**Children, Young People Adult Social Care & Health**

**& Education**

**Social Work Student Handbook**

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**Document Information**

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**Governance**

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| **Sign off** | **Date** | **Meetings** |
| **ASCH** |  | Senior Management meeting |
| **CIS** |  |  |



Sarah Hammond  
Corporate Director of Children, Young People and Education

  
Richard Smith  
Corporate Director of Adult Social Care and Health

**Welcome**

We would like to congratulate you on obtaining your social work placement with us and to welcome you to Kent County Council (KCC).

This induction pack has been put together to guide and support you through your placement. You will be supported by our skilled and trained Practice Educators, alongside the whole team.

KCC are proud to support you throughout your social work placement. We hope you will take advantage of all the learning and development opportunities KCC has to offer available through our student hub accessible via the [Kent Academy for the Children’s and Adults’ Workforce](https://www.delta-learning.com/course/view.php?id=3219). We look forward to meeting you.

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# Your Details

Name of Student:

Role:

Directorate:

Location:

Date of commencement of placement:

Practice Educator:

Onsite Supervisor:

Offsite Practice Educator:

# Our values and culture

Our culture and values make us who we are as an organisation and as an employer. Everything we do should be guided by our values. They set out who we are as people, what we stand for and how we act. Our values are as follows:

|  |  |
| --- | --- |
|  | We are brave. We do the right thing, we accept and offer challenge |
|  | We are curious to innovate and improve |
|  | We are compassionate, understanding and respectful to all |
|  | We are strong together by sharing knowledge |
|  | We are responsible for the difference we make |

Our values enable us to build a culture that is:

**Flexible/agile** – willing to take (calculated) risks and want people that are flexible and agile

**Curious** – constantly learning and evolving

**Compassionate and Inclusive** – compassionate, understanding and respectful to all

**Working Together** – building and delivering for the best interests of Kent

**Empowering –** Our people take accountability for their decisions and actions

**Externally Focused** – Residents, families, and communities at the heart of decision making

**For more information on culture and values in practice, please see the following** [**Knet page.**](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/SitePages/Our-aims-and-Values.aspx)

# KCC Policies

A full list of Kent County Council Policies can be found [here](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/SitePages/Our%20operational%20policies%20and%20plans.aspx).

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| * [The Kent Code](https://kentcountycouncil.sharepoint.com/:w:/r/sites/KCCKNet/_layouts/15/Doc.aspx?sourcedoc=%7B3575AC0C-9976-4545-8007-DC5658F599FA%7D&file=The%20Kent%20Code.docx&action=default&mobileredirect=true&DefaultItemOpen=1) * [Framing Kent’s Future – Our Council Strategy 2022-2026](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FKCCKNet%2FShared%20Documents%2FPolicy%20and%20Strategy%2FStrategic%20Statement%202022%2D2026%20%2D%20Framing%20Kent%27s%20Future%2Epdf&parent=%2Fsites%2FKCCKNet%2FShared%20Documents%2FPolicy%20and%20Strategy) * [Whistle Blowing Policy](https://kentcountycouncil.sharepoint.com/:w:/r/sites/KCCKNet/_layouts/15/Doc.aspx?sourcedoc=%7B3CD7D588-F7BB-41F9-9BAD-25A7D70A092E%7D&file=Whistle%20blowing%20policy.docx&action=default&mobileredirect=true&DefaultItemOpen=1) & [Whistle Blowing Procedure](https://kentcountycouncil.sharepoint.com/:w:/r/sites/KCCKNet/_layouts/15/Doc.aspx?sourcedoc=%7B52609B83-E18F-49EC-AC7D-078DA01F3EE4%7D&file=Whistle%20Blowing%20Procedure.docx&action=default&mobileredirect=true&DefaultItemOpen=1) * [ICT Acceptable Use Policy](https://kentcountycouncil.sharepoint.com/:w:/r/sites/KCCKNet/_layouts/15/Doc.aspx?sourcedoc=%7BDA993512-6105-4577-8274-32FBAB74BD36%7D&file=ICT%20acceptable%20use%20policy.docx&action=default&mobileredirect=true&DefaultItemOpen=1) * [ICT User Standards](https://kentcountycouncil.sharepoint.com/:w:/r/sites/KCCKNet/_layouts/15/Doc.aspx?sourcedoc=%7B30964D96-6526-4EEE-82D3-2FB0405C3410%7D&file=ICT%20User%20Standards.docx&action=default&mobileredirect=true&DefaultItemOpen=1) * [Lone Working Policy](https://kentcountycouncil.sharepoint.com/:w:/r/sites/KCCKNet/_layouts/15/Doc.aspx?sourcedoc=%7B8BDCF371-32B7-4A06-87B6-36AC30A4299F%7D&file=Lone%20working%20and%20personal%20safety%20guidance.docx&action=default&mobileredirect=true&DefaultItemOpen=1) * [Records management policy](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FKCCKNet%2FShared%20Documents%2FPolicy%20and%20Strategy%2FRecords%20Management%20Policy%2Epdf&parent=%2Fsites%2FKCCKNet%2FShared%20Documents%2FPolicy%20and%20Strategy) * [Information Management Manual](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FKCCKNet%2FShared%20Documents%2FInformation%20Governance%2FInformation%2DManagement%2DManual%2Epdf&parent=%2Fsites%2FKCCKNet%2FShared%20Documents%2FInformation%20Governance) * [ASCH Supervision policy and practice guidance](https://proceduresonline.com/trixcms2/media/19702/supervision-policy-and-practice-guidance.pdf) |

