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

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: Transform Communities & Corporate Services			
Health and Social Care Partnership.			
Who's Who: Health & Social Care Partnership			
Who's Who: Children's Social Work Services			
Children's Services			
Who's Who: Health & Social Care			
Services – Health & Social Care			
Who's Who: Community Justice			
Services - Community Justice			
Who's Who: Justice Services			
Services - Justice			
Who's Who: Organisational Development			
Who's Who: Workforce Development Team			

Falkirk Council Plan 2022-20227			
Health and Social Care Strategic Plan			
Falkirk Council 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			
Hybrid Working Policy			
Flexible Working Policy			
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			
Employee Onboarding Guidance – Access to MyView and Onboarding			
MyView (Olle) 5-20 days after start date			
ICT Modern workplace guidance			
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) 1030 days after start date			
Moving and Handling of People (OLLE) 10-30 days after start date			
Drug and Alcohol Policy			
Drug and Alcohol Awareness (Olle) 25 days after start date			
Equality & Diversity			
Equality and Diversity (Olle) 520 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			
Adult Support & Protection (Olle)			
Corporate Parenting			
Council Family and Friends Awareness (Olle)			

The Promise Roadshow			

Duty of candour | Turas | Learn (nhs.scot) **			
Introduction to GIRFEC in Forth Valley (Olle)			
Contest/Prevent 5-20 days after start date			
Menopause Policy			
Menopause (Olle)			
Menstrual health and menopause guidance			
Mental Health and Wellbeing Policy			
Self Directed Support			

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 Benefits			
Allowances			
Recovery of overpayment policy			
Annual Leave and Other Leave			
Family Leave Policy			
Confidential reporting	Whistle blowing?		
Falkirk Integration Joint Board Complaints Handling Procedure			
Privacy/Data Protection/Organisational expectations & processes			

Equal Opportunities Policy			

Adverse Weather Policy			
How to manage Health and Safety risks			
Corporate Policy on Managing Violence and Unacceptable Actions at work			
Driving at Work Policy			
Generic Risk Assessment			
Travel and Subsistence Policy			
Fleet Driver Information			
Use of pool cars Driver Awareness Mandatory Course -			
Management of workplace transport - includes non-council vehicles			
Grievance Policy			
Disciplinary Policy			
Extra Mural Employment			
Retirement Policy			
Smoking Policy			
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 FAQs			
Corporate Fraud on old site			

Access to Information			
Identity cards,			
Dress code			
Data matching			
Professional registration fees			
Pension			
Trade Union Partnership			
ICT Service Desk Old site			
HR Contacts Old site			
Social Work Information System (Liquid Logic) Helpline			
Green Champions Network			
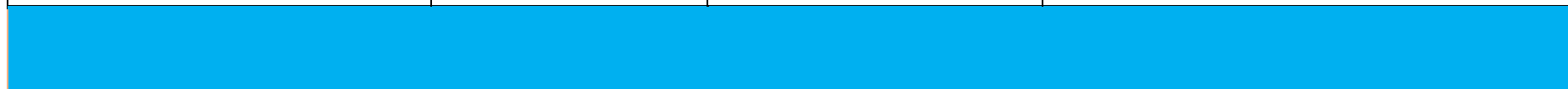
Employee Development	Date and Signature when Completed	Date and Signature Evaluated with Line Manager (if applicable)	Follow-up Action or Comments
Learning and Development			
Good Conversations			
Employee Volunteering			

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-Framework-for-Health-and-CareStaffing.pdf (glowscotland.org.uk)			

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.			
Bi-annual 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)			
Manager Onboarding Guidance			
Absence Management - Manager's responsibility			
Absence Management for Managers (Olle)			
Guidance for Managers on wellbeing			
Occupational Health Guidance for Managers			
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 Assessment			
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 Policy			
Travel and 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			