



London Borough of Hillingdon

**Children's Social Care
Induction pack.**

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Welcome to the London Borough of Hillingdon

It's my pleasure as Principal Social Worker to welcome you to the London Borough of Hillingdon. Whether you are joining us at the beginning of your career as a newly qualified social worker, or at a later point in your career we are excited to have you on board.

Hillingdon is an ambitious council and committed to deliver exceptional care, support and services to all our children and families. I'm confident that you will bring your skills, experience and child focus to the work that you do to benefit our children and young people. In return we will support, encourage and develop you along the way.

This induction guide has been developed to enable you and your line manager to plan your induction. The induction should, however, not be seen as a "to do list" of e-learning and policies (which are an inevitable part of induction) but an opportunity to learn about Hillingdon, its services and to identify your learning needs. The guide has been divided into three sections – personal, corporate and service specific with activities and recommended timescale provided for each area of induction, this guide also provides a menu of useful links which will aid you in your first weeks, and ongoing career in Hillingdon.

Best of Luck!

Helen Smith

Principal Social Worker

Name of employee:

Start date:

Team:

Service:

Line manager:

Head of Service:

Induction check list

The checklists below act as a guide for new starters and their managers. Some induction activity is a mandatory part of your employment within Hillingdon Council (marked as Green) other activity will be specific to your role, team and service area, alongside your individual learning needs.

The check list below therefore provides suggestions to induction activity for staff within Hillingdon Council and should not be seen as finite. Additional induction activity may also be undertaken to aid your learning within the organisation, at the agreement and discretion of your manager.

Prior to starting

The recruiting manager is responsible for arranging start dates, meeting point and times and ensuring all the actions below are completed prior to new starter joining.

Personal	Relevant to	Tick once complete
Inform team of employees' details and start date	All	
Initial mentoring and support arrangements identified and in place	All	

Corporate	Relevant to	Tick once complete
Complete new starter form - requesting network login, Microsoft account, ICS (and/or careworks) and civica access and Learning Zone account (available on Horizon)	All	

Service specific	Relevant to	Tick once complete
	All	

Day one

Please ensure that the new starter is aware of joining instructions for their first day. Who to report to, what time to start etc. In the event that line manager is not available ensure another member of staff is available to greet them on their first day.

Personal	Relevant to	Tick once complete
Welcome & introductions to team members (including virtually)	All	
ID badge requested (Horizon - Security ID pass (hillington.gov.uk))	All	
ICT equipment collected & tested		

Corporate	Relevant to	Tick once complete
Car Park pass applied for Horizon - Travelling to and from work by car (hillington.gov.uk)	As appropriate	

Service specific	Relevant to	Tick once complete
Introduction to remote working – expectations & support identified	All	
Introduction to immediate colleagues	All	
Introduction to MS teams including Set up of electronic signature on email		

Within first week

Personal	Relevant to	Tick once complete
Welcome & introductions to team members (including virtually)	All	
Introduction to immediate colleagues	All	
Book onto PSW induction (email hsmith@hillingdon.gov.uk)	All	
Familiarise with Learning zone	All	
Agree Supervision frequency & meeting dates	All	

Corporate	Relevant to	Tick once complete
<p>Staff facilities at civic centre indicated (as appropriate) e.g</p> <ul style="list-style-type: none"> • Car parking arrangements • Smoking policies • Facilities for people with disabilities • Refreshment facilities • Security arrangements • Prayer room • Toilets • Post Room 	All	
<p>Risk assessment & health and safety requirements (as appropriate) e.g</p> <ul style="list-style-type: none"> • Responsibilities under the Health and Safety at Work Act • Fire / bomb evacuation procedures explained • Hazards identified and protective measures to be taken, risk assessments explained • Workstation assessment conducted (in conjunction with Line Manager/H&S co-ordinator) • Safety equipment explain • Accident / incident reporting systems explained • First aid arrangements explained 	All	

<p>Conditions of service explained Horizon - Conditions of service (hillingdon.gov.uk)</p> <ul style="list-style-type: none"> • <u>Staff benefits</u> • <u>Payroll arrangements</u> • <u>Reporting absence</u> • <u>Performance Management (PADA)</u> • <u>Restricted Persons Register explained</u> 	All	
<p>HR policies explained</p> <ul style="list-style-type: none"> • <u>Probationary period</u> • <u>Employee leave</u> • Flexible working practices (if applicable) • Season ticket loan (if applicable) • Out of hours working (if applicable) 	All	
<p>ICT</p> <ul style="list-style-type: none"> • ICT acceptable usage policy explained • Responsibilities under the Data Protection Act explained 	All	

