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Departmental Induction Programme

# Children’s Social Care

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| **Purpose**  Please note this induction programme is intended to accompany the [Corporate Luton Council Induction Programme](https://lutonbc.sharepoint.com/sites/training-courses/SitePages/corporate-induction.aspx) for new starters. The purpose of this document is to outline our departmental induction programme, to support you in your new role and ensure that you have thorough understanding and knowledge of our Children, Families & Education Directorate.  If you are yet to complete the corporate induction programme then please contact Learning and Development to ensure you are booked onto this as soon as possible. Following this please ensure you set some time up with your manager to complete the departmental induction programme.  If you have already completed the corporate and departmental induction programmes, then please see the following pack for additional information and guidance. |
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***\*NOTE:***

***New Manager Role Induction:*** *If you are new to a management role, stepping up or have new management responsibilities then please referrer to the* [*New Managers Induction Programme*](https://lutonbc.sharepoint.com/sites/training/SitePages/New-managers.aspx)

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# Week 1&2:

# Introduction

**Within the first two weeks of your employment, you should:**

*If you have any special requirements or require assistance with the below, please liaise with your Team Manager for guidance on support*.

|  |  |
| --- | --- |
|  | Completed our Departmental Week 1 Induction Programme **(Appendix A)**, this includes; |
|  | Attending a Coffee Morning with Amanda Lewis, Corporate Director for Children, Families & Education Directorate |
|  | Attend a welcome meeting with Allison Parkinson, our Service Director for Operations |
|  | Attend a welcome meeting with Sancha Thomas, our Principle Social Worker and Head of Quality Assurance & Safeguarding |
|  | Meet your Buddy who will support you throughout your induction |
|  | Work through your Mandatory Training Programme and create your Learning and Development Plan |
|  | Collect equipment and ID badge (including laptop and mobile phone) |

# Processes and Procedures

**Around your departmental induction sessions, please access and familiarise yourself with our processes and procedures and set up shortcuts for ease of access, this should include:**

|  | Tri.X online procedures and resource section |
| --- | --- |
|  | LSCB multi-agency and Pan-Bedfordshire procedures including CSE, missing, Neglect |
|  | LSCB Threshold Document |
|  | Practice Framework  Effective Support Document  Quality Assurance Framework |

These should be the first place you look for all procedural queries and helpful links can be found in Appendix B: Accessing Procedures and Online Research Sites.

|  | Set up accounts for subscription research sites (Research in Practice) |
| --- | --- |
|  | Identify material relevant to your service and development (for example, if you are based in Early Help please access procedures and policies relevant to Early Help) |

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# Month 1: Personal Development

**Within the 1st month of your employment, in discussion with your manager through your Check-In process:**

|  |  | **Completion Date** |
| --- | --- | --- |
|  | Populate a Personal Development Plan utilising our Career Progression Guidance | / /21 |
|  | Access the LBC corporate and LSCB Pan-Beds training programmes and consider which if any additional training is available to support and develop your practice in your new role for example direct work with children and young people. | / /21 |
|  | Access Research in Practice, Making Research Count, and Community Care Informs; and consider which courses, online sessions, pod casts, etc. you wish to book in order to enhance your practice. | / /21 |
|  | Work with your buddy to enable shadowing and joint working (6 weeks). | / /21 |
|  | Consider your link to Social Work England with Continued Professional Development | / /21 |

# Training

## First Month

Within the first month of your induction, we want you to book onto our mandatory core training courses;

|  | **Training** | **Source** | **Training Date** |
| --- | --- | --- | --- |
|  | Luton LiquidLogic Children’s System (LCS) | Civica | / /21 |
|  | Safeguarding Awareness | LBC | / /21 |
|  | Equality & Diversity | LBC | / /21 |
|  | Getting the best from your Check-In | LBC | / /21 |
|  | Data Protection/GDPR | LBC | / /21 |
|  | Solution Focused Practice (Motivational Interviewing) | LBC | / /21 |
|  | Chronologies | SWA | / /21 |
|  | Thresholds | ?? | / /21 |
|  | Language that CARES | ?? | / /21 |
|  | Unconscious Bias | LBC | / /21 |

**Note:** you may not complete all the above training courses in the first month, however we would like you to be booked onto them.

