



Children's Social Care Induction Pack

Version	Version Date	Revised By
1	9 th September 2021	Michael Mainwaring

Contents

Welcome from the Head of Service for Children’s Social Care	3
Introduction and Guidance.....	4
Sefton Social Care Induction.....	6
Learning and Development	6
Social Work England Professional Standards	8
People to contact and places to visit.....	9
Questions and Feedback	11
Documents for signing.....	12
Appendix 1 – Sample 2 week Induction Timetable	13

Welcome from the Head of Service for Children's Social Care

Dear New Staff Member,

Welcome to Sefton! Thank you for choosing to work for our Local Authority. We want to ensure your time with us is positive and supports your continued professional development.

The Vision of the Children's Services of Sefton Council is that Children who need help or protection will get the assistance they require to promote their wellbeing, health and care and that, throughout your involvement, each child's voice will be heard, and their wishes and needs will be prioritised.

We believe that everyone should have the knowledge and skills to ensure that they are capable of exceeding client's expectations, therefore, your manager and colleagues are here to assist you every step of the way.

This induction has been devised to provide up to date information and guidance, facilitating relevant training, education and development opportunities and ensuring skills are maintained for all new staff. Under the induction process, you will be supported to ensure that you meet the necessary requirements in your first 6 months of employment with us including the Social Work England Professional Standards.

Our induction process will allow you the flexibility to plan your own individual education and development path, ensuring professional growth and facilitating your first steps to life-long learning within the Children's Social Care sector. In such a vast and diverse organisation spread across multiple sites, being office and community based, education and training requirements are numerous and varied.

In Sefton, we recognise that individuals learn in different ways, at different speeds and using different learning styles. The training we offer is just one of the many ways in which your practice can be enhanced in the ever-changing world of Children's Social Care.

Sefton also has corporate membership of Research in Practice. This means that all staff can freely access a host of publications, tools and learning opportunities designed to support evidence-informed practice.

Once again welcome to Sefton and best wishes for the future.

Laura Knights
Head of Children's Social Care

Introduction and Guidance

This induction has been designed to make you feel welcome and to help you to settle into your new team, including the opportunity to gain the knowledge and information needed as a foundation for your role.

- This induction pack is for use by all new social workers and managers in Sefton Children's Services.
- This induction should be completed in its entirety by all new staff.
- Priority should be given to Information Compliance, Sharing and Guarding eLearning and Child Record Foundation training. Both courses need to be completed by all new starters including **agency Social Workers**. New starters will not be granted full access to Child Record until they have completed Child Record Foundation training.
- Agency Social Workers do not have to complete the whole of the induction, subject to the manager being assured they are confident the agency worker understands the requirements of the role.
- All managers should support staff to complete the induction and the completed induction should be filed in the employee's supervision file.
- All employees will complete a 2 week induction programme (see example in appendix 1). This gives the employee the opportunity to read through the induction process, key policies, procedures, complete mandatory training and to attend key introductory meetings with key staff and partners.
- The manager is responsible for creating the 2 week induction plan prior to the employee's start date. Please see Appendix 2 (**pages 13-16**) to access a sample template to support the development of the induction plan.
- Relevant corporate training should be completed during the initial 2 week induction programme where possible. We have produced a document that outlines mandatory and role specific training requirements for all staff and managers including the timescales completion. Here is the link to the document - <https://intranet.smbc.loc/staff/training/mandatory-training-requirements.aspx>

All employees should complete following training courses:

- Child Record – Foundation (Virtual Classroom)
- Corporate Induction (**under development**)
- Equality and Diversity Awareness (eLearning)
- Health and Safety at Work (eLearning)
- Information Compliance, Sharing and Guarding (eLearning)
- Mental Health at Work (eLearning)
- Safeguarding Adult's Awareness (eLearning)
- Safeguarding Children's Awareness (eLearning)
- Climate Change eLearning (eLearning)

Additionally, Managers should complete the following courses:

- Equality and Diversity for Managers (eLearning)
- Managing Capability (Virtual Classroom)

- Managing Disciplinary, Grievance and Dignity at Work (Virtual Classroom)
- Managing Sickness Absence (eLearning)
- Recruitment and Selection (Virtual Classroom)

* Please note it might not be possible to book onto Managing Capability, Managing Disciplinary and Grievance at Work and Recruitment and Selection within the first 2 weeks of an employee's induction. If dates are not available within the first 2 weeks, select the next available dates for these courses, book in the sessions using Me Learning (explained further) and add the course dates to the employee's outlook calendar.

