

# Adult Social Care – Policy Procedure and PracticeGuidance Induction Checklist

Welcome to working in Knowsley.

In order to support you in your new role and ongoing career, the Knowsley Adult Policies, Procedures and Practice (KAPPP) Resource provides you with a single point of access for national legislation, policy, best practice and local policies, procedures and practice guidance.

The chapters listed below are essential for the role and responsibilities of your new post. Please download and save this form and, as part of your induction, read these chapters in full and sign to say you have done so. You can send the completed form to your manager at the end of your induction.

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| Your Details |

Name:

Job title:

Team name:

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| Section 1: Local Policies, Procedures and Practices |

[ ]  [Counting the Cost of Care: The Council’s Role in informing Public Choices about Care Homes](https://www.lgo.org.uk/assets/attach/2630/FR-Counting-the-cost-of-care-Sept-2015.pdf)

[ ]  [Case Recording Standards and Information Sharing](https://www.knowsleyappp.co.uk/case-recording-standards-and-information-sharing/)

[ ]  [Audit Cycle](https://www.knowsleyappp.co.uk/audit-frameworks/)

[ ]  [Work Planning and Appraisal](https://www.knowsleyappp.co.uk/work-planning-and-appraisal/)

[ ]  [Lone Working](https://www.knowsleyappp.co.uk/lone-working/)

[ ]  [Liverpool City Region: Ordinary Residence Practice Guidance](https://www.knowsleyappp.co.uk/ordinary-residence-2/)

[ ]  [Top Up Payments](https://www.knowsleyappp.co.uk/top-ups/)

[ ]  [Direct Payments](https://www.knowsleyappp.co.uk/1-19-direct-payments/)

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| Section 2: Safeguarding |

[ ]  [North West Safeguarding Adults Policy](http://www.knowsley.gov.uk/knowsleycouncil/media/Documents/North-West-Safeguarding-Adults-Policy.pdf)

[ ]  [North West Policy for Managing Concerns around People in Positions of Trust with Adults who have Care and Support Needs](https://www.merseysidesafeguardingadultsboard.co.uk/person-in-a-position-of-trust-pipot/)

[ ]  [Knowsley Safeguarding Multi-Agency Escalation Process](https://www.merseysidesafeguardingadultsboard.co.uk/escalation-policy/)

[ ]  [Safeguarding Adult Report Tyrone Goodyear (Lewisham Safeguarding Adults Board)](https://www.knowsleyappp.co.uk/wp-content/uploads/2020/08/SAR-Report-Tyrone-Goodyear.pdf)

[ ]  [Minute Briefing: Tyrone Goodyear (Lewisham Safeguarding Adults Board)](https://www.knowsleyappp.co.uk/wp-content/uploads/2020/08/lsab_7_minute_briefing_-_tyrone_goodyear.pdf)

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| Section 3: Corporate Policies, Procedures and Practices |

[ ]  [Customer Care Policy](http://www.knowsley.gov.uk/knowsleycouncil/media/Documents/Customer-Care-Charter-2017_3.pdf)

[ ]  [Equality and Diversity](http://sharepoint.knowsley.gov.uk/sites/bertha/about-knowsley/Pages/Equality-and-Diversity.aspx)

[ ]  [Equality and Diversity Policy Statement 2017-2020](http://sharepoint.knowsley.gov.uk/sites/bertha/documents-centre/Documents/Equality%20and%20Diversity%20Policy%20Statement%202017-2020.docx)

[ ]  [Flexible Working Policy](http://sharepoint.knowsley.gov.uk/sites/bertha/documents-centre/Documents/flexible-and-mobile-working-policy-paper-version.doc)

[ ]  [Complaints, Comments, Compliments and Questions](https://www.knowsleyappp.co.uk/complaints-comments-compliments-and-questions/)

[ ]  [Information Sharing, Data Processing and Privacy Notices](http://sharepoint.knowsley.gov.uk/sites/bertha/about-knowsley/IG/Pages/Information-Sharing.aspx)

[ ]  [Managing Conduct, Performance and Information Policy](http://sharepoint.knowsley.gov.uk/sites/bertha/documents-centre/Documents/MANAGING-CONDUCT-PERFORMANCE-AND-INFORMATION-POLICY-VERSION.doc)