As part of your departmental induction, your Manager will complete your Personal Development Plan with you.The purpose of this document is to outline any further specific training courses that you or your manager would like you to complete as you progress in your career within Luton. This will then be regularly reviewed in your check-ins to ensure that you are achieving your learning and development pathway.

# Probation Period

Your probation period will be for 6 months from your start date ( / /21 ) and will be reviewed at the following intervals:

|  | **Review Period** | **Scheduled Date** |
| --- | --- | --- |
|  | Week 4 | / /21 |
|  | Week 10 | / /21 |
|  | Week 16 | / /21 |
|  | Week 22 | / /21 |

Alongside your probationary period, you will have regular supervisions and check-ins with your Manager to continue to review your progress and development.

**I have completed the:**

|  | Corporate induction programme - <https://lutonbc.sharepoint.com/sites/training-courses/SitePages/corporate-induction.aspx> |
| --- | --- |
|  | Departmental induction programme **(as outlined in Appendix A)** |

# Appendix A: Departmental Induction Programme



# Appendix B: Directorate on a page



# Appendix C: Mandatory Training Programme



# Appendix D: Resources that Services can Link Into

**Graded Care Profile 2 Practice Standards**

Luton has signed up to the use of the NSPCC Graded Care Profile 2 assessment tool for assessing Neglect in families. In order to use the tool, practitioners must have attended training to become a licenced practitioner. Practitioner will find that the GCP2 has been embedded on LCS and can be completed directly onto the system

Attached are the practice standards for use of the tool in Luton.



# Appendix F: Accessing Procedures and Online Research Sites

1. **Luton’s Procedures and Manuals**

These are an on line resource which are maintained and updated by Tri.X for single agency procedures and the **LSCB Pan Bedfordshire** website for Multi agency Child Protection procedures.

Both sites should be checked for procedures and information as a first port of call. They can be accessed via the desk top icons for **Tri.X** and **LSCB procedures**. There are icons on most desk tops which take you straight to Tri.X and LSCB links. Alternatively the links below will take you straight to the sites.

* **TriX:** <http://www.proceduresonline.com/luton/childcare/index.html>
* **LSCB Pan Bedfordshire:** <https://centralbedfordshirelscb.org.uk/lscb-website/home-page>

1. **Thresholds**

The Luton thresholds document can be found here:



1. **Research Organisations**

* Luton is a member **of Research in Practice (RiP).** Once on log on for a new account, your user name will be your LBC email address. Make sure you **sign up as an organisational member** and click on Luton from the drop down bar (d**on’t use the “remember me” function as it won’t let you in using this**). You can access the site from home or any other venue once you are logged it you don’t have to be on a Luton computer. You can access material online, download and save or print as required. You can also access the e-learning, webinars etc. and sign up for courses and training with management agreement, Follow the link: <https://www.rip.org.uk/>
* Social Workers also have access to **RiPfA** which is **Research in Practice for Adults**; however you will need to create a new account. Lots of useful information here too: <https://www.ripfa.org.uk/my-ripfa/>
* Luton subscribes to **Community Care Informs (CCI)**. We are not able to allocate an individual license to each member of staff. The administrator and Team Manager in each team should have an account with CCI. The administrator will be able to share their access with you and forward updates from Community Care Informs. They should update their password each time a member of staff leaves the service to prevent misuse. If you do not have access in your team please let the Principle Social Worker (Sancha Thomas) know and they will arrange this for you, you can access this from the following link: <https://www.ccinform.co.uk/>
* Luton is a member of **Making Research Count** **(MRC)**. Look out for flyers from the Learning and Development Team and emails flagging MRC events as they host seminars with researchers delivering the messages from their research. They are usually held at the University of Bedford and Kings College London and are free to members of CSC to attend. You can access this from the following link: <https://www.beds.ac.uk/iasr/mrc/>

1. **Other Useful Links**

| **The following are all available on the Intranet and/or Internet and these links should be used in conjunction with relevant policies and procedures.** |
| --- |