- The Children's Social Care Induction pack should be used in conjunction with Sefton Council's new starter's information that's published on the intranet. The page contains links and contact information that both the manager and the new employee will find useful. There is also a New Starters Induction Booklet that can be downloaded from this page - this should be issued to the new starter on their first day of employment with Children's Social Care.

Here is the link to the new starter's intranet page - <https://intranet.smbc.loc/personnel/new-starters.aspx>

Sefton Social Care Induction

Prior to embarking on the Induction, it is imperative that the worker has read the Social Work England Professional Standards and the Children and Young People's Plan 2020-2025. The Social Worker must sign to state this document has been read. Please see page 12 for further details.

- Induction is the introduction to Children's social care practice and as such applies to all staff working in Sefton Social Care.
- Sefton Social Care Induction (SSCI) supports a common understanding to induction in social care.
- Introduction to the Children's Social Care Core Training offer for Social Workers and Managers. This includes training topics offered in accordance with training / development needs identified within the Knowledge and Skills Statement (KSS) for Child and Family Social Work, as well as relevant capabilities of the Professional Capabilities Framework (PCF).
- The SSCI sets out learning outcomes that new workers joining our organisation should meet in their first 2 weeks of employment.

Learning and Development

There are many ways that people learn, and your manager will guide you in the mix of activities and processes that will best support your learning and development needs. These may include:

- Classroom, Virtual Classroom and eLearning courses provided by Sefton Council. These courses can be accessed by clicking on the following link: www.seftonclc.co.uk
- Guided reading
- Individual/self-directed reading
- Mentoring by a more experienced colleague
- Practical experience
- Research
- Self-reflection
- Shadowing
- Specialist eLearning – Sefton has corporate membership of 'Research into Practice'
- Structured use of supervision
- Taught programmes / training

If you need help accessing our courses email training.services@sefton.gov.uk or telephone 0151 934 2872.

Role of your manager

Your manager has a responsibility to ensure that you are given enough time, encouragement and support to complete your induction and to learn from the process.

Your manager, supervisor or an appropriate member of staff will decide with you whether you have achieved the outcomes set within your 2 week induction. However, it is always the manager's responsibility to sign off your completed SSCI.

Your manager may use a variety of ways to help you explore your understanding of your role and responsibilities at work. They include:

- Direct observation e.g. observation of a worker carrying out a visit or interview with a service user.;
- Questioning, whether written or verbal.;
- Self-assessment.
- Supervision and case discussions.;
- Written evidence e.g. case recording and assessments.

Training and Development for Children's Social Care Workers

We have developed a Children's Social Care Core Training offer for Social Workers and Managers.

The document sets out mandatory and best practice training for students, ASYEs, Social Workers, Experienced Social Workers, Lead Practitioners, Team Managers, Service Managers and the Head of Service.

The Children's Social Care Core Training offer is constantly refreshed and updated to take account of new training and development priorities.

Employees should also ensure that they access current **Policies, Procedures and Guidance**, accessible on the Intranet at: <https://intranet.smbc.loc/personnel/policies-and-procedures.aspx>

My Sefton My Space – Performance Development Review (PDR)

My Sefton, My Space is Sefton Council's refreshed Performance Development Review (PDR) process. It is a key part of the opportunity's employees have to develop, grow and thrive in your role

The My Sefton, My Space PDR process provides employees with the time and space for a more in-depth and enhanced conversation about the previous 12 months, future aspirations, performance and development requirements for the following year. All employees should have an annual PDR, and these should be booked in advance, to allow both the staff member and line manager to prepare for the process.

Further information about the My Sefton My Space PDR is accessible on the Intranet at: <http://intranet.smbc.loc/2438>

Corporate Membership of Research in Practice

Sefton Council is a partner of Research in Practice (RiP).

Research in Practice offers access to resources including; a broad selection of publications, case law, frontline research briefings, resources, tools, live webinars, podcasts, recorded webinars, resources and tools for best practice, as well as access to tailored support for Sefton, and access to live national events.