[ ]  [Managing Conduct, Performance and Information Policy: Grievance Guidance Notes](http://sharepoint.knowsley.gov.uk/sites/bertha/your-job/Documents/Grievance-guidance-Notes-May-2014.doc)

[ ]  [Progression Policy](http://sharepoint.knowsley.gov.uk/sites/bertha/documents-centre/Documents/Knowsley-Adult-and-Childrens-Social-Workers-Career-Progression-Policy-and-Programme-of-Development-201617.docx)

[ ]  [Sickness Absence Management Policy](http://sharepoint.knowsley.gov.uk/sites/bertha/documents-centre/Documents/SICKNESS%20MANAGEMENT%20-%20POLICY%20VERSION.doc)

[ ]  [Social Media](http://sharepoint.knowsley.gov.uk/sites/bertha/documents-centre/Documents/Social%20Media%20Protocol%20-%20May%202017.docx)

[ ]  [Social Workers Supervision Policy](http://sharepoint.knowsley.gov.uk/sites/bertha/documents-centre/Documents/Supervision%20Policy.docx)

[ ]  [Social Care Support Workers Supervision Policy](http://sharepoint.knowsley.gov.uk/sites/bertha/documents-centre/Documents/Social%20Care%20Support%20Workers%20Supervision%20policy.doc)

[ ]  [Time off Policy](http://sharepoint.knowsley.gov.uk/sites/bertha/your-job/Human%20Resources/Pages/Time-Off-Work.aspx)

[ ]  [Unacceptable Behaviour – Escalation Policy](http://councillors.knowsley.gov.uk/documents/s50805/Unacceptable%20Behaviour%20-%20Escalation%20Policy.pdf)

[ ]  [Whistleblowing](https://www.knowsleyappp.co.uk/whistleblowing/)

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| Section 4: Local Strategies and Plans |

[ ]  [Knowsley Carer’s Strategy 2017-2019](http://www.knowsley.gov.uk/knowsleycouncil/media/Documents/Refocus-of-Knowsley-Carers-Strategy-2017-19.pdf)

[ ]  [Transforming Adult Social Care 2017-2020](http://dws.knowsley.gov.uk/bt/asct/02%20Programme%20Background%20%20Development/00%20Strategic%20Docs/4857.16%20ADULT%20SOCIAL%20CARE%20STRATEGY%202017-2020.pdf)

[ ]  [Knowsley Council’s Corporate Plan 2017-2020](http://www.knowsley.gov.uk/knowsleycouncil/media/Documents/Knowsley-Council-s-Corporate-Plan-2017-2020.pdf)

[ ]  [The Local Account for Adult Social Care 2016](http://sharepoint.knowsley.gov.uk/sites/bertha/about-knowsley/policies-and-consultation/PublishingImages/Pages/default/Adult%20Social%20Care%20Local%20Account.pdf)

[ ]  [Strategy for Knowsley 2016-2020](http://www.knowsley.gov.uk/knowsleycouncil/media/Documents/strategy-for-knowsley-september-2016.pdf)

[ ]  [Knowsley Older People’s Strategy 2018-2021](https://www.knowsleyappp.co.uk/knowsley-older-peoples-strategy-2018-2021/)

[ ]  [Knowsley Dementia Friendly Strategy 2018-2021](https://www.knowsleyappp.co.uk/knowsleys-dementia-friendly-strategy-2018-2021/)

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| Section 5: Legislation, Statutory and National Guidance Legislation |

[ ]  [Care Act 2014](https://www.knowsleyappp.co.uk/care-act-2014/)

[ ]  [Human Rights Act 1998](http://www.legislation.gov.uk/ukpga/1998/42/contents)

[ ]  [Mental Capacity Act 2005](http://www.legislation.gov.uk/ukpga/2005/9/contents)

[ ]  [Mental Health Act 2007](https://www.legislation.gov.uk/ukpga/2007/12/contents)

[ ]  [Homelessness](https://www.knowsleyappp.co.uk/4-1-10-homelessness/)

[ ]  [Coronavirus Act 2020](https://www.knowsleyappp.co.uk/__trashed/)

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| Statutory, National and Professional Guidance |

[Care and Support Statutory Guidance](https://www.knowsleyappp.co.uk/4-2-1-care-and-support-statutory-guidance-2/)

