**Children’s Social Care Induction Programme**

**This induction is for:**

* Newly Qualified Social Workers
* Advanced and Experienced Social Workers
* Agency Workers
* Team Managers
* Senior Managers

**The aim of this induction programme:**

* To enable social workers and managers to feel welcome and settle into their team and the Council.
* To support and develop social work practice through understanding of roles & responsibilities as well as providing vital information and training.

**Contents:**

* Welcome from the Executive Director
* Corporate Induction
* Children’s Social Care Induction Programme
  + Role Specific elements of the induction
    - Newly Qualified Social Workers
    - Advanced and Experienced Social Workers
    - Team Managers
    - Senior Managers
* Induction Timetable template
* Helpful Contact details
* Teams/Agency Visit Log
* Training Links & Induction Training Log
* Tri-X Procedures Reading Log

**Welcome from the Executive Director**

**

*Congratulations on your appointment and welcome. I am delighted that you have chosen Knowsley as your place to work. Children’s Services is part of one Council team working cohesively and supportively with colleagues.*

*There is a lot happening in Children’s Services as we work to ensure that our children and young people can stay safe, aim high and achieve their potential. You have a key role in making that happen and we will do everything possible to support you along the way.*

*Our workforce is the most valuable resource, and we need to achieve the highest standards of practice for children, young people and families.  Excellent practice leads to strong outcomes for children and young people - they deserve nothing less. The academy seeks to support all learners to inform and inspire social workers in their ongoing professional development.*

*Knowsley is a place where we get things done and do it well. This is a great opportunity for you to develop your skills, knowledge and experience in a nurturing, enjoyable and innovative way.*

A close-up of a signature

Description automatically generated*Congratulations again and I look forward to working with you.*

*Jonathan Jones, Executive Director (Children’s Services)*

**Corporate Induction**

As a new member of staff, you will need to complete the Corporate Induction as well as some specific induction tasks for your role within Children’s Social Care.

If you are new to local government or have had a break in service of more than four weeks, you will be subject to the council’s six-month probationary period.  During this period your line manager will meet with you to monitor your performance at weeks 4, 10 and 16.  You can use these meetings to identify training or support requirements or discuss any performance issues or difficulties you are experiencing.

Further information in respect of the Probation Period can be found [here.](http://sharepoint.knowsley.gov.uk/sites/bertha/your-job/Human%20Resources/Pages/Induction-and-Probation.aspx)

Please click on the link below to access the Corporate Induction Programme booklet.

[Get to Know Knowsley - Corporate Induction Programme](http://sharepoint.knowsley.gov.uk/sites/bertha/documents-centre/Documents/Get-To-Know-Knowsley-Master-Version.pdf)

You will also find additional useful information about working for the Council on Bertha:

[Staff Stuff](http://sharepoint.knowsley.gov.uk/sites/bertha/Pages/Staff-Stuff.aspx) – information about trade unions, staff discounts, parking, workers groups and more!

[Your Job](http://sharepoint.knowsley.gov.uk/sites/bertha/Pages/Your-Job.aspx) – information about pay & expenses, IT support, HR, Occupational Health and more!

**Children’s Social Care Induction Programme**

As well as completing the Corporate Induction it is really important that you complete the Children’s Social Care Induction as this is where you will find out a lot of the day-to-day information that you need to do your job and start to feel at home in Knowsley.

