**ADULT SOCIAL CARE INDUCTION**

New Employees, ASYE’S and Students

Please note this document should be read in conjunction with the Get to Know Knowsley document.

**Day One**

Team manager and/or Senior Practitioner to greet the new starter

Team manager and/or Senior Practitioner to introduce the new employee to the Team, explain the different roles of team members

Team manager and/or Senior Practitioner to provide a copy of this Induction process including details of team members and list of contact numbers

New Starter to be given link/paper copy of the Get to Know Knowsley document

Manager to explain about security on site, access arrangements including door codes if necessary, fire drill procedure.

Arrangements to be made for ID card to be provided/ collected.

Manager to ensure laptop and phone are available or advise of date for collection.

Manager to inform new employee about parking availability/options

Manager to show the new employee the location of comfort areas/facilities – Toilet, Kitchen, equipment on site.

Manager to explain how the Duty system works

New employee to provide emergency contact details, car registration form, car insurance documents.

Manager to inform new employee about training dates for LAS

New employee to be provided with link to KAPPP or a paper copy to access policies such as code of conduct, data protection, whistleblowing, safeguarding adults.

New employee to be provided with the link to the Live Well Directory in order to complete registration.

**Day Two**

New employee to read the Get to Know Knowsley document. It contains useful information and provides:

- Overview of the organisation

- Function of Local Authority

New Employee to become familiar with Policies. This is not an exhaustive list:

Supervision Policy

Health and Safety

Sickness/Absence Policy and Procedure

Annual Leave Arrangements

“Have Your Say” / Complaints Procedures

Equal Opportunities and Anti-discriminatory Policy

Grievance Procedure

Financial Regulations

Disciplinary Procedure

Car user scheme

New employee to commence E-learning via the Knowsley Learning Zone

This is not an exhaustive list:

-KMBC Protecting Information

-Data Protection Essentials

-The role of the social worker in Safeguarding Adults

-Mental Capacity Act

-The Care Act 2014

-Support Planning

-Equality and Diversity

- Prevent

- Safeguarding and Child Protection for Non-Children's Service Workers

**Day Three**

Continue E-learning

New employee to shadow team members and become familiar with electronic systems – LAS

If appropriate new employee to shadow an experienced team member completing an assessment, support plan and mental capacity assessment.

In discussion with the team manager identify and arrange to contact other key teams to observe and, if possible, shadow staff, for example, multi-agencies in MASH and the MDT in Mental Health.

Arrangements to be made enabling the new employee to observe the Panel process and Risk Enablement Panel.

**Day Four**

Arrange to visit MASH to observe the operational safeguarding process underpinning Sec42 Enquiries and how that links to your role and your responsibility in this process. Reflect on your observations and discuss with your line manager.

**Day Five and Six**

Continue to contact other teams and services in Adult Social Care: Prevention Team, Community Mental Health Team; Hospital Discharge Team, Community Team, Review Team, the Client Property & Affairs Team, Care Arranger Team Finance Team, Huyton/Kirkby Resource Centres, Reablement Team.

Contact the Direct Payments team to arrange to visit to gain awareness of the service and process enabling a service user to organise their support package or element of it.

**Day Seven**

Shadow the Duty social worker and observe the duty process.

Observe the LAS process for assessments, support planning and case note recording.

**Day Eight**

Continue to visit other teams

**Day Nine**

Meet with Team Manager/Senior Practitioner to discuss any concerns/ receive feedback.

Reflect on observations from visits to other teams.

Confirm arrangements for case allocations and discuss expectations. Book first Supervision meeting.

**Day Ten**

Read background for case allocations and plan contact.