



**Falkirk Council**



**Falkirk  
Health and Social Care  
Partnership**

# **INDUCTION PLANNING AND TRACKING RECORD**

NAME: .....

ROLE: .....

START DATE: .....

LINE MANAGER : .....

# Introduction

Social Work Service practice covers a wide range of activities and includes many tasks which require the application of values, skills, knowledge and personal qualities if the best possible service is to be provided. We are committed to high quality and effective practice in staff induction ensuring all new staff get off to a positive start.

The induction process offers the best opportunity to:

- Become familiar with Council and Health and Social Care Partnership structure, services, and personnel.
- Engage with the wider social work services as you embark on your career in Falkirk.
- Help you more quickly integrate into your specific service and work environment.
- Become known among other staff members, tour of the workplace and other services as we see personal introductions as a vital part of induction.

Your induction period should offer you a variety of self-directed learning and opportunities, alongside experiences set up by your manager and team colleagues. We are fully committed to workforce development, and we encourage you to be pro-active in your own professional learning and development. Your line manager will meet with you to regularly review your learning to identify and agree any further learning and development needs and this interactive tracking record should be used throughout your first year in post with each task signed off when completed.

Induction covers a 12–18-month period, depending on whether you are a full-time or part-time employee. The record has been designed to be discussed regularly in supervision to support learning, and as a useful resource beyond induction. The fully completed record should signed off and uploaded to my documents on MyView alongside supervision records.

This Induction Planning and Tracking record comprises the following sections:

- Organisation (Health & Social Care Partnership/Council)
- Policies & eLearning on OLLE
- Policies MUST READ
- Essential Employee Information
- Employee Development
- Social Work Induction
- Information Sessions
- Additional Social Work Induction for Managers
- Service Specific Induction Planning and Tracking Record

N.B. Your Manager will agree priority areas of learning during induction. It is possible to grey out areas not relevant to your role.

NOTE: For quick and easy access to current information hyperlinks are embedded within this document. Any broken links or updated documents should be reported to [socialservice.training@falkirk.gov.uk](mailto:socialservice.training@falkirk.gov.uk)

| Organisation (Health & Social Care Partnership/Council)   | Date and Signature when Completed | Date and Signature Evaluated with Line Manager (if applicable) | Follow-up Action or Comments |
|---|-----------------------------------|--|------------------------------|
| <a href="#">Services &amp; partner organisations (falkirk.gov.uk)</a>                                     |                                   |  |                              |
| <a href="#">Who's Who (names, roles, responsibilities) Transform Communities &amp; Corporate Services</a> |                                   |  |                              |
| <a href="#">Health and Social Care Partnership.</a>   |                                   |  |                              |
| <a href="#">Who's Who (names, roles, responsibilities) Health and Social Care Partnership</a>             |                                   |  |                              |
| <a href="#">Services – Children &amp; Families</a>  |                                   |  |                              |
| <a href="#">Who's who (names, roles, responsibilities) Children's Services</a>                            |                                   |  |                              |
| <a href="#">Services - Social Care &amp; Health</a>   |                                   |  |                              |
| <a href="#">Who's who (names, roles, responsibilities) Health &amp; Social Care</a>                       |                                   |  |                              |
| <a href="#">Services - Community Justice</a>  |                                   |  |                              |
| <a href="#">Who's Who (names, roles, responsibilities) Community Justice</a>                              |                                   |  |                              |
| <a href="#">Services- Youth Justice</a>   |                                   |  |                              |
| <a href="#">Who's Who</a>   |                                   |  |                              |
| <a href="#">Services - Justice</a>  |                                   |  |                              |
| <a href="#">Who's Who (names, roles and responsibilities) Justice Services</a>                            |                                   |  |                              |
| <a href="#">Who's Who (names roles, responsibilities) Workforce Development Team</a>                      |                                   |  |                              |

