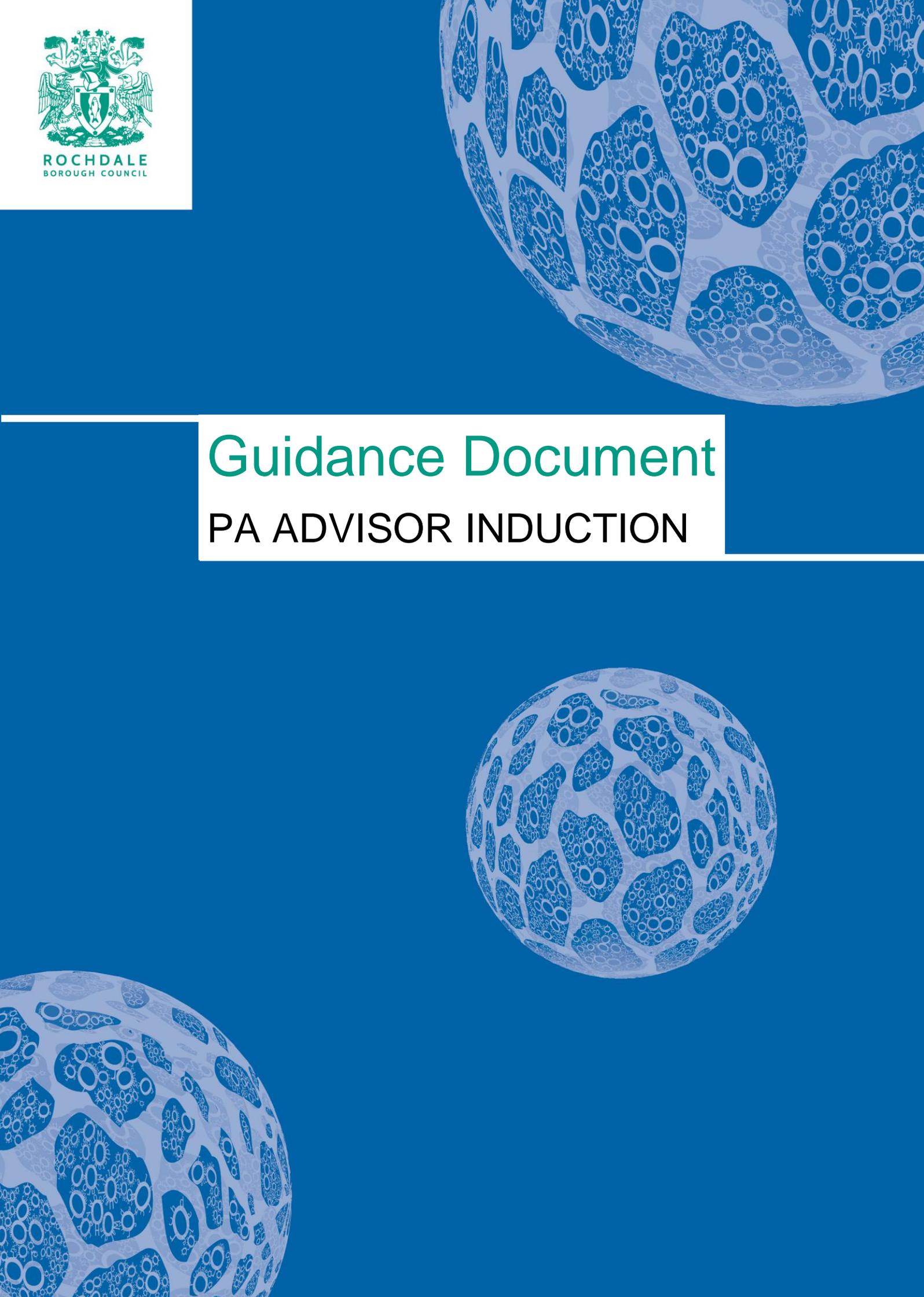




# Guidance Document

## PA ADVISOR INDUCTION



# Document Control

Document Title:

## Summary

|                                                         |                                 |
|---------------------------------------------------------|---------------------------------|
| Publication Date                                        | 2016                            |
| Related Legislation / Applicable Section of Legislation |                                 |
| Related Policies, Strategies, Guideline Documents       | ICS Recording/Itrent            |
| Replaces                                                |                                 |
| Joint Guidance Document (Yes/No)                        | NO                              |
| Name of Partner(s) if joint                             |                                 |
| Guidance Document Owner (Name/Position)                 | CFC HEAD OF SERVICE             |
| Guidance Document Author (Name/Position)                | CHRISTINE FOSTER/NICK WHITBREAD |

