



INDUCTION PROGRAMME

This Induction Programme is to be completed by **line managers with all new members of staff**, irrespective of status (i.e., temporary or permanent, full or part time). An appropriate and measured approach should be taken with students on placement and agency staff.

This induction programme checklist is designed to assist line managers in ensuring they have covered all aspects of the working environment, and introduce new members of staff to:

- The Portfolio, its services and objectives.
- Their immediate working environment
- Their role.
- Their work-team

The purpose of the programme is to:

- Make new members of staff feel an integral part of Social Services and the Portfolio so that they can contribute to the service objective at an optimum level and develop their full potential.
- Promote the image of the Local Authority and the Portfolio as a caring and professional organisation by ensuring that new members of staff are introduced to the mission statement and Portfolio objectives.
- Ensure that new members of staff settle into their jobs so that they become productive, effective, motivated and competent in the shortest possible time.
- To fulfil these objectives, Line Managers should follow this induction programme checklist with all new recruits and re-deployed staff, to ensure that they have all the information they require at any early stage.

At your initial induction meeting

Initial		Check the following has been done:
Mgr	Staff	
		Contract signed and returned to Employment Services
		P45 submitted (if previously employed)
Ensure the following is explained to you:		
		Details of the probationary period and process (if applicable)
		Basic hours of work and leave explained (including flexi time if applicable), including when the building opens and closes
		IMPERAGO – confirm use, etc., (clock/leave cards issued if no access to IMPERAGO)
		Arrangements for pay
		Car parking arrangements (including parking permit, where applicable)
		Travel and any other allowances
		Union Membership and where to find further information (Infonet)
		Employee Rewards – E-rewards platform, discounts, cycle to work, pension AVC's, Health plan etc
		Duties and responsibilities in the job description



		Special requirements for the job role including clothing/dress code (if applicable)
		The purpose and process of the Induction Review Record (confirm the date and time of the two progress reviews)
		Confirm the date of the supervision session and what this entails
		Training and Development Log
		On the job training (what, when and who will do it)
		Annual leave entitlement and the sickness absence arrangements
		How to access Team Procedures
		How to access Social Services and Corporate Policies (Infonet)
Discuss with the member of staff:		
		Computer training: where and when will this take place
		The name and role of your mentor/ shadow (if applicable) - see Appendix 2
		Any particular needs or questions you may have

On your first day

Initial		You should expect:
Mgr	Staff	
		Introductions to immediate work team, colleagues (including who's who of councillors and senior officers). Place of Work and equipment.
		Arrangements to be made for an ID Badge to be issued
		Tour of the building, including toilets, entrances and exits, noticeboards
		Kitchen and drinks arrangements
		Laptop, Telephone extension number, Mobile Phone, Locker, Pigeonhole (where applicable)

In your first month

Initial		Make sure you are introduced to:
Mgr	Staff	
		Senior Managers,
		Service Managers across your service area.
		Team Managers across your service area.
		Safeguarding Manager



By the end of your first month

Initial		Make sure you have:
Mgr	Staff	
		Welsh Language Standards – set up bilingual email signature, bilingual out of office, providing a bilingual telephone greeting - show guidance on the Infonet, review Welsh language skills and update records on iTrent
		Welsh speakers and Welsh learners – Employees to submit a request to IT for “Siaradwr Cymraeg” or “Dysgwr Cymraeg” to be inserted after name on email. Provide Iaith Gwaith lanyard and badge (available from Policy and Performance Team)
Make sure that you have completed the following Mandatory Training (E-Learning Modules):		
		H&S Induction
		Fire Evacuation
		Setting Up and Risk Assessing your DSE Workstation (role specific)
		The Equality Act 2010
		Equality in the Workplace
		Welsh language awareness
		Data Protection (GDPR/DPA 2018)
		Corporate Safeguarding Awareness
		Safeguarding and Child protection for adults working with children (role specific)
		Safeguarding for Adult Service Workers (role specific)
		Tackling Modern Slavery
		Violence against Women, Domestic Abuse and Sexual Violence (VAWDASC)
		Hate Crime
		Think before you click
		Cyber Security
Ensure that you have familiarised yourself with the following:		
		Wales Safeguarding Procedures
		Social Services and Wellbeing Act 2014
		Team procedures
		Paris system
		The Officers Code of Conduct and the relevance and importance of this
		The protocol on Member/Officer Relations and relevance and importance of this
		Security Procedures including IT (to cover private use of email, telephone and Internet including social media) explained. IT Settings (log-ins, passwords etc) obtained
		Corporate requirements for producing documents (including emails)
		Data Protection and Freedom of Information (FOI)
		Whistleblowing Policy, where located and how to raise concerns
		Financial Procedure Rules (FPR), where located and understand relevant information
		Anti-fraud Strategy – where located and understand relevant information



		Contract Procedure Rules (CPR) where located and understand relevant information
		Attendance Management – notification process and role of Occupational Health
		Performance Appraisal - when, who and why and how
		Leave: Annual/Parental/Nominated Carer, Special etc.
Health and Safety and General Welfare:		
		Emergency Evacuation Procedure
		Essential Health and Safety Regulations, COSHH etc.
		Special requirements/hazards associated with the role or place of work.
		Accident/Incident/ Near Miss reporting: where to send forms etc.
		Manual handling: location of mechanical aids: training needs analysis
		Display Screen Equipment (if DSE assessment required) Complete or to follow
		Procedures to follow if working away from office/site (lone/agile working)
		Review record of previous H&S training and identify if additional training required
		Confirm that any concerns, whether in relation to work duties or Health & Safety issues, discuss with Line Manager or nominated colleague as soon as possible (make note below)
		Alcohol and Substance Misuse policy – importance of having a working environment free from the effects of drug and alcohol

To be discussed in supervision

Initial		
Mgr	Staff	
		Team procedures and expectations
		Progress with Adult Services procedures
		Progress of Corporate Induction
		Arrangements in place re: First Three Years of Practice for newly qualified Social Workers (if applicable)

I can confirm that all matters listed in the induction programme checklist have been addressed as part of my induction (unless otherwise stated).

Staff Member: _____ Date: _____

I can confirm the staff member has address all matters listed in the induction programme checklist

Line Manager: _____ Date: _____

This induction programme checklist should now be transferred to the staff member's supervision file.

Any outstanding issues should be addressed via the staff supervision process.