / collection point
- ☐ Restricted and outdoor areas
- ☐ School office / contact point
- ☐ Keys, fobs and security arrangements

Site	
Site induction completed by	
Date	

5. Attendance & Handover

- ☐ Child registration
- ☐ Breakfast parent-to-AJB handover
- ☐ AJB-to-school morning handover
- ☐ After-school school-to-AJB handover
- ☐ Headcounts
- ☐ Collection / sign-out
- ☐ Authorised and unknown collectors
- ☐ Independent departure where authorised
- ☐ Older sibling collection where authorised

Competency Scenario

A child is booked into After-School Care but does not arrive. What do you do?

Key points expected: Check register/messages and AJB staff; check with school; establish whereabouts; contact parent/carer where required; escalate immediately if whereabouts remain unknown.

Assessment: ☐ Competent ☐ Further briefing / observation required

6. Missing Child

- ☐ Booked Child Fails to Arrive Procedure read and understood
- ☐ Missing Child Procedure read and understood

NEVER ASSUME A CHILD HAS GONE HOME.

Competency Scenario

A child who was previously registered into AJB can no longer be located. What is your immediate response?

Key points expected: Alert Person in Charge; account for other children; rapid organised checks/search; maintain supervision; escalate immediately under the Missing Child Procedure.

Assessment: ☐ Competent ☐ Further briefing / observation required

7. Collection & Late Collection

- ☐ Authorised Collector Procedure
- ☐ Unknown Collector Procedure
- ☐ Unsafe / impaired collector procedure
- ☐ Late Collection Procedure
- ☐ Uncollected Child Procedure

Competency Scenario

An adult you have never seen says, 'Mum asked me to pick her up.' What do you do?

Key points expected: Do not release until identity and authorisation are verified using AJB-held contact information; escalate if not satisfied.

Assessment: ☐ Competent ☐ Further briefing / observation required

8. Fire & Emergency Procedures

- ☐ Alarm method
- ☐ Emergency exits
- ☐ Assembly point
- ☐ Register / accountability
- ☐ Headcount
- ☐ Action if someone is missing
- ☐ Never re-enter an unsafe building
- ☐ Lockdown / invacuation arrangements

Competency Scenario

At the assembly point, one child is missing. What do you do?

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Key points expected: Tell emergency services / responsible site lead immediately. Do not re-enter an unsafe building to search.

Assessment: ☐ Competent ☐ Further briefing / observation required

9. First Aid & Medical Emergencies

- ☐ First-aid arrangements
- ☐ First-aid kit location
- ☐ First aider(s) identified
- ☐ Accident reporting
- ☐ Head injury procedure
- ☐ Medical Emergency Procedure
- ☐ When to call 999

URGENT MEDICAL EMERGENCY -> CALL 999 -> PROVIDE CARE -> CONTACT PARENT/CARER

Staff understand that parental permission is not required before calling emergency services.

10. Medication

- ☐ Medication Authorisation Form
- ☐ Medication Administration Record
- ☐ Medication storage

- ☐ Emergency medication arrangements
- ☐ Refused / missed medication recording
- ☐ No administration without appropriate authorisation / instructions

Competency Scenario

You are unsure whether a child's medication should be given. What do you do?

Key points expected: Do not guess or administer until the instructions and authorisation have been checked and the concern resolved.

Assessment: ☐ Competent ☐ Further briefing / observation required

11. Allergies & Food Safety

- ☐ Allergy Quick-View Sheet
- ☐ Individual allergy information
- ☐ Food preparation procedures
- ☐ Hand hygiene
- ☐ Allergen cross-contact precautions
- ☐ Food storage / fridge checks
- ☐ Food-sharing rules
- ☐ Allergic reaction procedure
- ☐ Emergency medication location

Competency Scenario

You are not sure whether a snack is safe for a child with an allergy. What do you do?

Key points expected: Do not serve it. Check the child's information, ingredients/allergen information and agreed plan first.

Assessment: ☐ Competent ☐ Further briefing / observation required

12. Behaviour

- ☐ AJB behaviour expectations
- ☐ Positive behaviour approach
- ☐ Lower-level behaviour progression
- ☐ Restorative approach
- ☐ Significant behaviour escalation
- ☐ Physical aggression procedure
- ☐ Bullying / discriminatory behaviour
- ☐ Incident recording
- ☐ Parent communication
- ☐ Behaviour Support Plans

REMIND -> REDIRECT -> WARNING -> PROPORTIONATE CONSEQUENCE -> RESET

13. SEND & Inclusion

- ☐ SEND & Inclusion Procedure
- ☐ Reasonable adjustments
- ☐ Individual Support Plans
- ☐ Quick-View Support Sheets
- ☐ Sensory needs
- ☐ Communication needs
- ☐ Transition strategies
- ☐ Behaviour as possible communication of unmet need

Competency Scenario

A child repeatedly becomes distressed when the room becomes noisy. What should you consider?

