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# Workplace Induction Checklist

**(NCT)**

**Why have an Induction?**

An effective induction will welcome you to your new role and help you to settle into your job quickly by becoming familiar with:

* the people you work with
* your immediate working environment
* the purpose of your role, what you will be expected to achieve and how this links to the work of your service area and directorate
* the organisation’s structure
* the important policies and procedures that you need to be aware of
* learning how to use key systems and equipment appropriate to your role

**What is the purpose of this checklist?**

This checklist is provided as a tool for both you and your line manager to ensure that all relevant information is given to you and that all requirements of your role are met. A written plan for your induction avoids the chance of overlooking an important item and gives the benefit of being able to “*tick off”* points after discussion.

**How long should Induction last?**

Induction needs will differ for each individual and should be undertaken during the first few weeks/months of your time with the organisation. It should be planned to ensure all elements are covered in a timely and managed way to avoid ‘information overload’.

Important or critical information will be given during the first few days of your employment e.g. safety procedures in the event of a fire or other emergency etc.

**How are Inductions evaluated?**

Induction programmes will be evaluated to check that your needs and the needs of your service area/directorate are being met. New employees will be asked to feedback confidentially on their induction experience. The feedback received will be used to enhance future induction programmes.

**Appraisals**

When your learning and development needs have been identified they should be recorded on your Performance Appraisal and Development Programme form (PADP). Your first PADP meeting should be held after completion of your probation period to ensure your outcomes for the coming year are agreed and understood.

**RESPONSIBILITIES:**

**RECRUITING/LINE MANAGER**

1. To ensure that the employee has a thorough induction and completes the NCT Employee Induction online learning module.
2. To use this checklist and ensure that the induction is accurately recorded and signatures provided from both the line manager and the employee.
3. To ensure that the employee knows how to find, and has read and understood the policies and procedures which impact upon the role. (relevant policies and procedures are available from SharePoint and the following links:

* [Northamptonshire Children’s Trust Procedures Manual](https://northamptonshirechildcare.proceduresonline.com/index.html)
* [Northamptonshire Safeguarding Children Partnership (NSCP) Procedures Manual](https://www.proceduresonline.com/northamptonshire/scb/)
* [Human Resources (sharepoint.com)](https://wnugov.sharepoint.com/sites/WNC-ChildrensTrust/SitePages/Human-Resources.aspx)

1. To ensure the employee knows how to use the NCT Procedures Manual and the NSCP Procedures Manual and has registered for Manual updates. See following links;
   * [How to use the NCT Procedures Manual](https://northamptonshirechildcare.proceduresonline.com/using_this_manual.html)
   * [How to use the NSCP Procedures Manual](http://northamptonshirescb.proceduresonline.com/using_this_manual.html)
   * [Register for NCT Procedures Manual Updates](https://northamptonshirechildcare.proceduresonline.com/register_updates.html)
   * [Register for NSCP Procedures Manual Updates](http://northamptonshirescb.proceduresonline.com/register_updates.html)
2. To ensure that the employee is appropriately trained and provided with the necessary equipment and systems access to carry out their duties.
3. To ensure that appropriate time is allocated for induction and further learning and development within the role.
4. To ensure that regular, planned 1:1 meetings are held to review work progress, give feedback on performance and ensure that any other support needs are identified, discussed and agreed.
5. To ensure that the employee is made aware of the organisation’s Performance Appraisal and Development Programme (PADP) and receives the appropriate training/development as required.

**EMPLOYEE:**

1. To work through the checklist with your line manager and ensure that your induction is accurately recorded and signatures provided from both yourself and line manager.
2. To know how to find, read and understand the policies and procedures relevant to the work area and role.
3. To know how to use the NCT Procedures Manual and the NSCP Procedures Manual, and to have registered for updates of both Manuals.
4. To complete the NCT Employee Induction online learning module.
5. To undertake any identified learning and development required for the role as agreed with your line manager.
6. To attend and actively contribute to regular 1:1 meetings, a mid-year review and an annual review as part of your PADP.
7. To take care of your own health, safety and wellbeing and that of others who may be affected by your actions.
8. To understand and comply with the Code of Conduct Policy & Procedure.