* [ ]  [Adult Safeguarding](https://www.knowsleyappp.co.uk/safeguarding-adults-at-risk-of-abuse-or-neglect/)
* [ ]  [Assessment](https://www.knowsleyappp.co.uk/assessment/)
* [ ]  [Care and Support Planning](https://www.knowsleyappp.co.uk/care-and-support-planning/)
* [ ]  [Charging and Financial Assessment](https://www.knowsleyappp.co.uk/charging-and-financial-assessment/)
* [ ]  [Continuity of Care](https://www.knowsleyappp.co.uk/continuity-of-care/)
* [ ]  [Cross-Border Placements](https://www.knowsleyappp.co.uk/cross-border-placements/)
* [ ]  [Direct Payments Policy (Knowsley MBC)](https://www.knowsleyappp.co.uk/wp-content/uploads/2018/03/Direct-Payments-Policy-July-2018.pdf)
* [ ]  [Eligibility](https://www.knowsleyappp.co.uk/eligibility/)
* [ ]  [Financial Information and Advice](https://www.knowsleyappp.co.uk/financial-information-and-advice/)
* [ ]  [Independent Advocacy](https://www.knowsleyappp.co.uk/independent-advocacy-and-independent-mental-capacity-advocates/)
* [ ]  [Information and Advice](https://www.knowsleyappp.co.uk/information-and-advice/)
* [ ]  [Integration, Cooperation and Partnerships](https://www.knowsleyappp.co.uk/promoting-integration-cooperation-and-partnerships/)
* [ ]  [Ordinary Residence (Liverpool City Region Practice Guidance)](https://www.knowsleyappp.co.uk/wp-content/uploads/2018/03/LCR-Ordinary-Residence-Practice-Guidance-2017.pdf)
* [ ]  [Personal Budgets](https://www.knowsleyappp.co.uk/personal-budgets/)
* [ ]  [Preventing, Reducing or Delaying Needs](https://www.knowsleyappp.co.uk/preventing-reducing-or-delaying-needs/)
* [ ]  [Prisons, Approved Premises and Bail Accommodation](https://www.knowsleyappp.co.uk/prisons-approved-premises-and-bail-accommodation/)
* [ ]  [Promoting Wellbeing](https://www.knowsleyappp.co.uk/promoting-wellbeing/)
* [ ]  [Protecting Property of Adults being Cared for away from Home, including Pets](https://www.knowsleyappp.co.uk/protecting-property-of-adults-being-cared-for-away-from-home-including-pets/)
* [ ]  [Review of Care and Support Plans](https://www.knowsleyappp.co.uk/review-of-care-and-support-plans/)
* [ ]  [Safeguarding Procedures for Responding in Individual Cases](https://www.knowsleyappp.co.uk/safeguarding-procedures-for-responding-in-individual-cases/)
* [ ]  [Self-Funders](https://www.knowsleyappp.co.uk/self-funders/)
* [ ]  [Transition to Adult Care and Support](https://www.knowsleyappp.co.uk/transition-to-adult-care-and-support/)
* [ ]  [Underlying Principles](https://www.knowsleyappp.co.uk/underlying-principles/)

[ ]  [Social Work England](https://www.socialworkengland.org.uk/)

[ ]  [Mental Capacity Act and Code of Practice](https://www.knowsleyappp.co.uk/mental-capacity-and-code-of-practice/)

[ ]  [Mental Capacity Act Deprivation of Liberty](https://www.knowsleyappp.co.uk/deprivation-of-liberty-safeguards/)

[ ]  [Mental Health Act 1983 Code of Practice](https://www.gov.uk/government/publications/code-of-practice-mental-health-act-1983)

[ ]  [New Belonging Programme](https://www.gov.uk/government/publications/new-belongings-programme-evaluation)

[ ]  [NHS Continuing Healthcare Decision Support Tool](https://www.gov.uk/government/publications/nhs-continuing-healthcare-decision-support-tool)

[ ]  [National Framework for NHS Continuing Healthcare and NHS funded Nursing Care](https://www.gov.uk/government/publications/national-framework-for-nhs-continuing-healthcare-and-nhs-funded-nursing-care)

[ ]  [Personalisation](https://www.knowsleyappp.co.uk/personalisation/)

[ ]  [End of Life Care](https://www.knowsleyappp.co.uk/end-of-life-care/)