* **New starters tools and links -** <https://lutonbc.sharepoint.com/sites/training/SitePages/New-starters.aspx>
* **The Knowledge Hub** - has a wealth of useful information including all the Family safeguarding parenting assessment tools and Section 20 agreements translated into some of Luton’s main languages. It also has direct links to the procedures, click on this link and explore: <https://lutonbc.sharepoint.com/sites/childrens-services/Shared%20Documents/Forms/AllItems.aspx>
* **Learning and Development –** This section of our Intranet is focused on our learning and development offer to you, including a link to our E-Learning Portal <https://lutonbc.sharepoint.com/sites/training>
* **Career Progression Guidance -** Employees will be encouraged to discuss career progression opportunities with their managers during their three monthly Check-In sessions. If it is agreed that the employee is ready for progression, they will be supported to develop a portfolio to evidence their skills. The evidence required is linked to the Professional Capabilities Framework and Continuing Professional Development. ***Career Progression Guidance document to follow once this has been approved, as it is currently in draft.***
* **Children, Families & Education Directorate Intranet Homepage –** As part of your induction, please take the time to have a look around our Intranet homepage <https://lutonbc.sharepoint.com/sites/childrens-services/SitePages/Operations-statutory-social-work-services-early-help-and-prevention.aspx>
* **Interagency training** is offered through the LSCB and can be accessed from the Central Beds web link as they host the site for us. You will need to log on as a ‘new user’ (far left box at the bottom) follow the instructions and make sure you **don’t fill in the question relating to Central Beds or you won’t get access**. Much of this training is Pan-Beds and there are a range of mandatory courses, which can be found here: <https://www.safeguardingbedfordshiretraining.co.uk/>
* **The NSPCC Reunification Framework** is the framework that should be used in all cases where consideration is being given to a child returning to the care of their birth family. This framework provides the theoretical and research basis of the model as well as a range of practical tools to help you undertake the assessment and plan for the future with the child and their family. The parenting assessment modules from the Family Safeguarding model can be used in conjunction with this framework. It can be used by both LAC and Family safeguarding Teams and can be found here: <https://www.nspcc.org.uk/globalassets/documents/research-reports/reunification-practice-framework-guidance.pdf>.
* **CoramBAAF –** We are registered and work in partnership with CoramBAAF. CoramBaff supports professionals involved in securing the best outcomes for children separated from their birth families with regards to fostering and adoption. CoramBAFF are committed to supporting through provision of high quality information and advice, expert knowledge, cutting edge research, training and resources. <https://corambaaf.org.uk/?gclid=EAIaIQobChMIr6fuhLGR7wIVja_ICh1UPA9lEAAYASAAEgIoJ_D_BwE>
* **Youth Justice Board website, Serious Violence and County Lines information -**

<https://www.gov.uk/government/organisations/youth-justice-board-for-england-and-wales>

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/698009/serious-violence-strategy.pdf>

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741194/HOCountyLinesGuidanceSept2018.pdf>

* **Luton Electronic Car Club** offers a convenient, environmentally-friendly alternative for staff members to carry out their business-related travel in and around the borough. The service has been launched as part of the Air Quality Strategy which aims to reduce increasing numbers of harmful emissions in Luton. You can join by following this link: <https://lutonbc.sharepoint.com/sites/employee-benefits/SitePages/E-Car-club.aspx>
* **Employee benefits** covers everything from the key elements of your employment with us, such as salary and annual leave, to extra benefits and support services available to you. There's also a range of offers that we’ve negotiated on your behalf. The details can be found here: <https://lutonbc.sharepoint.com/sites/employee-benefits>
* **HR online forms** can be found here: <https://lutonbc.sharepoint.com/sites/human-resources/SitePages/Payroll-and-transactions.aspx>
* **Staff parking scheme** is only for members of staff who are classed (by their job descriptions) as ‘essential car users’ will be entitled to a staff car parking permit. In addition to this, in some cases, members of staff may be issued a staff permit on disability or ill health grounds upon referral and recommendation from Occupational Health. The process for applying can be found here: <https://lutonbc.sharepoint.com/sites/employee-benefits/SitePages/Staff-parking-scheme.aspx>
* **Market Supplements** information can be requested from HR by the recruiting manager. The policy can be found here: <https://lutonbc.sharepoint.com/sites/human-resources/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fhuman%2Dresources%2FShared%20Documents%2FEmployee%2Dpolicies%2FPay%2Dand%2Dadditional%2Dallowances%2FMarket%2Dsupplement%2Dpolicy%2Epdf&parent=%2Fsites%2Fhuman%2Dresources%2FShared%20Documents%2FEmployee%2Dpolicies%2FPay%2Dand%2Dadditional%2Dallowances>

# Appendix G: MI Through Interpreters

