**………………………… [insert team name] Induction plan.**

Welcome to **[insert team name],** we are so please that you are joining us and want to welcome you to Northamptonshire Children’s Trust. We have created an induction plan for you to help you settle into our team and introduce you to some useful information.

To start with here is a plan for your first 2 weeks in the team.

**[insert key dates into the 2-week plan like team meetings, 1st supervision, tour of office, 1-1 with team member to demonstrate finding and reading performance data. We also recommend that you book a 1-1 with whoever you have identified as your new starters team buddy within the first 2 weeks some 1-1 time with your Admin support to ensure they can get logged onto ERP and know how to use the system for things like booking leave and travel claims and anything else you have arranged.]**

Week 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday  |
| AM | 9-5.30 Attend SWA 2-day induction | 9-5.30 Attend SWA 2-day induction |  |  |  |
| PM | 9-5.30 Attend SWA 2-day induction | 9-5.30 Attend SWA 2-day induction |  |  |  |
| Notes |  |  |  |  |  |

Week 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday  |
| AM |  |  |  |  |  |
| PM |  |  |  |  |  |
| Notes |  |  |  |  |  |

To help you become familiar with the team, here is our team’s structure and some contact numbers for people in the team.

**[please insert your team structure and peoples contact numbers, if you have photos of team members it would be good to add them also]**

[Family Support Workers]

[Social Worker] [Social Worker] [Social Worker] [Social Worker] [Social Worker] [Social Worker]

[Advance Practitioner] [Senior Social Worker]

 [Team Manager]

[Service Manager]

[Strategic Manager]

Our Business support for the team is **[add name and contact number, add photos if you have them also]**

We thought it would be helpful for you to also have information about our senior leadership team and their contact details.

Colin Foster, Chief Executive Colin.foster@nctrust.co.uk

Cornelia Andrecut, Director of Childrens Social Care Cornelia.andrecut@nctrust.co.uk

Andrew Tagg, Director of Finance and Resources Andrew.Tagg@nctrust.co.uk

Louise Mackender, Assistant Director Quality Assurance and Commissioning louise.mackender@nctrust.co.uk

Trish Rhynas, Assistant Director Safeguarding trish.rhynas@nctrust.co.uk

Olivia Ives, Assistant Director Corporate Parenting Olivia.ives@nctrust.co.uk

 Debbie Lloyd, Assistant Director Children, Young People and Family Support and YOS debbie.Lloyd@nctrust.co.uk

You can also find the wider workforce structure charts here: [HR and Structure Charts](http://ccl/sites/scs/HR%20and%20Structure%20Charts/Forms/AllItems.aspx)

We have identified **[insert name]** who will be your buddy to help you settle into the team. **[insert name]** will be around for you to contact for advice, share information with you and help you settle into our team.

During you 2-day induction with the Social Work Academy, you will have been introduced to some of the different teams and services in the trust. To help you get to know the different teams and services that are most relevant to our work, we have created a list of suggest teams and services you may want to visit during your induction time.

**[please insert teams and services you would like your new starter to visit or make contact with]**

|  |  |
| --- | --- |
| **Team/ Service name** | **Contact details** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

We have also identified some key info around some of our work which we think you might find helpful.

**[please insert any helpful flow charts, processes, policy’s that you would like your new starter to be specifically aware of, this may be info taken from local resources pages, key panel dates, explanations of panels or anything else you think will be helpful like performance data, supervision policy etc.]**

We feel that the following training would be very helpful for you to undertaken, please take a look at the ILearn pages and book onto the following training.

**[insert list of training you would like them to book onto]**

Signs of Safety is our primary Practice Model and practitioners need to undertake Signs of Safety Training, to help you identify which training you need we have pulled together the below info.

|  |  |  |
| --- | --- | --- |
| **Training**  | **Audience** | **When to attend** |
| **22 min webinar** [Signs of Safety - Practitioner Briefing -](http://www.northamptonshirescb.org.uk/social-care/signsofsafety/signs-safety-practitioner-briefing/) **Also read** [sos-induction-pack-for-new-starters](https://proceduresonline.com/trixcms1/media/6799/sos-induction-pack-for-new-starters-august-2020.pdf) | All new starters | Within two weeks of starting |
| **Half-Day Briefing** | NCT Staff not working directly with children, Foster Carers, Agency Staff, Commissioning Services, Partner Agencies  | Within 6 weeks of starting |
| **1-Day introduction to Signs of Safety** | NCT staff working directly  with children who need **a refresher**, Agency Staff(no charge for agency staff), Commissioning Services  | Within 8 weeks of starting  |
| **2-Day Signs of Safety Training** | All NCT staff working directly with children (Agency staff to discuss arrangements for attendance with line manager | 8 weeks after starting (ideally when you have started to have a caseload) |
| **5-Day  Signs of Safety Advanced Practitioner Training** | For staff who have already completed the two day training and are sitting in roles identified as needing to attend this training –(discuss with your line manager) | If you are identified as needing to attend this training you will be invited to attend by the signs of safety project team |
| **Signs of Safety Bite size training****A section of bite size learning on a range of topics are available on ilearn** | All NCT staff working directly with children who have attended previous training and what further training on the topic area or need a refresher | Discuss your learning needs with your line manager |
| **Words and Pictures**  | NCT staff working directly with children  | Discuss your learning needs for this topic with your line manager |

On your 2-day induction you will have been introduced to the Learning Hub where you can find loads more information about training and development opportunities along with our Practice Model and Practice Standards documents which explain more about our practice model and how we work.

<https://wnugov.sharepoint.com/sites/WNC-ChildrensTrust/SitePages/Learning-hub.aspx>

We have already booked your probation review meetings at 3 and 6 months, this is so we can be sure we don’t miss them. The dates for these meetings are **[add in date, time and venue of the 3 and 6 month meetings].**

Finally, welcome again to the team and we are all very happy you have joined us. If you have any questions, then please ask anyone in the team, we are all here to help and support you to settle in.