| <a href="#">Who's Who (names, roles, responsibilities) Organisational Development</a>             |                                   |  |                              |
|---|-----------------------------------|--|------------------------------|
| <a href="#">Falkirk Council Plan</a>  |                                   |  |                              |
| <a href="#">The Falkirk Plan 2021 -2030</a>   |                                   |  |                              |
| <a href="#">Health and Social Care Strategic Plan</a>   |                                   |  |                              |
| <a href="#">Strategic Performance Management Framework</a>  |                                   |  |                              |
| <a href="#">Facilities &amp; amenities, e.g. Hot desks/room booking</a>                           |                                   |  |                              |
| Trauma informed and responsive service<br><a href="#">National Trauma Training Programme</a>      |                                   |  |                              |
|   |                                   |  |                              |
| Policies & eLearning on OLLE  | Date and Signature when Completed | Date and Signature Evaluated with Line Manager (if applicable) | Follow-up Action or Comments |
| <a href="#">Welcome Induction (Olle)</a><br>1-5 days after start date.                            |                                   |  |                              |
| <a href="#">Information Security Policy</a>   |                                   |  |                              |
| <a href="#">Data Protection and Information Security 2022 (Olle)</a><br>1-5 days after start date |                                   |  |                              |
| <a href="#">Freedom of Information Policy</a>   |                                   |  |                              |
| <a href="#">Freedom of Information - An introduction (Olle)</a><br>25 days after start date       |                                   |  |                              |
| <a href="#">Anytime Anywhere - mobile and flexible working Policy</a>                             |                                   |  |                              |
| <a href="#">Anytime Anywhere Guide for Employees (Olle)</a><br>3-5 days after start date          |                                   |  |                              |
| <a href="#">Managing Sickness Absence Policy</a>  |                                   |  |                              |

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| <a href="#">Calling in Sick Procedures (Olle)</a><br>3-5 days after start date          |  |  |  |
| <a href="#">MyView Personnel systems and records overview - Access to personal Data</a> |  |  |  |
| <a href="#">MyView (Olle)</a> 5-20 days after start date                                |  |  |  |
| <a href="#">Display Screen Equipment</a>  |  |  |  |
| <a href="#">Display Screen Equipment (DSE) (Olle)</a><br>5-20 days after start date     |  |  |  |
| <a href="#">Dignity at Work Policy</a>  |  |  |  |
| <a href="#">Dignity at Work (Olle)</a><br>5-20 days after start date                    |  |  |  |
| <a href="#">Living Well Falkirk (OLLE)</a><br>5-20 days after start date                |  |  |  |
| <a href="#">Moving and Handling (OLLE)</a><br>10-30 days after start date               |  |  |  |
| <a href="#">Moving and Handling of People (OLLE)</a><br>10-30 days after start date     |  |  |  |
| <a href="#">Alcohol &amp; Drug Awareness</a>  |  |  |  |
| <a href="#">Drug and Alcohol Awareness (Olle)</a><br>25 days after start date           |  |  |  |
| <a href="#">Equality &amp; Diversity</a>  |  |  |  |
| <a href="#">Equality and Diversity (Olle)</a><br>5-20 days after start date             |  |  |  |
| <a href="#">LGB&amp;T People and Public Services (Olle)</a>                             |  |  |  |
| <a href="#">Health &amp; Safety Policy</a>  |  |  |  |
| <a href="#">Health and Safety basics (Olle)</a><br>3-5 days after start date            |  |  |  |
| <a href="#">Child Protection (Olle)</a>   |  |  |  |
| <a href="#">Adult Support &amp; Protection (Olle)</a>                                   |  |  |  |
| <a href="#">Corporate Parenting</a>   |  |  |  |
| <a href="#">Council Family and Friends Awareness (Olle)</a>                             |  |  |  |