The majority of your induction should be completed within the first 4 weeks of starting your role; your manager will provide you with a pre-populated timetable to give some structure to the first few weeks. You will also have the opportunity to add to the timetable as you go along.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Activity** | **NQSW** | **Social Workers** | **Agency Workers** | **Team Managers** | **Senior Managers** | **Tick when complete** |
| **Day 1** | Meet your manager and your team. | • | • | • | • | • |  |
|  | Go through Induction Timetable with manager. | • | • | • | • | • |  |
|  | Be shown your work environment; desk, kitchen, toilets, fire escapes, car parking. | • | • | • | • | • |  |
|  | Be told about any specific risks in relation to your role / working environment. | • | • | • | • | • |  |
|  | Meet other staff / teams in CSC. | • | • | • | • | • |  |
|  | Be given a copy of the Service Structure. | • | • | • | • | • |  |
|  | Collect ID Badge, phone & laptop. | • | • | • | • | • |  |
|  | Complete online GDPR training. | • | • | • | • | • |  |
|  | Start to agree with your manager about which other teams / agencies you will need to visit as part of your induction (some will be arranged for you & some you will need to arrange yourself). | • | • |  | • | • |  |
|  | Be given a list of procedures you need to read on Tri-X. | • | • | • | • | • |  |
|  | Be given dates of Team Meetings. | • | • | • | • | • |  |
|  | Be given dates of Service Meetings. | • | • | • | • | • |  |
|  | Be given dates of ICS training. | • | • | • | • | • |  |
|  | Be given dates of Signs of Safety training. | • | • | • | • | • |  |
|  | Be given dates of any other training you have been booked on. | • | • | • | • | • |  |
|  | Be given a list of e-learning/training you need to complete. | • | • | • | • | • |  |
|  | Be given dates of monthly CPD Bitesize Workshops – ensure you attend the one coming up this month. | • | • | • |  |  |  |
|  |  |  |  |  |  |  |  |
| **Week 1** | Team Manager will allocate cases. |  |  | • |  |  |  |
|  | Be introduced to Service Managers, Heads of Service and Principal Social Worker. | • | • |  | • | • |  |
|  | Begin to work through the Corporate Induction programme. | • | • |  | • | • |  |
|  | Induction Supervision: Your manager will complete a Supervision Contact and schedule supervision for the year ahead as well as identifying any learning or support needs, such as an Access to Work Assessment. | • | • | • | • | • |  |
|  | Contact the ASYE Co-Ordinator & Assessor to enrol on the programme, find out who your assessor is and schedule in ASYE support sessions. | • |  |  |  |  |  |
|  | Contact the teams /agencies that you agreed to visit – book visits during weeks one to four. | • | • |  | • | • |  |
|  | According to your needs you will need to arrange to shadow / observe staff in various meetings (for example, Core Group Meetings, Care Planning Meetings, Child Protection conferences, Looked After Reviews, Strategy Meetings) | • | • |  | • |  |  |
|  |  |  |  |  |  |  |  |
| **Week 2** | According to your needs & experience your manager will identify appropriate cases for you to shadow / joint work with colleagues / be allocated. | • | • |  |  |  |  |
|  | You will visit / spend time with the identified teams/agencies as agreed in week one. | • | • |  | • | • |  |
|  | You will continue to make appointments to visit other teams/agencies. | • | • |  | • | • |  |
|  | You will have your first supervision with your manager. | • |  |  |  |  |  |
|  | You will continue to complete the Corporate Induction Programme. | • | • |  | • | • |  |
|  |  |  |  |  |  |  |  |
| **Week 3** | You will continue to visit / spend time with the identified teams/agencies as agreed in week one. | • | • |  | • | • |  |
|  | You will continue to shadow / joint work cases. | • | • |  |  |  |  |
|  | Phased allocation to case work to begin. |  | • |  |  |  |  |
|  | You will have your second supervision with your manager. | • |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Week 4** | You will continue to shadow / joint work cases. | • | • |  |  |  |  |
|  | Phased allocation to case work to begin. | • |  |  |  |  |  |
|  | You will continue to visit / spend time with the identified teams/agencies as agreed in week one. | • | • |  | • | • |  |
|  | You will have your third supervision with your manager. | • |  |  |  |  |  |
|  | You will have your first supervision with your manager. |  | • | • | • | • |  |
|  | You should have attended the monthly CPD Bitesize Workshop. | • | • | • |  |  |  |

**INDUCTION TIMETABLE**

|  |  |  |
| --- | --- | --- |
| **WEEK 1** | **AM** | **PM** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **WEEK 2** | **AM** | **PM** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

|  |  |  |
| --- | --- | --- |
| **WEEK 3** | **AM** | **PM** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

|  |  |  |
| --- | --- | --- |
| **WEEK 4** | **AM** | **PM** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

**HELPFUL CONTACT DETAILS**

[People who work for Knowsley Council](http://sharepoint.knowsley.gov.uk/sites/bertha/search/Pages/peopleresults.aspx?k=)

[Knowsley Family Information Service](https://www.knowsleyinfo.co.uk/)

**TEAMS/AGENCY VISIT LOG**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team/Agency** | **Contact Person** | **Tel. No.** | **Date Booked** | **p** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Training**

As a new member of staff in Knowsley you will need to complete various training; some will form part of the corporate element of your induction, and some will be specific to your role in Children’s Social Care.

Your manager will have booked you on to some of the training courses and they will be in your Induction Timetable.

Many training courses are offered via e-learning and can be found in the [Learning Pool](https://knowsley.learningpool.com/login/index.php). You will receive a log in to access the “New Starters” section as part of the Corporate Induction.

Knowsley staff also have access to Community Care Inform and Research in Practice.

Please see the word document below for more details and log-in processes for the online resources.



**INDUCTION TRAINING LOG**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Title** | **Type of Training** | | | **Date Booked** | **Done**  **p** |
| **Face to face** | **Virtual** | **E-Learning** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**TRI-X PROCEEDURES READING LOG**

[Knowsley Children's Social Care Operational Procedures Manual (proceduresonline.com)](https://knowsleychildcare.proceduresonline.com/)

|  |  |
| --- | --- |
| **Policy / Procedure** | **Date Read** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |