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

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
Services & partner organisations (falkirk.gov.uk)			
Who's Who (names, roles, responsibilities) Transform Communities & Corporate Services			
Health and Social Care Partnership.			
Who's Who (names, roles, responsibilities) Health and Social Care Partnership			
Services – Children & Families			
Who's who (names, roles, responsibilities) Children's Services			
Services - Social Care & Health			
Who's who (names, roles, responsibilities) Health & Social Care			
Services - Community Justice			
Who's Who (names, roles, responsibilities) Community Justice			
Services- Youth Justice			
Who's Who			
Services - Justice			
Who's Who (names, roles and responsibilities) Justice Services			
Who's Who (names roles, responsibilities) Workforce Development Team			

Who's Who (names, roles, responsibilities) Organisational Development			
Falkirk Council Plan			
The Falkirk Plan 2021 -2030			

Health and Social Care Strategic Plan			
Strategic Performance Management Framework			
Facilities & amenities, e.g. Hot desks/room booking			
Trauma informed and responsive service National Trauma Training Programme			

Policies & eLearning on OLLE	Date and Signature when Completed	Date and Signature Evaluated with Line Manager (if applicable)	Follow-up Action or Comments
Welcome Induction (Olle) 1-5 days after start date.			
Information Security Policy			
Data Protection and Information Security 2022 (Olle) 1-5 days after start date			
Freedom of Information Policy			
Freedom of Information - An introduction (Olle) 25 days after start date			
Anytime Anywhere - mobile and flexible working Policy			
Anytime Anywhere Guide for Employees (Olle) 3-5 days after start date			
Managing Sickness Absence Policy			

Calling in Sick Procedures (Olle) 3-5 days after start date			
Corporate Risk Management			
Risk Management 2 Separate Packages on OLLE 1.Risk Management – Council Introduction			

2.Risk Management – HSCP/IJB Introduction.			
MyView Personnel systems and records overview - Access to personal Data			
MyView (Olle) 5-20 days after start date			
Display Screen Equipment			
Display Screen Equipment (DSE) (Olle) 5-20 days after start date			
Dignity at Work Policy			
Dignity at Work (Olle) 5-20 days after start date			
Living Well Falkirk (OLLE) 5-20 days after start date			
Moving and Handling (OLLE) 10-30 days after start date			
Moving and Handling of People (OLLE) 10-30 days after start date			
Alcohol & Drug Awareness			
Drug and Alcohol Awareness (Olle) 25 days after start date			
Equality & Diversity			
Equality and Diversity (Olle) 5-20 days after start date			
LGB&T People and Public Services (Olle)			
Health & Safety Policy			
Health and Safety basics (Olle) 3-5 days after start date			
Child Protection (Olle)			
Adult Support & Protection (Olle)			
Corporate Parenting			
Council Family and Friends Awareness (Olle)			
Duty of candour | Turas | Learn (nhs.scot) **			

	Date and Signature when Completed	Date and Signature Evaluated with Line Manager (if applicable)	Follow-up Action or Comments
Introduction to GIRFEC in Forth Valley (Olle)			
Contest/Prevent 5-20 days after start date			
Menopause Policy			
Menopause (Olle)			
Wellbeing - Menstrual health and menopause guidance | Falkirk Council			
Self Directed Support			
Self Directed Support (Olle)			

Policies MUST READ	**Date and Signature when Completed**	**Date and Signature Evaluated with Line Manager (if applicable)**	**Follow-up Action or Comments**
Code of Conduct for members & officers			
Current Policies, Procedures and Local Arrangements			
Pay and Incremental Progression			
Allowances			
Recovery of overpayment policy			
Annual Leave and Other Leave			
Family Leave			
Confidential reporting			
Complaints			
Privacy/Data Protection/Organisational expectations & processes			
Equal Opportunities Policy			

Severe Weather			
Health, Safety & Care			
Health and Safety, and hazard reporting			

Corporate Policy on Managing Violence and Unacceptable Actions at work			
Driving at Work Policy			
Generic Risk Assessment			
Car Allowance and Excess travel			
Use of pool cars Driver Awareness Mandatory Course -			
Management of workplace transport - includes non-council vehicles			
Grievance procedures			
Discipline procedures			
Extra Mural Employment			
Retirement Policy			
Smoking Policy			
General administration/Record Management			
Acceptable use Policy			
Use, care, and issue of equipment e.g., laptop, mobile, printers - home office equip			

Essential Employee information	Date and Signature when Completed	Date & Signature Evaluated with Line Manager (if applicable)	Follow-up Action or Comments
Terms and Conditions			
Wellbeing			
Employee Benefits			
Occupational Health			
Corporate Fraud			