**WORKPLACE INDUCTION CHECKLIST**

This checklist is to be completed jointly by the line manager and the employee:

**NAME OF EMPLOYEE:**

**DIRECTORATE:**

**TEAM/DEPARTMENT:**

**DATE OF APPOINTMENT:**

**This section should be completed by the line manager or an appropriate person prior to the new employee joining. Meetings etc. should be scheduled into the employee’s calendar for their first week.**

|  |  |
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| **PRIOR TO STARTING** | **Date completed** |
| Call new employee to confirm start date and time, where they should report and if there are any special requirements (HR may do this for you) this to include if an Access to Work assessment is required re any additional needs. |  |
| Welcome meeting with line manager – to be booked for first day |  |
| New Starter Form submitted to NCT Managerial Support with appropriate applications requested. Consider the need for Defender remote working access token and any mobile devices required. Admin will help with this. |  |
| Book new starter on Social Work Academy 2 day induction – this can be done by emailing the Social Work Academy on [SWAAdmin@nctrust.co.uk](mailto:SWAAdmin@nctrust.co.uk) |  |
| Order IT equipment and mobile phone |  |
| Photo ID to be ordered (new starter to provide photo before start date) |  |
| Request for remote working access |  |
| If your team has a WhatsApp group, you may want to add them to this group. Remember to invite them to any regular team meetings. |  |

**INFORMATION TO COVER ON THE FIRST DAY IN TEAM (AFTER 2 DAY SWA INDUCTION)**

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| **KEY INFORMATION** | **Date completed** |
| Provide new starter with Team Induction doc |  |
| Introduction to colleagues and tour of immediate working area |  |
| Management structure of immediate work area explained |  |
| Purpose of job |  |
| Location of toilets and refreshment facilities |  |
| First aid procedures |  |
| Emergency evacuation procedures |  |
| Telephone usage (voicemail if appropriate and business/personal) |  |
| Entrances/exits (plus emergency exits) |  |
| Building security and out of hours working |  |
| Travel arrangements - public transport and car parking  [Staff Parking Scheme intranet page](https://wnugov.sharepoint.com/:u:/r/sites/WNC-OurBuildingsandFacilities/SitePages/Staff-Parking-Scheme.aspx?csf=1&web=1&e=rUP0Oh) |  |
| Procedure for reporting sickness absence |  |
| Immediate health and safety issues which may be encountered during first week explained e.g. emergency numbers, location of first aiders etc. |  |
| Find relevant policies and procedures and allocate time to read and understand policies and procedures which impact upon the role.  Helpful links  [NCT Procedures Manual](https://northamptonshirechildcare.proceduresonline.com/index.html)  [NSCP Procedures Manual](https://www.proceduresonline.com/northamptonshire/scb/)  [Human Resources (sharepoint.com)](https://wnugov.sharepoint.com/sites/WNC-ChildrensTrust/SitePages/Human-Resources.aspx)  It is important that you know how to find policies and procedures in the future, so where necessary, the above links should be saved to your Internet Explorer Favourites |  |
| **Trade Unions;** Trade Unions membership and services  <http://sharepoint.lgss.local/Pages/Trade-Unions.aspx> |  |
| **Any additional key items to be covered (managers should use this section to add any role/team/service/directorate related key information relevant to the new employee)** | |
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**THE FOLLOWING SHOULD BE COMPLETED DURING THE 2 DAY SWA INDUCTION**