Service specific	Relevant to	Tick once complete
Completion of E-learning <u>Children's Social Care staff that require LCS Protocol access - LCS Overview & DPA eLearning</u>	All	
Introduction to immediate colleagues	All	
Duty rota, support and out of hours support discussed & agreed	All	
Explanation of key roles, responsibilities, and processes and service priorities	All	
Identify & arrange Shadowing opportunities	All (esp. NQSW)	
Team / service meeting dates added to calendars	All	

Within first month

Personal	Relevant to	Tick once complete
Introduction to Head of Service	All	
Identify key learning needs for initial 6 months & Book Performance and development appraisal (PADA) meeting	All	
Book appropriate training via learning zone	All	
Book AYSE meeting with practice educator and Ann Nardeccia	NQSW only	
Familiarise self with TalentSpace	All	
Familiarise self with HR self service	All	

Corporate	Relevant to	Tick once complete
Familiarise with key LBH policies Trade unions Freedom of Information principles explained The Protocol for Member and Officer Relations Gifts and Hospitality Rules	All	
Complete e-learning: Civic Centre Emergency Evacuation Procedures Introduction to Health and Safety Hillingdon Induction eLearning (permanent staff only) Understanding Equality and Diversity Fraud Awareness Meet the Chief Executive Session Prevent Awareness eLearning	All	

Complete e-learning <u>Fraud and Corruption</u> <u>Implementing Reasonable Adjustments</u> <u>Managing Health and Safety in Hillingdon</u> <u>Managing Absence</u>	For managers only	
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Service Specific		
Introduction to immediate colleagues	All	
Familiarise with children & families procedure manual (Tri.x) and documents library	All & as directed by manager	
Training: Book onto <u>Working together to safeguard children training</u> <u>Domestic Abuse Awareness and Impact on Children and Young People</u> <u>Book onto CSE Boys and Young Men</u>	All YJS & as appropriate	
<u>LCS Protocol Case Overview Management course (for New Starters)</u>	As appropriate	
Book onto <u>LCS Manager's Training</u>	Managers only	
Register with Disability Matters - www.disabilitymatters.org.uk Within the Legal section of the e-learning programme complete <ul style="list-style-type: none"> • Hidden Disabilities matter • Communication Matters in the legal system 	YJS & as appropriate	
Register on the Youth Justice Resource Hub (code hil034) and identify appropriate modules for completion with manager	YJS	
Introduction to other keys teams and colleagues i.e <ul style="list-style-type: none"> • MASH • RAZ • CSWT • Court • LAC 	As appropriate	

<ul style="list-style-type: none"> • Young People's team • Youth Justice Service • Adolescent development service • AXIS • Young people's team • Fostering • Achieving for children (RAA) • Participation team • Virtual school • SEND • IDVA • Prevent & stronger communities • IRO / CPA's • LADO • Brokerage • Children's centres • Health teams • Advocacy for young people (Coram Voice) • Stronger Families (Hillingdon's early help offer) 		
<p>Introduction to other keys services</p> <ul style="list-style-type: none"> • Young Person's Academy • Skills Hub • Youth Offending Institution • Secure Training Centre • Youth Court • PSR discussion meeting • Risk Panel • Compliance Panel • Violence & Vulnerability Meeting • OoCD decision meeting 	YJS & as appropriate	
<p>Introduction to other keys teams and colleagues i.e</p> <ul style="list-style-type: none"> • HR resourcing team • Legal services 	Managers only	

• Finance		
Familiarisation with scheme of delegation	Managers & AP's	
Read recent <u>Ofsted focused visit and inspection report</u> for discussion with line manager	All	
Familiarise with <u>Hillingdon Safeguarding Children Partnership Arrangements and priorities</u>	All	

[Useful links](#)

[Children and Families procedures manual](#)

[HR self service](#)

[Hillingdon Safeguarding Children Partnership Arrangements](#)

[Hillingdon Learning Zone: Corporate LBH \(learningpool.com\)](#)

[London Child Protection Procedures \(londoncp.co.uk\)](#)

[Social Work England](#)

[Youth Justice Board for England & Wales](#)