Everything is free to access / download once you have followed the simple steps to create an account. You can create your account by clicking on the following link: <https://www.researchinpractice.org.uk/>

For a copy of the latest training offer or for further information and advice about Research in Practice, email Lorraine Akins, Learning and Development / Children's Social Care Link Officer at Lorraine.Akins@sefton.gov.uk

[Social Work England Professional Standards](#)

The standards set out what a social worker in England must know, understand and be able to do.

The professional standards are the threshold standards necessary for safe and effective practice.

They set out what a social worker in England must know, understand and be able to do after completing their social work education or training.

Social workers must continue to meet the professional standards to maintain their registration.

The standards apply to all registered social workers in all roles and in all settings.

The following guidance is intended to support social workers to understand the standards and to uphold them in their practice.

The professional standards are mapped against key areas of guidance to provide greater detail around common themes.

The guidance provides further explanation of the professional standards, as well as making it clear to; the public, people with lived experience of social work, employers of social workers, educators and other professionals what can be expected of social workers when working with children, young people and families.

Please click the following link for further explanation about Social Work England Professional Standards - <https://www.socialworkengland.org.uk/standards/standards-guidance/professional-standards-guidance/>

Contact for Social Work England

If you have any questions or queries regarding the Professional Standards, you can email Social Work England at enquiries@socialworkengland.org.uk


People to contact and places to visit


Internal contacts

You will have the opportunity to arrange to visit other departments, and organisations within the borough. This will enable you to build a good knowledge base of local resources available to children, young people and their families in the area, as well as creating positive relationships with our partners.

Below is a list of useful contacts.

- **The Multi-Agency Safeguarding Hub (MASH)** – Based in St Peter’s House, this is the front door to Children’s Services. It would be a good idea to spend some time with the team. How do I contact MASH? The contacts are Charlotte Moger and Nicola Driscoll, Team Managers.

 **Tel:** 0151 934 4481/4013

 **Tel:** 0151 920 8234 (Emergency Duty Team for out of hours)

- **Sefton Police Public Protection Unit (PPU)** – Liaison with the police is part of your practice and it is important to ensure that you are familiar with their processes, geographical locations and their team. There is a PPU based in Marsh Lane. Police are also based in the MASH. The contact there is DS Colin Briscoe **0151 934 4481/4013**.
- **Sefton Early Help Service** – Provides early intervention, help and support to children and their families and will lead on the CAF if the need is identified. It would be useful to spend some time with them.

How do I contact the Early Help Service?

Your first point of contact should be:

- **Service Manager Localities North** - Jacqueline.Finlay@sefton.gov.uk
- **Service Manager Localities Central** – Steven.Martlew@sefton.gov.uk
- **Service Manager Localities South** – Rosanna.Stanley@sefton.gov.uk
- **Children with Disabilities service** – assesses and supports children and young people (zero to 18 years of age) with a Severe or Profound disability - **Contact Matt Greenhalgh, Service Manager on Matt.greenhalgh@sefton.gov.uk**
- **Sefton Local Children’s Safeguarding Board (LSCB)** – responsible for ensuring that the safety and welfare of children and cared for children in Sefton is effectively monitored. They also develop new procedures and manage allegations against adults who work with children.

How do I contact the Safeguarding Board?

Contact the unit directly on 0151 934 4706

- **Head teacher, Virtual School for Looked After Children**
Contact: [mailto: Mary.palin@sefton.gov.uk](mailto:Mary.palin@sefton.gov.uk)
- **Emergency Duty Team (EDT)** – deal with emergency situations that occur outside normal office hours. **Contact number: 0151 920 8234**

- **Community Adolescence Service (CAS) 0151 934 3086/3161**
- **Youth Offending Team (YOT)** - supervises all young people aged 10 - 17 who are subject to a Court Order. **Contact number: 0151 934 2597**
- **Legal Services** – based at **Magdalen House Bootle Contact number: 0151 934 4300**
- **Adoption in Merseyside (AiM)** – Duty Team **Contact number: 0151 477 8963**
- **Fostering Team - Contact number: 0151 934 4421.**

Commissioned and Non-Commissioned Providers

Commissioned and non-commissioned providers from the voluntary, community and faith sector make a great contribution in helping Children’s Social Care deliver better outcomes for Children, Young People and Families.