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| **COURSE/FORMS TO BE COMPLETED** | **Date completed** |
| **Create an iLearn account to complete online learning**    [iLearn Northants: Primary Homepage (learningpool.com)](https://northwestnorthants.learningpool.com/totara/dashboard/index.php) |  |
| * **CareFirst - to be completed by all practitioners who work with or supervise staff working with children as follows:**   CareFirst e-learning: Children’s Manager **(for Managers in Children’s Social Care – All Safeguarding teams from MASH through to Fostering and Adoption/Leaving Care)**  CareFirst e-learning: Children’s Services Worker **(for non-managerial staff in Children’s Social Care- All Safeguarding teams from MASH through to Fostering and Adoption/Leaving Care)**  CareFirst Read Only **(for anyone not in the above two categories – usually those in Targeted Support and Early Help)** |  |
| * **CareStore - only to be completed if required**   CareStore e-learning |  |
| * **Capita One - only to be completed if required**   Capita One Read Only (NCT) – where read only access is required  Capita One Core Introduction (NCT) – where full access is required |  |
| * **Cyber Security** |  |
| * **Data Protection Essentials** |  |
| * **Security Declaration form**- Please read and sign. This form requires a hand written signature, otherwise it will not be accepted   [​docx icon NCT Security  Confidentiality Agreement.docx](https://wnugov.sharepoint.com/:w:/r/sites/WNC-ChildrensTrust/Shared%20Documents/NCT%20Security%20%20Confidentiality%20Agreement.docx?d=wef104a56d78e4763961badeb666e3210&csf=1&web=1&e=gUCEnK) |  |
| **Please send copies of your certificates for the above training and your signed Security Declaration form to your line manager and**  [RecruitmentHub@NCTrust.co.uk](mailto:RecruitmentHub@NCTrust.co.uk) |  |
| **See below the other mandatory online courses to be completed by all staff at NCT.** Please send copies of your certificates to your line manager   * **Health and Safety Induction** |  |
| * **Equality in the Workplace** |  |
| * **Freedom of Information** |  |
| * **Manual Handling** |  |
| * **Fire Safety Awareness** |  |
| * **Display Screen Equipment** |  |
| * **Introduction to Neglect** |  |
| * **Health and Safety Awareness for Managers (Managers only)** |  |
| * **The Oliver McGowan Mandatory Training on Learning Disability and Autism** * TRIGGER WARNING: this course contains some sensitive content. Please ensure you are aware of your surroundings and use headphones or a private room to complete the course. Talk to your manager if the content causes you any concern * this course contains videos, and so requires a good internet connection. Please connect directly to the network, if possible, rather than WiFi * you must watch each video until the end for the course to register your completion * this course will time-out if it senses no action in a 15 minute period. If you need to step away from the course for a while, please ensure you exit out of the course to save your progress up to that point |  |
| **For line managers only:** You will need to complete an HR Induction session with your Assistant HR Business Partner. They will contact you to arrange. |  |
| * **ERP Gold**   Employees need to familiarise themselves with our new ERP Gold Self-Service System and go through the ERP Gold Induction task list that describes all the HR tasks you are expected to perform within ERP Gold, and where you can find information to help you perform these.   * **ERP Gold: Employee Self Service (Pay slips, Expenses, Personal Details, Leave and Work Schedules)** * **ERP Gold: Managers Self Service** |  |
| **Create a Research in Practice Account**  Have you signed up to your **FREE RESOURCE?**  With your **NCT** email address and password, you can sign up for an account today.  Research in Practice provides a range of resources and learning opportunities based on academic research, practice expertise and evidence from service users.  Resources are sent at regular intervals over the year alongside all resources being available to download for users to use. Research In Practice provides Northamptonshire children’s families and education service with:  •             Support with evidence-informed decision making  •             Access to key research messages in various formats  •             Evidence for PCF, SWE, ASYE, CPD etc.  •             Cutting edge training from expert facilitators  •             Represents organisational commitment to supporting evidence-informed practice  Resources are aimed at frontline practitioners and managers who work with children, young people and families. These resources bring together knowledge on key topics, practice areas and research issues identified by practitioners, planners and policy makers – as well as evaluating the findings and implications. The leader’s briefings provided by RIP provide councillors and trustees with succinct headline messages for elected representatives. |  |
| **You can also access Making Research Count**  ‘Making Research Count’ is a unique collaboration between leading British Universities and organisations, such as ours, that are involved in services for adults or children. It makes the latest research available to practitioners and managers through seminars/webinars, conferences and other events. Its unique focus is on bringing researchers and practitioners into direct contact – and, by doing so, bringing cutting-edge research to life.  More local authorities have joined MRC, and there is increased recognition of the unique contribution that MRC makes in bringing leading researchers and practitioners together. Eileen Munro, for example, has commented:  *"Making Research Count makes an important contribution in helping practitioners become more informed about the latest research and theories in social work. It is an initiative designed to support the development of evidence-informed and thoughtful practitioners, and as such is likely to be helpful to agencies committed to developing practice excellence."*  MRC provides:   * An extensive programme of events. Details of their forthcoming events are available [here](https://www.beds.ac.uk/iasr/mrc/events/); * A Book Group that meets monthly, online. Details are available [here](https://www.beds.ac.uk/iasr/mrc/researchforum/); * Access to [recordings](https://www.beds.ac.uk/iasr/mrc/resources-past-events/event-recordings/) of some of their past ‘expert speaker’ webinars; * Topic-specific [resources](https://www.beds.ac.uk/iasr/mrc/resources-past-events/resource-lists/); * A quarterly newsletter, with details of their forthcoming events and other, research-related news items. The latest issue is available [here](https://www.beds.ac.uk/iasr/mrc/newsletter/). |  |
| **Read the Supervision Policy** [Supervision Policy and Procedure (proceduresonline.com)](https://northamptonshirechildcare.proceduresonline.com/p_supervision.html?zoom_highlight=supervision) **and ensure supervision agreement is taken to your first supervision.** |  |
| **Colin’s 58 minutes**  Please ensure your new starter is aware of any upcoming ‘Colin’s 58 minutes’ session and share with them booking details. |  |