| <a href="#">Duty of candour   Turas   Learn (nhs.scot) **</a>                         |                                   |  |                              |
|---|-----------------------------------|--|------------------------------|
| <a href="#">Introduction to GIRFEC in Forth Valley (Olle)</a>                         |                                   |  |                              |
| <a href="#">Contest/Prevent</a><br>5-20 days after start date                         |                                   |  |                              |
| <a href="#">Menopause Policy</a>  |                                   |  |                              |
| <a href="#">Menopause (Olle)</a>  |                                   |  |                              |
| <a href="#">Wellbeing - Menstrual health and menopause guidance   Falkirk Council</a> |                                   |  |                              |
| <a href="#">Self Directed Support</a>   |                                   |  |                              |
| <a href="#">Self Directed Support (Olle)</a>  |                                   |  |                              |
|   |                                   |  |                              |
| Policies MUST READ  | Date and Signature when Completed | Date and Signature Evaluated with Line Manager (if applicable) | Follow-up Action or Comments |
| <a href="#">Code of Conduct for members &amp; officers</a>                            |                                   |  |                              |
| <a href="#">Current Policies, Procedures and Local Arrangements</a>                   |                                   |  |                              |
| <a href="#">Pay and Incremental Progression</a>                                       |                                   |  |                              |
| <a href="#">Allowances</a>  |                                   |  |                              |
| <a href="#">Recovery of overpayment policy</a>  |                                   |  |                              |
| <a href="#">Annual Leave and Other Leave</a>  |                                   |  |                              |
| <a href="#">Family Leave</a>  |                                   |  |                              |
| <a href="#">Confidential reporting</a>  |                                   |  |                              |
| <a href="#">Complaints</a>  |                                   |  |                              |
| <a href="#">Privacy/Data Protection/Organisational expectations &amp; processes</a>   |                                   |  |                              |
| <a href="#">Equal Opportunities Policy</a>  |                                   |  |                              |

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| <a href="#">Severe Weather</a>   |  |   |                                     |
| <a href="#">Health, Safety &amp; Care</a>  |  |   |                                     |
| <a href="#">Health and Safety, and hazard reporting</a>  |  |   |                                     |
| <a href="#">Driving at Work Policy</a>   |  |   |                                     |
| <a href="#">Car Allowance and Excess travel</a>  |  |   |                                     |
| <a href="#">Use of pool cars Driver Awareness Mandatory Course -</a>                                 |  |   |                                     |
| <a href="#">Management of workplace transport - includes non-council vehicles</a>                    |  |   |                                     |
| <a href="#">Grievance procedures</a>   |  |   |                                     |
| <a href="#">Discipline procedures</a>  |  |   |                                     |
| <a href="#">Extra Mural Employment</a>   |  |   |                                     |
| <a href="#">Retirement Policy</a>  |  |   |                                     |
| <a href="#">Smoking Policy</a>   |  |   |                                     |
| <a href="#">General administration/Record Management</a>   |  |   |                                     |
| <a href="#">Acceptable use Policy</a>  |  |   |                                     |
| <a href="#">Use, care, and issue of equipment e.g., laptop, mobile, printers - home office equip</a> |  |   |                                     |
|  |  |   |                                     |
| <b>Essential Employee information</b>  | <b>Date and Signature when Completed</b> | <b>Date &amp; Signature Evaluated with Line Manager (if applicable)</b> | <b>Follow-up Action or Comments</b> |
| <a href="#">Terms and Conditions</a>   |  |   |                                     |
| <a href="#">Wellbeing</a>  |  |   |                                     |
| <a href="#">Employee Benefits</a>  |  |   |                                     |
| <a href="#">Occupational Health</a>  |  |   |                                     |
| <a href="#">Corporate Fraud</a>  |  |   |                                     |

| <a href="#">Access to Information</a>   |                                   |  |                              |
|---|-----------------------------------|--|------------------------------|
| <a href="#">Identity cards, Professional registration fees, Data matching and Dress code</a>  |                                   |  |                              |
| <a href="#">Pension</a>   |                                   |  |                              |
| <a href="#">Trades Unions</a>   |                                   |  |                              |
| <a href="#">ICT Service Desk</a>  |                                   |  |                              |
| <a href="#">HR Contacts</a>   |                                   |  |                              |
| <a href="#">Social Work Information System (Liquid Logic) Helpline</a>  |                                   |  |                              |
| <a href="#">Green Champions Network</a>   |                                   |  |                              |
|   |                                   |  |                              |
| Employee Development  | Date and Signature when Completed | Date and Signature Evaluated with Line Manager (if applicable) | Follow-up Action or Comments |
| <a href="#">Learning and Development Policy</a>   |                                   |  |                              |
| <a href="#">Access to Corporate Learning &amp; Development (Face to Face)</a>   |                                   |  |                              |
| <a href="#">Employee Learning &amp; Development Olle (eLearning)</a>  |                                   |  |                              |
| <a href="#">Organisational history and background<br/>Organisation overview, structure and<br/>Statement of Purpose. Corporate<br/>Induction OLLE</a> |                                   |  |                              |
| <a href="#">Good Conversations</a>  |                                   |  |                              |
| <a href="#">Employee Volunteering</a>   |                                   |  |                              |
|   |                                   |  |                              |