[ ]  [COVID-19: Hospital Discharge](https://www.knowsleyappp.co.uk/covid-19-hospital-discharge-service-requirements-2/)

[ ]  [Transfer between Inpatient Hospital Setting to Community or Care Home](https://www.knowsleyappp.co.uk/transfer-between-inpatient-hospital-setting-to-community-or-care-home-setting/)

[ ]  [Making Safeguarding Personal](https://www.knowsleyappp.co.uk/making-safeguarding-personal/)

[ ]  [Defining Mental Disorder](https://www.knowsleyappp.co.uk/defining-mental-disorder/)

[ ]  [Independent Mental Capacity Advocate Service](https://www.knowsleyappp.co.uk/independent-mental-capacity-advocate-service/)

[ ]  [Best Interests](https://www.knowsleyappp.co.uk/4-2-19-best-interests/)

[ ]  [Making Advance Decisions](https://www.knowsleyappp.co.uk/4-2-20-making-advance-decisions/)

[ ]  [Ill Treatment and Wilful (Deliberate) Neglect](https://www.knowsleyappp.co.uk/ill-treatment-and-wilful-deliberate-neglect/)

[ ]  [No Recourse to Public Funds](https://www.knowsleyappp.co.uk/no-recourse-to-public-funds/)

[ ]  [Disclosure and Barring](https://www.knowsleyappp.co.uk/disclosure-and-barring/)

[ ]  [Outcomes in Adult Social Care](https://www.knowsleyappp.co.uk/outcomes-in-adult-social-care/)

[ ]  [Mental Health Act 1983](https://www.knowsleyappp.co.uk/mental-health-act-1983/)

[ ]  [Data Protection Act 2018](https://www.knowsleyappp.co.uk/data-protection/)

[ ]  [Professional Capabilities Framework for Social Work](https://www.knowsleyappp.co.uk/4-2-27-professional-capabilities-framework-for-social-work/)

[ ]  [Equality, Diversity and Human Rights](https://www.knowsleyappp.co.uk/equality-diversity-and-human-rights/)

[ ]  [Care Act Easements: Guidance for Local Authorities](https://www.knowsleyappp.co.uk/care-act-easements-guidance-for-local-authorities-2/)

[ ]  [Responding to COVID-19: The Ethical Framework for Adult Social Care](https://www.knowsleyappp.co.uk/4-2-31-responding-to-covid-19-the-ethical-framework-for-adult-social-care/)

[ ]  [Deprivation of Liberty Safeguards (DoLS) during the Coronavirus (COVID-19) Pandemic](https://www.knowsleyappp.co.uk/deprivation-of-liberty-safeguards-dols-during-the-coronavirus-covid-19-pandemic/)

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| Section 6: Practice Guidance |

[ ]  [Seven Minute Briefing Coercive Control](https://www.knowsleyappp.co.uk/wp-content/uploads/2020/01/7-Minute-Briefing-Coercive-Control-1.pdf)

[ ]  [Seven Minute Briefing Making Safeguarding Personal](https://www.knowsleyappp.co.uk/wp-content/uploads/2020/01/7-Minute-Briefing-Making-Safeguarding-Personal-1.pdf)

[ ]  [Seven Minute Briefing Mental Capacity Act](https://www.knowsleyappp.co.uk/wp-content/uploads/2020/01/7-Minute-Briefing-Mental-Capacity-Act-1.pdf)

[ ]  [Multi Agency Risk Assessment Guidance (MARAM)](https://www.knowsleyappp.co.uk/wp-content/uploads/2020/01/Multi-Agency-Risk-Assessment-Guidance-MARAM.pdf)[(Click here for downloadable Word version)](https://www.knowsleyappp.co.uk/wp-content/uploads/2020/01/Multi-Agency-Risk-Assessment-Guidance-MARAM.doc)

[ ]  [Working with Adults with Hidden Disabilities](https://www.knowsleyappp.co.uk/working-with-adults-with-hidden-disabilities/)

[ ]  [Workplace Harassment and Violence to Staff](https://www.knowsleyappp.co.uk/workplace-harassment-and-violence-to-staff/)

[ ]  [The Whole Family Approach](https://www.knowsleyappp.co.uk/whole-family-approach/)

[ ]  [Working with Adults with Autism](https://www.knowsleyappp.co.uk/working-with-adults-with-autism/)