**Starting off checklist**

* I have read my workplace’s Code of Conduct, which tells me appropriate behaviour and expectations in the workplace.
* I have read my workplace’s Child Safe policy and reporting procedure
* I know who my support person is at work (supervisor, coworker, HR) in case I have a situation I want to debrief.
* I have had conversations with the young people I work with about why I don’t have them on social media, and what hours are appropriate to contact me.
* I have reflected on what personal information is appropriate to share with young people I work with, and know how to professionally let young people know when I’m not able to share information with them. This one can feel tricky but your clients will understand that you need boundaries!
* I have designed a schedule which allows me to set time to complete paperwork during work hours.
* I have organised regular supervision (whether it’s weekly, monthly, or quarterly) so I can debrief with my supervisors and check-in on my professional development needs.
* I know my workplace’s Confidentiality Agreement and can confidently use it when working with young people to explain my reporting responsibilities.
* I have self-care strategies to help me switch off from work – small or big, it’s good to have a list of things which help you unwind so you can refer to it when you’re feeling overwhelmed or tired.
* I know my organisation’s EAP provider and how to contact them if I ever need extra support.