# Kent County Council Staff Groups

KCC staff groups provide support and development opportunities to you as a member of our diverse workforce. Staff groups also have a role in advising on policy and practice to support KCC’s commitment to promoting equality, valuing diversity, and combating unfair treatment. Attending the group meetings and actively contributing to the work of the groups is fully supported by KCC and is recognised within your working time as agreed with your supervisor.

**There are 6 Staff Groups**

**Staff Ethnic Diversity Forum**– The Forum is for Black and Minority Ethnic (BME) staff and those interested in promoting equality and diversity. The staff group includes all directorates and meets to discuss key issues impacting upon BME staff and acts as an advisory/consultative forum for the local authority. The group aims to influence and support the equality agenda.  **To join or to find out more please visit the** [KNet page](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/SitePages/Staff-Ethnic-Diversity-Forum.aspx) **or email** [michelle.bramble@kent.gov.uk](mailto:michelle.bramble@kent.gov.uk)– Chair of the Ethnic Diversity Forum, for further details.

**Rainbow** – KCC's Rainbow staff group supports those who identify as lesbian, gay, bisexual, trans, queer or questioning, and anyone else who identifies as LGBTQ+. Established in 2003, they welcome members of the LGBTQ+ community, as well as allies and others who have a personal or professional interest in issues of sexuality and gender - including guests from other public sector organisations in Kent. **To join or to find out more please visit the** [KNet page](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/SitePages/Rainbow-Staff-Group.aspx)or contact [rainbow@kent.gov.uk](mailto:rainbow@kent.gov.uk)**.**

**Level Playing Field** – ​Level Playing Field (LPF) represents the interests of disabled staff and carers of disabled people and provides opportunities for staff who have an interest in disability issues. To join or to find out more please visit the [KNet page](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/SitePages/Level-Playing-Field-Staff-Group.aspx) or contact [lpf@kent.gov.uk](mailto:lpf@kent.gov.uk).

**Aspire** – **Aspire ​represents the interests of younger employees** and is open to all employees aged 30 and under. To join or to find out more please visit the [KNet page](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/SitePages/Aspire-Staff-Group.aspx) **or email** [aspire@kent.gov.uk](mailto:aspire@kent.gov.uk)**.**

**Mental Health Support Network** – The Mental Health Support Network acts as a critical friend to the organisation to influence the direction of mental health awareness and support for staff, the aim is to raise the profile of mental health within KCC so that people feel comfortable to talk openly about their mental health with their friends and colleagues without fear of discrimination or prejudice. Anybody who is passionate about raising the profile of mental health in the workplace is very welcome to join the staff group. To join or to find out more visit the [KNet page](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/SitePages/Mental-Health-Support-Network.aspx) or contact [mhsnsecretary@kent.gov.uk](mailto:mhsnsecretary@kent.gov.uk).