## Review of Guidance Document

|                      |                  |
|----------------------|------------------|
| Last Review Date     | JANUARY 2018     |
| Review undertaken by | CHRISTINE FOSTER |
| Next Review Date     | JANUARY 2019     |

## Document Approvals

This document requires the following approvals.

| Name         | Title                   | Date of Issue | Version Number |
|--------------|-------------------------|---------------|----------------|
| JUDITH BROWN | HEAD OF SERVICE,<br>CFC |               | V0.01          |
|              |                         |               |                |
|              |                         |               |                |

# Components of Your Guidance Document

## Contents Page (Optional)

Consisting of:

- Table including list of section/sub-section headings and page numbers

## Executive Summary (Optional)

Consisting of:

- Synopsis including the documents aims
- Whom the document is applicable to
- If new document, reason for development
- Documents to be read in conjunction with

## 1. Introduction (Mandatory)

Consisting of:

- Rationale stating why the document is necessary. It will include reference to any relevant guidelines, statutory requirements or other recommendations.
- Scope; this defines for whom and where the document will apply.
- The major underlying principles on which the document is based.

## 2. Guidance (Mandatory)

Consisting of:

- Actual guidance. A guidance document may include several sub-headings under this topic.

## 3. Process for Monitoring Compliance and Effectiveness of the Guidance Document (Mandatory)

Consisting of:

- An outline of the proposed methodology and approach for the review of effectiveness and/or compliance with required standards

## 4. Guidance Document Review Date (Mandatory)

Consisting of:

- Date guidance document will be reviewed

## 5. Glossary of Terms (Optional)

Consisting of:

- Definition of technical or specialised terminology used within the document

| Term | Meaning |
|------|---------|
|      |         |
|      |         |

## 6. Supporting Documents (Optional)

Consisting of:

- Details of any supporting/linked documents that should be considered to enable effective application and utilisation of the guidance document.

## 7. References (Optional)

Consisting of:

- A list of documents referred to in the main body of text

## 8. Appendices (Mandatory, if mentioned in other sections)

Consisting of:

- Additional material necessary to the delivery of the guidance document requirements
- Implementation plan
- Equality Impact Assessment

# Personal Advisor – Induction

Please also refer to the children's services induction plan (embedded)



Microsoft Word 97 -  
2003 Document

### Buildings

- Fashion Corner – teams – facilities – member of the team to show new starter around
- Number 1 Riverside – teams – facilities – member of the team to show new

**Computer Systems** – all systems can be accessed via the intranet (login details should be available on first day)

- ICS - recording of information
- I trent – holidays
- Virtual college – E learning
- Tri-x – policies / procedures / guidance

<http://www.proceduresonline.com/rochdale/cs/>

## Role of a Personal Advisor



Microsoft PowerPoint  
97-2003 Presentator

## Team Meetings

Occur every other Thursday – please see <J:\Crossfield\Cared For Children Services\LAC Teams 1, 2, 3\Team Meetings\Agendas\2016\Team meeting structure.docx> for full details

- Social workers
- First response / MASS (Sunrise / Police)
- Child Protection and Cour
- Fostering / Adoption teams
- Residential units
  - Rugby Road
  - Martin Lane
  - Furness Road
- YOT
- Children with Disabilities
- Adult social care

## Accommodation

- Accommodation manager
- Homelessness
- Residential units
  - Rugby Road
  - Martin Lane

## Benefits

- Website <https://www.gov.uk/browse/benefits>
- Universal Credit
- Crisis Lone
- Personal Independence Payment
- Housing Benefit – link with housing – attendance at futures club
- DWP – attendance at Futures Club



Microsoft Word 97 -

## Financial Entitlements

- What support a care leaver is entitled to – leaflets
- Setting up home allowance – how to access – leaflet
- Driving licence
- Passport
- Birth certificate

## Finance

- Purchase card
- Budget codes

## Pathway Plans

- Presentation



Microsoft PowerPoint  
97-2003 Presentation

- Process



Microsoft Word 97 -  
2003 Document

- Consultation documents



Microsoft Word 97 -

## Independence

- Independence pack



Microsoft Word 97 -  
2003 Document

- Independence pack for carers



## Transition

- Adult social care

Child Sexual Exploitation

## Health

- Health Passport – copy of health passport to be shown
- Early break – 0161 723 3880
- Mind – 01706 752338
- LAC nurse(link with futures club)
- Alternative Futures Group <http://alternativefuturesgroup.org.uk/>

## Education, Employment & Training (EET)

- Positive steps (link with Futures club)
- Apprenticeship, Traineeship, Jobs with Training (link with futures club)