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Key points expected: Possible sensory need/overload; reduce stimulation where possible; follow support strategies; adjust the environment and review the child's plan if needed.

Assessment: ☐ Competent ☐ Further briefing / observation required

14. Toileting & Personal Care

- ☐ Toileting Procedure
- ☐ Toileting accidents
- ☐ Privacy and dignity

- ☐ Minimum necessary assistance
- ☐ PPE / hygiene
- ☐ Intimate Care Plans where applicable
- ☐ Recording requirements

SAFE • DIGNIFIED • PRIVATE • CHILD-LED WHERE POSSIBLE

15. Food Provision

- ☐ Breakfast arrangements
- ☐ After-school snack / food arrangements
- ☐ Drinking water
- ☐ Food refusal
- ☐ Choking risks
- ☐ Cleaning procedures
- ☐ Fridge monitoring
- ☐ Stock checks

16. Daily Opening & Closing

- ☐ Breakfast Opening Checklist
- ☐ After-School Opening Checklist
- ☐ Closing Checklist
- ☐ Daily Staff Briefing Record
- ☐ Attendance registers
- ☐ Collection records
- ☐ Storage of completed records

17. Confidentiality & Records

Staff understand that safeguarding, SEND, medication, allergy, behaviour, family and collection information must only be shared where there is a legitimate need to know.

CHILDREN'S INFORMATION MUST NEVER BE CASUALLY DISCUSSED WITH OTHER PARENTS.

18. Professional Conduct

- ☐ Appropriate language
- ☐ Staff-child boundaries
- ☐ No personal social-media contact with children

- ☐ Personal mobile-phone rules
- ☐ Photography rules
- ☐ Appropriate physical contact
- ☐ Confidentiality
- ☐ Professional parent communication
- ☐ Reporting concerns about colleagues
- ☐ Expectations when representing AJB

19. Staff Questions & Development

Anything the staff member is unsure about: _____

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Additional training / support required: _____

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Action required by: _____

Completion date: _____

20. Final Competency Sign-Off

The staff member has received induction into AJB Wraparound Care procedures and has had the opportunity to ask questions. Where competency has been assessed through discussion, scenarios or observation, the induction lead is satisfied that the staff member understands the procedures relevant to their role.

Staff Member	
Staff Signature	
Date	
Induction Lead	
Induction Lead Signature	
Date	

Overall status:

- ☐ Induction complete – competent to undertake role
- ☐ Induction substantially complete – additional supervised support required
- ☐ Not yet signed off for independent duties

Additional requirements / conditions: _____

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21. Follow-Up Review

Review after: ☐ First week ☐ First month ☐ Other: _____

Concerns identified: _____

Additional training provided: _____

Staff member fully signed off: ☐ Yes ☐ No

Manager / Reviewer	
Date	

Repeatable Site Induction Record

Use this form when an already-inducted AJB staff member begins work at a new wraparound location or where site arrangements materially change.

Staff Member		
School / Setting		
Date		
Induction Lead		
Requirement / Topic	Confirmed	Checked By / Date
AJB room / base and permitted activity areas	☐	
Children's toilets / accessible facilities / staff toilet	☐	
First-aid kit and AED location	☐	
Emergency medication arrangements	☐	
Fire alarm, exits and assembly point	☐	
Alternative safe location	☐	
Lockdown / invacuation signal and location	☐	
Food preparation / storage / fridge	☐	
Parent drop-off / collection entrance	☐	
School-to-AJB handover point	☐	
Restricted / shared areas	☐	
Outdoor areas and boundaries	☐	
School office / safeguarding / site contacts	☐	
Keys / fobs / codes / locking arrangements	☐	
Site-specific risks and controls	☐	
Opening / closing responsibilities	☐	

Site-Specific Notes

Competency Scenario

Where would you take the children in a fire/evacuation, and how would you account for everyone?

Assessment: ☐ Competent ☐ Further briefing / observation required

Staff Signature	
Induction Lead Signature	
Date	

Staff Training Matrix

Management overview – retain supporting certificates/records separately as required.

[illegible]

Document Control

Document	AJB Wraparound Care – Staff Induction & Competency Record
Version	September 2026
Applies to	Staff deployed within AJB Breakfast Clubs and After-School Care
Purpose	Record staff induction, understanding, site familiarisation and role-specific competency
Related documents	Staff Handbook & Operating Procedures; Emergency & Safeguarding Procedures; Food Safety; SEND & Inclusion; Behaviour Management; Toileting & Personal Care
Storage	Completed individual records should be retained securely within appropriate staff/personnel records.
Review	Update following role/site change, significant procedural change, identified competency need, or scheduled review.