**Single Parent Staff Group-** The Single Parent Staff Group (SPSG) represents the interests of single parents and is open to all single parents and/ or those who have caring responsibilities for a child from across directorates. To join or to find out more visit the [KNet page](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/SitePages/Single-Parent-Staff-Group.aspx) or contact [singleparentstaffgroup@kent.gov.uk](mailto:singleparentstaffgroup@kent.gov.uk).

# Our directorates

Please see below more information about the directorates you will be working in during your placement.

## **Children, Young People and Education****- Integrated Children’s Services**

**Who We Are and What We Do**

Integrated Children’s Services, social work service has a statutory duty to safeguard and promote the welfare of children. Our Division is responsible for the protection, health and wellbeing of Kent’s most vulnerable children and young people. Our driving vision is to deliver the best outcomes we can for these children, young people and their families.

**“We want Kent to be the best place for children and young people to grow up, be supported and safeguarded so that they can flourish and achieve their potential.”**

We place our children at the heart of everything we do, and their voices drive our service delivery and commitment to the process of continual improvement.

Our service supports all children and young people across the county, including:

* **Children in need and their wider families**. We work with children and families who are vulnerable and need extra support, in collaboration with colleagues at Children’s centres and with our partners in health, the Police and Adult services.
* **Children requiring protection that are at risk of abuse or neglect**. We safeguard all children and young people at risk in their homes and communities as well as those who are in local authority care. We do this working with adult social care services to ensure a better continuity of support through transition.
* **Children requiring early support**. We work to identify children and young people’s needs as early as possible to improve their chances of success and to get the best from our limited resources.
* **Children in our care**. We strive to meet the needs of the children we look after and work to achieve permanence and stability.
* **Children with Special Educational Needs and Disabilities.** Our service for disabled children and young people sits within Children’s Integrated Services to support those with the most complex and severe needs.

*Increasing Opportunities, Improving Outcomes: Kent County Council’s Strategic Statement 2015-2020*

**For more information about Practice in CYPE and the directorate** [click here](https://kentcountycouncil.sharepoint.com/sites/ChildrenYoungPeopleandEducation).

**Quick Links**

* View our [structure chart for Children, Young People and Education.](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FKCCKNet%2FShared%20Documents%2FPolicy%20and%20Strategy%2FCYPE%20Structure%20Chart%2Epdf&parent=%2Fsites%2FKCCKNet%2FShared%20Documents%2FPolicy%20and%20Strategy)
* [Practice in CYPE](https://kentcountycouncil.sharepoint.com/sites/ChildrenYoungPeopleandEducation/SitePages/Practice-in-CYPE.aspx) for links to Direct Work Tools, Kent Academy, Practice Forums, Practice Framework, Quality Assurance &Audits, Policies & Guidance and Breaktime biteable
* [Practice framework](https://www.delta-learning.com/course/view.php?id=1593)
* [Kent Children’s Services Procedures Manual](http://kentchildcare.proceduresonline.com/index.htm)
* [Kent Safeguarding Children multi-agency partnership](https://www.kscmp.org.uk/)
* [Kelsi](https://www.kelsi.org.uk/)
* [Childrens Social Work teams](https://jobs.kent.gov.uk/were-recruiting/childrens-social-work-roles/our-teams)

## **Adult Social Care and Health**

**Our vision**

Our shared vision for social care in Kent is “**Making a positive difference every day, supporting you to live as full and safe a life as possible and make informed choices**.”

**Our principles**

Our three core principles will guide how we improve things for the future:

* **Putting the person first** - always starting our conversation with the voice of the person, focusing on what the person can do and keeping them at the heart of everything we do; developing working relationships people can trust and helping them to achieve outcomes that are important to them.
* **Improving all the time** - finding innovative ways to help people and making sure any support offer is tailored to the individual, learning from feedback from the people we support and building continuous improvements together.
* **Measuring what matters** – understanding how we are making a difference to the life of the person we support by working with them, our staff, and partners.

The principles build on the good work that has been done so far by our workforce and partner organisations, but they also challenge us to take action where change is still needed. Our key strategies have been co-produced with people that draw on care and support and other stakeholders.

* [*Making a Difference Every Day: Our Strategy for Adult Social Care 2022 to 2027*](https://www.kent.gov.uk/about-the-council/strategies-and-policies/adult-social-care-policies/making-a-difference-every-day)
* [*Kent Adult Carers’ Strategy 2022 to 2027*](https://www.kent.gov.uk/about-the-council/strategies-and-policies/adult-social-care-policies/kent-adult-carers-strategy)

**For more information about practice in adult social care and the directorate** [please click here](https://kentcountycouncil.sharepoint.com/sites/AdultSocialCareandHealth/SitePages/Home.aspx).

**Quick Links**

* ASCH Structure Charts can be found [here](https://miro.com/app/board/uXjVONo9g_I=/?invite_link_id=129282087785)
* [Your guide to adult social care in Kent​](https://www.kent.gov.uk/__data/assets/pdf_file/0003/17616/Your-guide-to-adult-social-care-in-Kent.pdf) (2022)
* Adult Social Care Strategy can be found [here](https://www.kent.gov.uk/about-the-council/strategies-and-policies/adult-social-care-policies/making-a-difference-every-day)
* [Your guide to accessing adult social care​​](https://www.kent.gov.uk/__data/assets/pdf_file/0018/61452/guide-to-accessing-our-services.pdf)
* [Practice framework](https://kentcountycouncil.sharepoint.com/sites/AdultSocialCareandHealth/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FAdultSocialCareandHealth%2FShared%20Documents%2FASCHPractice%20Framework%2Epdf&parent=%2Fsites%2FAdultSocialCareandHealth%2FShared%20Documents)

# The Practice Educator (PE):

Your PE will oversee the placement arrangements and support in providing opportunities to meet the assessment criteria.

Your PE may be based on site within the team you are placed, or you may have an offsite arrangement where your PE will visit you at least fortnightly for supervision. If you have an offsite arrangement your onsite supervisor (OSS) will be an experienced practitioner within the team day to day support and case direction.

# Placements in Kent County Council

**On your first day you can expect:**

*\*Relevant KCC policies referenced below can be found* ***above.***

|  |  |  |
| --- | --- | --- |
| **Activities** | **Comments** | **Completed** |
| PE/OSS to meet and greet you and introduce you to your working environment and other members of the team.  Outline of role and responsibilities  Discussion around dress code and placement hours |  |  |
| Introduction to workplace, hybrid working and read student handbook.  Opportunity to highlight any needs/ accommodations that would help you to settle into your new role. Taking into account any health and safety and diversity requirements. |  |  |
| Housekeeping – be shown around; the location of toilets, tea and coffee making facilities, first aid, break area, canteen, etc. Confirm who are the first aiders. |  |  |
| Cover the health and safety policies and procedures including fire exits, office procedures, security, and safe working procedures. |  |  |
| Basic instruction in the use of ICT systems including how to log on, set up a password, etc. Photograph to be provided for ID card |  |  |
| Information on how to access [KNet](https://kentcountycouncil.sharepoint.com/sites/KCCKNet) |  |  |

**During your first two weeks you will work with your PE/OSS to:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Comments** | **Completed** |
| Access the KCC e-induction |  |  |
| Access any specific e-induction module to complete |  |  |
| Access the [Student hub](https://www.delta-learning.com/course/view.php?id=3219) |  |  |
| Completion of all the mandatory e-learning   * Information Governance * Prevent * General Data Protection Regulations * Safeguarding * Data Protection Awareness |  |  |
| You are to arrange Practice Learning Agreement meeting between PE/OSS, University and yourself |  |  |
| Ensure access and use of KCC ICT systems and related policies, including ICT Acceptable Use Policy and ICT User - Standards. The use of electronic diaries, accessing other team member’s diaries, creating appointments etc. |  |  |
| Discuss any specific health and safety procedures relevant to your placement, e.g., purple folder etc. |  |  |
| Access:   * Mileage claim process * Ensure placement attendance sheet is seen and agreed |  |  |
| Discuss the procedure for reporting sickness absences and/or accidents. |  |  |
| Meet other colleagues in different departments who you will be working with. |  |  |
| Book supervision sessions with PE/OSS for the duration of the placement. |  |  |
| Basic instructions in commonly used items of equipment e.g., photocopier. |  |  |
| Agree and diarise dates for team meetings, 1:1 supervision. |  |  |
| Understand the filing systems and where and how documents should be stored electronically and physically, in line with information governance policy. |  |  |
| Ensure that you are directed to KCC’s Records Management policy and Information Management manual. Identity whether you need to complete the records management e-Learning module. |  |  |

**In your first month you should expect:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Comments** | **Completed** |
| Completed e-induction for overview of KCC |  |  |
| Discuss if any relevant training courses need to be attended which can be found on Delta or KSCB |  |  |
| Discuss learning and development opportunities – any training gaps identified, book onto relevant training courses |  |  |
| Discuss ‘The Kent Code’ |  |  |
| To have explored and signed a supervision contract and had weekly supervision by your PE/OSS. |  |  |

If you have any concerns that these elements of the induction process are not being completed, please discuss this with your PE/OSS. If you don’t feel comfortable speaking to your PE/OSS, please raise this with the Team Manager or your university.

**Dates training completed**

| **System Training for your service e.g.** Mosaic, Liberi and LPS | **Date Booked** |  | **Date Completed** |
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| **Other Training .**e.g., Prevent, GDPR, Workshops |  |  |  |

# Expectations for students

## We expect students to:

* set their own personal development goals and take responsibility for their own learning.
* be prepared to learn and to be intellectually challenged
* be honest and transparent.
* have an inquisitive mind.
* be meaningfully engaged in the work allocated to them.
* take full advantage of opportunities made available to them whilst on placement.
* take full accountability for their actions.
* maintain expected levels of attendance and performance on placement.
* read and abide by the Council's Code of Conduct and other published policies.
* attend and participate in relevant meetings.
* conform with any Council or statutory rules or agreements applicable to their role.
* maintain a standard of behaviour acceptable to management and their PE.
* Introduce themselves as students to everyone they are working with in particular, the person who is receiving services.
* Use their title of ‘student’ in all correspondence including their email signature

## **Working in an open plan office**

Please ensure that:

* At the end of each working day the desk is cleared of any paper and all items stored in a safe place (identified by your PE).
* Students should respect their colleagues whilst in an open environment.
* Loud and animated conversations should be conducted in an enclosed meeting area to not to disrupt others.
* All mobile phones must be on silent or vibrate when in the office and kept with the individual at all times.
* Speaker phones should not be used in the open office environment except where a conference call has been agreed as a part of the learning process.
* Students must only use the storage units assigned to them.
* When storage is full, remove outdated and/or unnecessary paperwork and either scan to folder, archive or dispose of it.
* No personal valuables should be kept in the office environment overnight.
* All work-related valuable items should be locked away.
* Laptops and workstations should always be logged off after use.
* Cabinets and filing areas to be locked at the end of each day.
* Materials containing service users’ details must be kept locked.
* Students must take special care when taking service users’ sensitive materials out of the office, especially while travelling, or in meetings.
* All sensitive waste must be disposed of in the secure disposal bins.
* Official information must not be disclosed without authority.

## **Remote Working in KCC**

Information about helpful resources to help you with working from home can be found on the links below:

* [DSE - Tips for working from home](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/Health%20and%20Safety/DSE%20-Tips%20for%20working%20from%20home%20at%20short%20notice.docx)
* [A​dditional useful hints and tips when using your computer at home](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/Health%20and%20Safety/Additional%20useful%20hints%20and%20tips%20when%20using%20your%20computer%20at%20home.docx)

## **ID cards**

* All ID cards are the property of Kent County Council and are provided for the purposes of identification and authorised access to services and buildings. The ID card is not transferable and is valid only whilst the holder is on placement with the Council.
* It is the responsibility of the cardholder to ensure the appropriate use of their ID card and to return it to the PE at the end of their placement.

## **Laptop Policy**

**Overview:**

* The council is committed to providing access to an appropriate computer system for each student. This policy addresses the need by some students to have a laptop computer.
* A laptop is intended for use for council related business.
* Use of the laptop is not for personal purposes.
* Students MUST use standards of good judgement and common sense, in compliance with the council’s published policies on acceptable use, and as required through the terms and conditions of applicable software license agreements.

**Process:**

All laptops will be stored in line with Kent County Council policy.

**Responsibility:**

It is the student’s responsibility to take appropriate precautions to prevent damage to, or loss/theft of, their laptop. Laptops are purely for the use of the student whilst on placement and MUST be returned to the SCD team to be re-configured for the next batch of students. if you are successful at getting a role within KCC, please do not take the laptop with you.

**Theft:**

If the laptop is lost or stolen it must be reported to your PE immediately.

**Software Licensing:**

The laptop will be configured with a standard suite of programs that are appropriate for the type of computer supplied, based upon the council’s software standards. Software packages (Excel, Word) are loaded onto the computer. No additional software may be loaded.

## **Misconduct**

Students on placement with Kent County Council are expected to behave responsibly, honestly and above reproach. If a student fails to meet the Council’s high standard their placement will be terminated using the University procedures.

Software packages relevant to the business are loaded onto the computer. No additional software may be loaded, to do so will constitute misconduct.

## **Email-Confidentiality**

E-mail is not a secure way of exchanging private, confidential, personal or sensitive information. Observe GDPR protocols.

Personal email or personal mobile number should not be used for any work-related activity.

Be aware of your responsibilities under the Data Protection Act (student to be given access to the council policy by the PE).

Do not put anything on an e-mail that you wouldn't put on official headed paper.

Before sending an email imagine how your words might sound if read out loud as evidence in court or at a disciplinary or grievance hearing.

Students must:

* Keep e-mail and network passwords secure. Change them regularly and don't share them with others.
* Do not write your password down.
* When creating a password use a mix of capitals, lower case letters, numbers and symbols.
* Lock computer if it is unattended for any length of time.
* Never save information to your hard drive or desktop, use shared drives for all day-to-day activities.
* Laptops to be locked away at the end of the day.
* Get permission before sending 'all user' e-mails.

## **Management of lone workers**

Lone workers by definition are not under constant supervision. However, supervisors will ensure that their student understands the risks associated with their work and the relevant safety precautions.

* They will put into place arrangements for the individual to contact a supervisor if they need additional guidance and support.
* Occasionally contact with service users at the office may be appropriate, particularly if there are high-risk activities.
* Students MUST inform their supervisor, or a colleague, where they are going and when they are expected back. They MUST ring the office at the conclusion of a visit. A mobile phone number must be given to the PE to enable the office to contact the student if their return is overdue.
* Students must use the council’s Outlook calendar, diary systems or notice boards to indicate whereabouts. The PE should ensure that the return of the student or a call from them is expected and waited for, and that action is taken to contact them if they do not return, or the call is not made. All staff involved share a responsibility to maintain such informal systems for safe lone working.
* The PE will also take into consideration the student who meets with service users on a one-to-one basis on council premises. Whilst they are not alone in the building, they may be alone with the service user in a place where other colleagues cannot see them. PEs will consider systems for ensuring that they have emerged safely from such a meeting and the student understands the system for raising an alarm; if necessary (e.g., panic alarms).

It is essential that the student leaves a daily diary or record of visit and movements with their PE, line manager or another nominated person and clarify the team’s end of day reporting arrangements.

For further information please see the [KCC lone working policy](https://kentcountycouncil.sharepoint.com/:w:/r/sites/KCCKNet/_layouts/15/Doc.aspx?sourcedoc=%7B8BDCF371-32B7-4A06-87B6-36AC30A4299F%7D&file=Lone%20working%20and%20personal%20safety%20guidance.docx&action=default&mobileredirect=true&DefaultItemOpen=1) on KNET.

## **Health and safety**

Students are required to follow safe working practices which will include contact arrangements, the provision of first aid, keeping safe in lone working situations and emergency procedures. PEs are responsible for ensuring that their student reads the relevant policies and understands them.