Sefton Council for Voluntary Service produced an online directory called “Here For You”. This includes contact details and service information for all known non-profit organisations and charities in and around Sefton, and Merseyside.

Currently there are more than 1,000 Voluntary, Community & Faith (VCF) sector organisations delivering over 3,000 services that are available to local residents across Sefton.

Below is a list of some of the key organisations we work with:

- Ambition Sefton
- Citizens Advice Bureau Sefton
- Fun4kidzclubs
- Independent Domestic Violence Advisory Service (IDVA’s)
- Parenting 2000
- Sefton Council for Voluntary Service
- SWACA (Sefton Women and Children’s Aid)
- Trussell Trust
- Venus

The above list is not exhaustive. Talk to your manager and team colleagues to find out more about the local services Children’s Social Care work with.

Click the following link to access the directory - <https://www.vcfdirect.org.uk/seftoncvs/>

Questions and Feedback

If you have any questions, queries or suggestions to improve this induction pack, please email Michael Mainwaring, Workforce Learning and Development Manager at Michael.Mainwaring@sefton.gov.uk

Your feedback will be greatly appreciated and will help us to improve the induction process and experience for new starters in the future. Thank you!

Documents for signing

Please date and sign, in the relevant boxes below, when you have read and understood the below documents.

<u>Document</u>	<u>Signature</u>	<u>Completion Date</u>
Social Work England – Professional Standards https://www.socialworkengland.org.uk/standards/professional-standards/		
My Sefton - Children and Young People’s Plan 2020-2025		
Sefton Council Practice Standards (and Quick Ref. Guide) Sefton Council Practice Standards – http://intranet.smbc.loc/services/childrens-social-care/children’s-social-care-policy-and-procedure/1-all-children.aspx		
Tri X Procedures <i>To be added.</i>		
Social Work England – Managing your registration https://www.socialworkengland.org.uk/registration/manage-your-registration/		
Appendix 1: Sample employee 2 week Induction Plan		

Appendix 1 – Sample 2 week Induction Timetable

Induction Plan

[Insert name here]

Day	Activity	Contact, Resources, Details	When/Who/Where	Signed/Date completed
1	Workplace welcome/Introductory Meetings/training	Welcome and Introduction to colleagues Issue Badge, Log in, Phone, Outlook, Calendar Sharing Tour of building including Health and Safety protocols Annual leave / TOIL process Go through Induction plan MS Teams Link (if virtual):	Monday 9am – 12pm	Insert name and date here
		Lunch	12pm - 1pm	
		Demo of Me Learning (the Council's training booking system), how to book classroom, virtual classroom, eLearning and how to use the CPD module for recording CPD activities for Social Work England. MS Teams Link (if virtual):	1pm – 2pm	
		Information Compliance eLearning and reflection time	2pm – 3pm	
		Introductory Meeting with the Admin Team	3pm – 4pm	
		Reflection time	4pm – 5pm	
2	Policies and training	Review relevant policies on intranet including: <ul style="list-style-type: none"> • Working hours and time off • Pay, allowances and pensions • Grievance and Dignity at Work • Conduct in the Workplace • Family Friendly Policies • Performance and Development • Health and Wellbeing 	Tuesday 9am – 12pm	
		Lunch	12pm -1pm	
		Safeguarding Adults and Safeguarding Children eLearning Reflection time.	1pm - 5pm	
3	Introductory Meetings	Introductory meeting with [insert name], Service Manager MS Teams Link (if virtual):	Wednesday 9am – 10pm	

