

Introduction to the Children's Services Induction Framework

The Induction framework is a document that has been developed in consultation with colleagues across Children's Services to provide guidance and resources for managers to use when inducting new employees, or those who have moved into new job roles. It is designed to be adaptable, depending on upon the individual's role, setting and level of experience, with the manager adding material where needed, or omitting sections that the individual has evidence of having covered previously. There are areas that have been left intentionally blank for managers to include information specific to the team, setting or job role (such as structure charts, or specific operational procedures) the aim however, is that the majority of material in the framework should be useful to the majority of employees.

The key elements to the Framework are:

Structure of the induction process: the structure of the Framework is designed to follow the time-line of the induction process, from the employees first day, through to the end of their probationary period. It also includes all of the probationary materials within the framework.

Information and assistance for the inducting manager and employee: information has been included in the pack as well as links to other key information as directed by the manager.

Opportunities for reflection and feedback from the employee: there are regular points throughout the process for the inductee to reflect on what they have gained, and to note when they are unclear about issues or need support, as well as a section detailing how these needs will be met.

Accountability and transparency: the framework clearly outlines what the employee can expect from their induction, and also provides them with the opportunity to be clear about areas they still require assistance in. This ensures that employees also take some accountability for their own learning of a new job role and induction process overall. The 'sign off' section that appears regularly throughout the framework also ensures that managers have a signed document at the end of the process to demonstrate the support they have given, and to feed into future performance and development plans.

It is recommended that managers use the document in a flexible way, adding to and amending it as necessary. A summary checklist has been included, which the manager may want to retain in order to keep a track of where the inductee is in the process; this is on a single sheet so it can easily be separated from the rest of the document. It may be helpful for the inductee to retain the Framework between discussions in order for them to complete self-study or reflections. There are some sections that the inductee may need guidance to work through, most notably briefings on safeguarding children and health safety, and it is envisaged that the most appropriate time for this would be during supervision. Again key points have been included to guide managers in these areas, and can be amended as necessary.

The Framework will be regularly reviewed, so please feel free to provide feedback with the ways you think it can be improved. The generic document cannot be too specific to any one service or job role, but assistance is available in incorporating specifics to your own version to help you get the best out of the document. The Framework, including any feedback received, will be regularly reviewed and updated accordingly.

If you do require any further guidance regarding the Framework, please contact the Workforce Development Team via:

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November 2014