Access to Information			
Identity cards, Professional registration fees, Data matching and Dress code			

Pension			
Trades Unions			
ICT Service Desk			
HR Contacts			
Social Work Information System (Liquid Logic) Helpline			
Green Champions Network			

Employee Development	**Date and Signature when Completed**	**Date and Signature Evaluated with Line Manager (if applicable)**	**Follow-up Action or Comments**
Learning and Development Policy			
Access to Corporate Learning & Development (Face to Face)			
Employee Learning & Development Olle (eLearning)			
Organisational history and background Organisation overview, structure and Statement of Purpose. Corporate Induction OLLE			
Good Conversations			
Employee Volunteering			

Social Work Induction	**Date and Signature when Completed**	**Date and Signature Evaluated with Line Manager (if applicable)**	**Follow-up Action or Comments**
Familiarise/refresher re. Code of Practice			
Familiarise/refresher re. Health and Social Care Standards (where applicable)			

Familiarise/refresh re. Health and Care Professions Council Code of Conduct			
HCPC Standards of Proficiency			
HCPC Registration Requirements			
SSSC Registration			
SSSC Learning Zone			
Falkirk Process Applying-forRegistration-with-SSSC-2024.pdf (glowscotland.org.uk)			
Health and Care Staffing (Registered Services) A-Knowledge-and-Skills-Frameworrk-for-Health-and-CareStaffing.pdf (glowscotland.org.uk)			
Who's Who (Names, roles, responsibilities) Health and Social Care Partnership			
Who's Who (names, roles, responsibilities) Children's Social Work Services			
Who's Who (names, roles, responsibilities) Justice Social Work Services			

Who's Who Social Work Workforce Development Services			
Continued Professional Development - **CPD Manager**			
- **Good Conversations**			
Reflective learning through • **shadowing opportunities**			
Newly Qualified Social Workers Supported Year Requirements			

National Carers Strategy			
Social Work Information System (Liquid Logic) **Induction Guidance Documents**			
Social Work Information System (Liquid Logic) Helpline			
Guidance Documents - Short Breaks Portal (falkirk.gov.uk) Availability on portal **Room Availability - Short Breaks Portal (falkirk.gov.uk)** Make a new referral - **Create Referral - Short Breaks Portal (falkirk.gov.uk)**			

Information Sessions **Currently under development**	Date and Signature when Completed	Date and Signature Evaluated with Line Manager (if applicable)	Follow-up Action or Comments
Sensory Service Team			

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.			

Additional Social Work Induction For Managers	**Date and Signature when Completed**	**Date and Signature Evaluated with Line Manager (if applicable)**	**Follow-up Action or Comments**
Anytime, Anywhere - mobile and flexible working (For managers)			
Anytime Anywhere Guide for Managers (Olle)			
Absence Management - Manager's responsibility			
Absence Management for Managers (Olle)			
Basic Human Resources for Managers (Olle)			
Community Empowerment (OLLE)			
Managing Discipline and Grievance at Work (Olle)			
Recruitment and Selection Policy			
Recruitment & Selection (Olle)			
Safer Recruitment (Olle)			
Service Accountant – Understanding your team budget			
Health and Care Staffing (Registered Services) A-Knowledge-and-Skills-Framework-for-Health-and-CareStaffing.pdf (glowscotland.org.uk)			
Risk Management			
Risk Management (Olle)			
Generic Risk Assessment			
General Risk Assessment (Olle)			

SSSC Step into Leadership			
Social Work Information System (Liquid Logic) Induction			
Social Work Information System (Liquid Logic) Helpline			
Business continuity			

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
Calling in sick procedures			
Reporting Structure			
Local security, time and attendance, holiday cover, etc.			
Lone Working			
Travel & Subsistence Policy			
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. Local housekeeping			

Local emergency procedures			
Workplace functions and aims			
Confidentiality			
Team meetings, communities of practice and project development groups			
Workspace (If appropriate)			
Job description - duties, authority, scope, area/coverage/territory			
Where to go, who to call, who to ask for help and advice			
Use of job specific materials, and equipment			
Social activities and social media			
Initial induction de-brief and feedback			
Meet relevant training lead – and obtain login for CPD Manager.			

Manager to explain CPD Manager, learning and development requests and authorization.			
Accessibility **Training support, assistance, support to meet individual specific requirements**			
Mentoring arrangements if required			
Supervision Agreement			
Good Conversations **Development of personal objectives and goals (Personal Development Plan)**			
Feedback from service users			