		Introductory meeting with [insert name], Social Worker MS Teams Link (if virtual):	10am – 11am	
		Introductory meeting with [insert name], LSCB Business Manager MS Teams Link (if virtual):	11am – 12pm	
		Lunch	12pm – 1pm	
	Training	Health and Safety at work eLearning	1pm – 2:30pm	
	Policies and Procedures Reflection time	Meeting with line manager to discuss annual leave and flexi entitlement Manager to demo iTrent (HR system) how to record mileage, check pay documents. Manager to demo the absence feeder and how to record absences (managers only) Staff should be aware of how to report an absence. MS Teams Link (if virtual):	2:30pm – 4pm	
		Reflection time	4pm – 5pm	
4.	Meetings with the Voluntary Sector Reflection time	Sefton Council for Voluntary Service Meeting with [insert name], Deputy Chief Executive, to discuss the support available from the voluntary, community and faith sector to assist Children’s Social Care to achieve positive outcomes for Children, Young People and Families. MS Teams Link:	Thursday 9am-12pm Library Room	
		Lunch	12pm – 1pm	
		Meeting with Parenting 2000 MS Teams Link (if virtual):	1pm – 2pm	
		Meeting with Venus MS Teams Link (if virtual):	2pm – 3pm	
		Meeting with Fun4kidzclubs MS Teams Link (if virtual):	3pm – 4pm	
		Reflection time	4pm – 5pm	
5.	Training	Attend Child Record Foundation training. The training will enable the employee to navigate and effectively use the LCS Child Record system. MS Teams Link (if virtual):	Friday 9:30am – 4:30pm	

Week 2				
6	Introductory meetings and shadowing	Introductory Meeting with the Admin Team	Monday 9am – 9:30am	
		MS Teams Link (if virtual):		
		Introductory Meeting with [insert name], Social Worker. This includes shadowing Lisa input and manage cases on Child Record	9:30pm – 1pm Room 3 Magdalen House.	
		Lunch	1pm - 2pm	
		Introductory Meeting with [insert name], Social Worker. This includes a home visit following consent from the family.	2pm – 4pm Meet at Magdalen House reception.	
	Reflection time	4pm – 5pm		
7	Introductory meetings, shadowing and training	Introductory Meeting with [insert name], Social Worker. This includes shadowing to gain experience of MASH (front door process).	Tuesday 9am – 12pm	
		Lunch	12pm – 1pm	
		Introductory Meeting with [insert name], Head of Children's Social Care. MS Teams Link (if virtual):	1pm – 2pm	
		Equality and Diversity eLearning	2pm – 3:30pm	
		Introductory Meeting with [insert name], Quality Assurance Manager. MS Teams Link (if virtual):	3:30pm – 4pm	
		Reflection time	4pm – 5pm	
8	Introductory Meetings, Training and Shadowing	Mental Health at Work eLearning	Wednesday 9am – 10am	
		Follow up session with [insert name], Social Worker, to gain further experience of Child Record.	10am – 1pm Meet at Magdalen house reception.	
		Lunch	1pm – 2pm	
		Introductory Meeting with [insert name], Service Manager for Localities	2pm – 3pm	
		Reflection time	3pm – 5pm	
9	Introductory Meetings	Introductory meeting with [insert name], Children's Social Care Services Manager MS Teams Link (if virtual):	Thursday 9am – 10am	
		Meeting with [insert name], Children's Social Care Services Manager MS Teams Link (if virtual):	10am – 11am	

		Meeting with [insert name], Children's Social Care Services Manager MS Teams Link (if virtual):	11am – 12pm	
		Lunch	12pm – 1pm	
		Introductory meeting with [insert name], Service Manager, Fostering Team. MS Teams Link (if virtual):	1pm – 2pm	
		Introductory meeting [insert name], Service Manager, Adoption Team MS Teams Link (if virtual):	2pm – 3pm	
		Introductory meeting with [insert name], Lawyer, Children's Social Care MS Teams Link (if virtual):	3pm – 4pm	
		Reflection time	4pm – 5pm	
10	Shadowing	Shadowing [insert name] all day, court attendance. Lunch to be taken at the appropriate time.	Friday 9am – 5pm	

End of formal induction programme

Login and Outlook Email Account

The login details are as follows;

Username: XX

Password: XX

Address Details

Include sites and addresses the employee will be required to attend as part of their induction here.

Registration with website/professional bodies.

Make a list here. Examples may include:

- Research in Practice - <http://www.rip.org.uk/component/createaccount/?view=createaccount>
- Community Care - communitycare@communitycare.co.uk for updates
- Social Care Institute for Excellence for updates - <https://www.scie.org.uk/>

Other

Make a note here of anything else you think the employee will need to know to support their induction.