| Social Work Induction  | Date and Signature when Completed | Date and Signature Evaluated with Line Manager (if applicable) | Follow-up Action or Comments |
|--|-----------------------------------|--|------------------------------|
| <a href="#">Familiarise/refresher re. Code of Practice</a>   |                                   |  |                              |
| <a href="#">Familiarise/refresher re. Health and Social Care Standards (where applicable)</a>  |                                   |  |                              |
| <a href="#">Familiarise/refresh re. Health and Care Professions Council Code of Conduct</a>  |                                   |  |                              |
| <a href="#">HCPC Standards of Proficiency</a>  |                                   |  |                              |
| <a href="#">HCPC Registration Requirements</a>   |                                   |  |                              |
| <a href="#">SSSC Registration</a>  |                                   |  |                              |
| <a href="#">SSSC Learning Zone</a>   |                                   |  |                              |
| <a href="#">Falkirk Process Applying-for-Registration-with-SSSC-2024.pdf (glowscotland.org.uk)</a>   |                                   |  |                              |
| <a href="#">Health and Care Staffing (Registered Services) A-Knowledge-and-Skills-Framework-for-Health-and-Care-Staffing.pdf (glowscotland.org.uk)</a> |                                   |  |                              |
| <a href="#">Who's Who (Names, roles, responsibilities) Health and Social Care Partnership</a>  |                                   |  |                              |
| <a href="#">Who's Who (names, roles, responsibilities) Children's Social Work Services</a>   |                                   |  |                              |
| <a href="#">Who's Who (names, roles, responsibilities) Justice Social Work Services</a>  |                                   |  |                              |

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| <a href="#">Who's Who Social Work Workforce Development Services</a>   |  |   |                                     |
| Continued Professional Development<br>- <a href="#">CPD Manager</a>  |  |   |                                     |
| - <a href="#">Good Conversations</a>   |  |   |                                     |
| Reflective learning through<br>• <a href="#">shadowing opportunities</a>   |  |   |                                     |
| <a href="#">Newly Qualified Social Workers Supported Year Requirements</a>   |  |   |                                     |
| <a href="#">National Carers Strategy</a>   |  |   |                                     |
| Social Work Information System (Liquid Logic) <a href="#">Induction Guidance Documents</a>   |  |   |                                     |
| <a href="#">Social Work Information System (Liquid Logic) Helpline</a>   |  |   |                                     |
| <a href="#">Guidance Documents - Short Breaks Portal (falkirk.gov.uk)</a><br><br>Availability on portal <a href="#">Room Availability - Short Breaks Portal (falkirk.gov.uk)</a><br><br>Make a new referral - <a href="#">Create Referral - Short Breaks Portal (falkirk.gov.uk)</a> |  |   |                                     |
|  |  |   |                                     |
| <b>Information Sessions<br/>**Currently under development**</b>  | <b>Date and Signature<br/>when Completed</b> | <b>Date and Signature<br/>Evaluated with Line Manager<br/>(if applicable)</b> | <b>Follow-up Action or Comments</b> |
| Sensory Service Team   |  |   |                                     |

|   |  |   |                                     |
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| Self-Directed Support Team  |  |   |                                     |
| Short Breaks Bureau   |  |   |                                     |
| Carers Centre.  |  |   |                                     |
| Biannual World Café - come and meet social work services drop in                      |  |   |                                     |
| Meet Lead Officers  |  |   |                                     |
| Meet Senior Leadership Team   |  |   |                                     |
| Meet Social Work Workforce Development Team monthly drop-in.                          |  |   |                                     |
|   |  |   |                                     |
| <b>Additional Social Work Induction For Managers</b>                                  | <b>Date and Signature when Completed</b> | <b>Date and Signature Evaluated with Line Manager (if applicable)</b> | <b>Follow-up Action or Comments</b> |
| <a href="#"><u>Anytime, Anywhere - mobile and flexible working (For managers)</u></a> |  |   |                                     |
| <a href="#"><u>Anytime Anywhere Guide for Managers (Olle)</u></a>                     |  |   |                                     |
| <a href="#"><u>Absence Management - Manager's responsibility</u></a>                  |  |   |                                     |
| <a href="#"><u>Absence Management for Managers (Olle)</u></a>                         |  |   |                                     |
| <a href="#"><u>Basic Human Resources for Managers (Olle)</u></a>                      |  |   |                                     |
| <a href="#"><u>Community Empowerment (OLLE)</u></a>                                   |  |   |                                     |
| <a href="#"><u>Managing Discipline and Grievance at Work (Olle)</u></a>               |  |   |                                     |
| <a href="#"><u>Recruitment and Selection Policy</u></a>                               |  |   |                                     |

