

Induction of new staff in Stockport Family teams

SCOPE OF THIS CHAPTER

This section sets out the best practice arrangements for the induction of new staff who either join Stockport Family or move teams.

- There should be a supervision session recorded within the first week of a social work practitioner joining the service or a new social worker joining a team.
- In this first supervision session the manager and new team member should agree an initial induction plan.
- There should be a performance development plan/review (PDP/PDR) held within 4 weeks.
- The PDP needs to identify a clear plan of induction which is specific to that practitioner and their role.
- The induction plan will vary dependent upon whether the individual is a newly qualified colleagues such as a social worker in their assisted and supported year in employment (ASYE), their level of experience and knowledge of Stockport services.
- All new staff need to familiarise themselves with all appropriate procedures and in particular the Tri-X procedures which are found on line here: <http://www.proceduresonline.com/stockport/cs/chapters/contents.html>
- All new or returning staff need to be aware of the mandatory training courses that staff development can advise on dependent upon role. What is important is that the induction plan is agreed between both parties and signed off in supervision. Any disagreement needs to be recorded on the supervision file and the service leader needs to be informed
- Information about the corporate induction is available on the HR pages under 'Starters' – click here:

<http://knowledgebase.stockport.gov.uk/workforcepolicies/councilpolicies/podpolicies/startleavechange/starters/newstarterinduction/>

- The corporate induction is available via e-learning on our e-learning system Learning Pool. You can access it by clicking here <http://stockport.learningpool.com/course/view.php?id=80>

In brief it covers:

- Welcome to Stockport Council
- Stockport policies
- iTrent
- Mandatory training
- What to expect from your manager
- Performance management and PDRs
- Training
- Probationary period

When a new starter begins employment they should be sent a series of automatic emails telling them to register for the course and monitoring their progress.