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2003 Document

- Virtual Head teacher – Christopher Tyler

## Keeping in Touch – what you need to know

- What this means
- Education / accommodation
- How to engage / record
- Minimum 6 weekly

### **Work completed with young people under the age of 16**

- Social worker continues to be the lead professional
- Attendance at Care Planning Meetings/LAC reviews

### **Participation Groups**

- Futures club
- Listen up group
- The Den – Bev Howarth
- Young Persons reference group

### **Duty**

There is a duty rota to support the different groups that are run by the C4C teams and also to help respond when PA's and SW's are off work. The rota is completed 3 months in advance to allow you to plan your time/work around the rota. You are expected to be in the office all day when you are on duty to ensure you are available to offer support if required.

- Breakfast Club – Monday morning

### **Information Sharing**

- Subject Access Request (SAR) – leaflet/website  
<http://www.rochdale.gov.uk/children-and-childcare/cared-for-children/Pages/Accessing-records.aspx>
- Freedom of Information (FOI) – website  
<http://www.rochdale.gov.uk/council-and-democracy/data-protection-and-foi/pages/freedom-of-information.aspx>
- Complaints – leaflet/website

### **Good Practice Portfolio**

<J:\Crossfield\Cared For Children Services\Good Practice>

**Week 1 – suggested induction**

| Monday                                                                                                         | Tuesday                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Wednesday                                                                                                                                                                                                                                                                                 | Thursday                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Meet with manager<br/>Introduction to the building</p> <p>Get online password complete on line training</p> | <p>Follow the link and <a href="http://corporateservices.rochdale.local/HumanResources/SitePages/Corporate%20Induction.aspx">http://corporateservices.rochdale.local/HumanResources/SitePages/Corporate%20Induction.aspx</a></p> <p>New employees must read the following documents sign and returning acknowledgement forms to the HR Service as appropriate:<br/>Please return relevant forms either via email to <a href="mailto:hr.notifications@rochdale.gov.uk">hr.notifications@rochdale.gov.uk</a> or via post to HR Service, Floor 2, Number One Riverside, Smith Street, Rochdale, OL16 1XU.</p> <p>Please ensure manager has a copy of signed documents</p> | <p>Complete any further IT training</p> <p>Get ID badge at Riverside between 9 + 12</p> <p>Complete emergency contact details</p> <p>Supervision to take place Supervision agreement completed – cases to be identified.</p> <p>Contact PA's/services to book shadowing opportunities</p> | <p>Attend team meeting 10 -11.30 (training room)</p> <p>Ensure that you are registered on the induction training schedule for children services for months 1-3 provided by manger</p> <p>Contact PA's/services to book shadowing opportunities</p> <p>Look at presentations that are embedded into induction.</p> |

**Week 2 – suggested induction**

| Monday                                                                                                                                                                                                                  | Tuesday                                                                                                                                                                                                                    | Wednesday                                                                                                                                                                         | Thursday                                                                                                                                                                                                 | Friday                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Attend Futures Club – link in with services that are in attendance – find out what they can offer the YP that you will be working with.</p> <p>Ensure you book on Basic Introduction to Safeguarding (Previously</p> | <p>Spend some time with Charlotte Mort – accommodation manager.<br/>Potentially visit some of the accommodation that is available.</p> <p>(Practice manager to ensure that some time is booked with Charlotte prior to</p> | <p>Shadow other PA's/SW's Book time in with SW's who are the current case holders for the 16/17 year olds on your case load.</p> <p>Complete any outstanding online training.</p> | <p>Ensure contact has been made with the Young People that you are the allocated PA for. Ensure that visits are booked within timescales.</p> <p>Read files, make a note of the next Pathway review,</p> | <p>Shadow other members of the team; work with SW's who are case holders for 16/17 year olds.</p> <p>Look at presentations that are embedded into induction.</p> <p>Start to look at the different</p> |

|                                                        |                         |                                                                            |                                                                                 |                                                                                                                                       |
|--------------------------------------------------------|-------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <p>named<br/>Introduction to<br/>Child Protection)</p> | <p>the PA starting)</p> | <p>Look at<br/>presentations that<br/>are embedded<br/>into induction.</p> | <p>and ensure any<br/>pathway reviews<br/>that are required<br/>are booked.</p> | <p>services that are<br/>available to Care<br/>Leavers – leaflets<br/>and website<br/>information<br/>contained in<br/>induction.</p> |
|--------------------------------------------------------|-------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

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 [council@rochdale.gov.uk](mailto:council@rochdale.gov.uk)