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|---|--|--|--|
| <a href="#"><u>Recruitment &amp; Selection (Olle)</u></a>   |  |  |  |
| <a href="#"><u>Safer Recruitment (Olle)</u></a>   |  |  |  |
| Service Accountant – Understanding your team budget   |  |  |  |
| <a href="#"><u>Health and Care Staffing (Registered Services) A-Knowledge-and-Skills-Framework-for-Health-and-Care-Staffing.pdf (glowscotland.org.uk)</u></a> |  |  |  |
| <a href="#"><u>Risk Management</u></a>  |  |  |  |
| <a href="#"><u>Risk Management (Olle)</u></a>   |  |  |  |
| <a href="#"><u>Generic Risk Assessment</u></a>  |  |  |  |
| <a href="#"><u>General Risk Assessment (Olle)</u></a>   |  |  |  |
| <a href="#"><u>SSSC Step into Leadership</u></a>  |  |  |  |
| Social Work Information System (Liquid Logic) Induction   |  |  |  |
| <a href="#"><u>Social Work Information System (Liquid Logic) Helpline</u></a>   |  |  |  |
| <b>Business continuity</b>  |  |  |  |



**Falkirk Council**



# **SERVICE/ROLE SPECIFIC INDUCTION PLANNING AND TRACKING RECORD**

NAME: .....

ROLE: .....

START DATE: .....

LINE MANAGER : .....

| Service Specific Minimum Requirements   | Date and Signature when Completed | Date and Signature Evaluated with Line Manager (if applicable) | Follow-up Action or Comments |
|---|-----------------------------------|--|------------------------------|
| <a href="#">Calling in sick procedures</a>  |                                   |  |                              |
| Reporting Structure   |                                   |  |                              |
| Local security, time and attendance, holiday cover, etc.  |                                   |  |                              |
| <a href="#">Lone Working</a>  |                                   |  |                              |
| <a href="#">Travel &amp; Subsistence Policy</a>   |                                   |  |                              |
| Emergency contact form completed  |                                   |  |                              |
| Workplace Tour - Meet team and management. Amenities, catering, etc.  |                                   |  |                              |
| Telephone System - phones and voice mail, how to use them and guidance regarding personal calls, personal use of internet |                                   |  |                              |
| Office procedures. e.g. photocopier, mail, stationery etc.<br>Local housekeeping  |                                   |  |                              |

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| <b>Local emergency procedures</b>   |  |  |  |
| <b>Workplace functions and aims</b>   |  |  |  |
| <b>Confidentiality</b>  |  |  |  |
| <b>Team meetings, communities of practice and project development groups</b>                                  |  |  |  |
| <b>Workspace (If appropriate)</b>   |  |  |  |
| <b>Job description - duties, authority, scope, area/coverage/territory</b>                                    |  |  |  |
| <b>Where to go, who to call, who to ask for help and advice</b>   |  |  |  |
| <b>Use of job specific materials, and equipment</b>   |  |  |  |
| <b>Social activities and social media</b>   |  |  |  |
| <b>Initial induction de-brief and feedback</b>  |  |  |  |
| <b>Meet relevant training lead – and obtain login for CPD Manager.</b>  |  |  |  |
| <b>Manager to explain CPD Manager, learning and development requests and authorization.</b>                   |  |  |  |
| <b>Accessibility<br/>Training support, assistance, support to meet individual specific requirements</b>       |  |  |  |
| <b>Mentoring arrangements if required</b>   |  |  |  |
| <b>Supervision Agreement</b>  |  |  |  |
| <b><u>Good Conversations</u><br/>Development of personal objectives and goals (Personal Development Plan)</b> |  |  |  |
| <b>Feedback from service users</b>  |  |  |  |
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