Students should remember that their own personal safety should be a priority. They should not get involved in any situation that is escalating towards, or where there are concerns that it might result in, violence. If they cannot avoid it, they should make sure they have a way out. If an individual’s personal safety is compromised, they should:

* Get out of the situation
* Summon help
* Call security or the police

Where students are involved in an incident where they felt threatened or intimidated, they should complete an accident/incident report. If students remain concerned, they should the health and safety team on [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk) or 03000 418456.

HS157 Accident/incident report can be found [here](https://kentcc-self.achieveservice.com/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-e6a99e70-6315-489f-9ac6-4ee4886fcef6/AF-Stagec4d2c58f-628f-4fc6-8186-85339a2086cc/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen&consentMessage=yes).

# Useful resources

A picture containing the delta logo
Delta is the online training portal used by KCC. You can book onto your compulsory e-learning on [**https://www.delta-learning.com/login/index.php**](https://www.delta-learning.com/login/index.php)**.** Please create an account on the system and then book onto training. The Learning and Development team can provide technical support if you are having any trouble doing this. Consult your PE to approve all training requests.

[Kent Academy](https://www.delta-learning.com/totara/dashboard/index.php?id=59) our one stop shop for all things to do with professional development, within Children and Adults Workforce. Within the academy also sits the [student hub](https://www.delta-learning.com/course/view.php?id=3219) which will provide you with access to book on to workshops in the support with practice tab and other information and guidance on making the most out of your placement.

Community Care Inform logo Kent has a subscription for community care inform for both children and adults Social Workers this allows KCC staff to access numerous resources to help with professional development. The following link will lead you to the Childrens page <https://www.ccinform.co.uk/> and this link will lead you to adults <https://adults.ccinform.co.uk/>. Depending on where your placement is based, will determine which is the most relevant resource for you. If you don’t have access, please email [ccinformhelpdesk@markallengroup.com](mailto:ccinformhelpdesk@markallengroup.com) with your KCC email to request this.

 [Social Work England](https://www.socialworkengland.org.uk) is a specialist body regulating social workers. The bodies’ purpose is to regulate social workers in England so that people receive the best possible support whenever they might need it in life. They have created a professional and education and training standards in partnership with everyone who has an interest in social work. These standards set out the requirements that we expect social workers and social work courses to meet.

The Professional Capabilities Framework 2018 level descriptors for student social workers for pre-qualifying levels of social work and ASYE: (entry level, readiness for direct practice, end of first placement, end of last placement/completion and newly qualified social worker (ASYE level) can be found [here.](https://www.basw.co.uk/resources/student-pcf-level-descriptors-pre-qualifying-levels-and-asye)

The link below is for the Kent Safeguarding Children’s Board policies and procedures and all policies and procedures relating to safeguarding children in Kent are accessed [here.](https://www.kscmp.org.uk/)

**At the end of your final placement:**

We hope that you have had an enjoyable and successful final placement with KCC and that you have applied and secured employment with KCC upon the successful completion of your degree and registration with Social Work England.

KCC is pleased to offer to all newly qualified Social Workers that secure a post with them, an Assessed and Supported Year in Employment.

## **The Assessed & Supported Year in Employment for Newly Qualified Social Workers**

The ASYE is a national programme for Newly Qualified Social Workers that KCC, as a social work employer, is committed to delivering for all NQSWs in the ASCH and CYPE Directorates. The purpose of the ASYE is to ensure that all NQSWs have the required capabilities through a programme of assessment and support in their first year of Social Work employment.

Kent County Council has signed up to delivering the ASYE programme making it mandatory for all NQSWs in KCC employment who have qualified in the last two years. The Kent delivers a combined ASYE programme for NQSWs in both the Adult Health & Social Care and the Children, Young People & Education Directorates and is a key element of the recruitment strategy. More information can be found here: [KNet | Assessed and Supported Year in Employment (sharepoint.com)](https://kentcountycouncil.sharepoint.com/sites/KCCKNet/SitePages/Assessed-and-Supported-Year-in-Employment.aspx)

# Useful Contacts

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