**Other information to cover during the first 6 weeks**

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| **INFORMATION** | **Date completed** |
| Introduction to other agencies and partners involved in the work of the Directorate (if applicable) |  |
| Performance Appraisal and Development Programme (PADP) explained and training booked (apraisee’s or appraiser as appropriate). First PADP setting meeting to be booked for the end of probation. |  |
| **Introduction to Safeguarding online training**  This training can be found on iLearn |  |
| **Cultural Competence training**  This training can be booked on iLearn |  |
| **CareFirst Advanced training**  This training can be booked on iLearn |  |
| **Staff Networks**  Ensure your new starter is aware of all staff networks like the Equalities Forum, Dyslexia Support Group, Disability Network, Equality, Ethnicity and Diversity Network, Armed Forces Community, Carers Network, Early Careers Network, LGBTQ Network, Menopause Network, Physical and Mental Wellbeing Network, Christians at Work Network, Sustainability Network and Women’s Network. |  |

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| **Contract** | **Date completed** |
| Contract of employment received |  |

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| **Signs of Safety** | **Date completed** |
| Level of training completed |  |

Signs of Safety is the methodology adopted by Northamptonshire Children’s Trust and there are different types of training that can be accessed – please see the following table and discuss with your manager which is most appropriate to you in your role.

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning activity** | **Who can access this course** | **When it should be completed by** | **Other information** |
| 22 minute webinar | Anyone including partner agencies, NCT staff at all levels, including administrators | Within 2 weeks of starting | <http://www.northamptonshirescb.org.uk/social-care/signsofsafety/signs-safety-practitioner-briefing/> |
| 1 day training | NCT Agency staff, NCT staff, frontline practitioners | Within 3 months of starting | [iLearn Northants: Primary Homepage (learningpool.com)](https://northwestnorthants.learningpool.com/totara/dashboard/index.php)  Please note: NCT permanent staff unable to access the 2 day training within three months of start date, please attend the one day training. |
| 2 day training | Is for all NCT staff that work directly with children | Attend within 2-4 months of starting | [iLearn Northants: Primary Homepage (learningpool.com)](https://northwestnorthants.learningpool.com/totara/dashboard/index.php) |
| Bite size sessions | Selection of bite size training available on ilearn |  | [iLearn Northants: Primary Homepage (learningpool.com)](https://northwestnorthants.learningpool.com/totara/dashboard/index.php) |

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| **EACH JOB ROLE WILL HAVE OTHER SPECIFIED LEARNING AND DEVELOPMENT NEEDS: Please add the specifics below:** | |
|  |  |
| **EMPLOYEE SIGNATURE:** | |
| I confirm that I have received information and instruction on the items contained in this checklist and have been given the relevant explanations and documentation | |
| **Employee Signature:** | **Date:** |
| **LINE MANAGER/SUPERVISOR SIGNATURE:** | |
| The above employee has received induction awareness/training and completed all on-line learning models as indicated by this checklist | |
| **Line Manager/Supervisor Signature:** | **Date:** |

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| Following completion of the Induction Programme  please complete the section below |
| **EMPLOYEE’S COMMENTS ON THEIR INDUCTION:**   * Do you understand your responsibilities and how you fit into the department/team? * Are you aware of learning and development opportunities available to you? * Is there anything that you feel was missing from your induction? * Is there any further training you feel you need in order to do your job satisfactorily? |
| **Any concerns feedback about the content or relevance of this induction checklist should be sent to the Principal Social Worker, Maxine Clark -** [**maxine.clark@nctrust.co.uk**](mailto:maxine.clark@nctrust.co.uk) |