



**Children's Safeguarding and Social  
Work**  
Induction policy

## 1 Introduction and scope of policy

Camden's policy is that all new staff experience a supportive introduction to working at the council and can take advantage of an induction programme that enables them to integrate into their team and their working role quickly.

The policy covers the induction of all social work staff and personal advisors who are new to Camden, including newly-qualified social workers, temporary agency staff and any staff moving into management positions.

## 2 Purpose of induction

Induction is a planned programme of events designed to introduce new workers to an organisation and prepare them to carry out their role.

Social work induction in Camden should help social workers:

- get to know managers and staff within the service and across other relevant services and agencies;
- gain an understanding of Camden's statutory duty to safeguard children and their role in meeting these duties;
- understand the standards of practice expected of them;
- know where and from whom they can get help and support.

By the end of the induction period, managers, supervisors and new staff should be confident that the worker is ready to perform their role and can do so safely and effectively.

## 3 Structure of induction

There are 3 levels of induction for social workers; more information about each is available in the induction handbooks.

- **Corporate induction** is an introduction to the council, its senior officers, corporate structure and corporate strategies and policies. The induction takes place over 2 days and is run by Human Resources.
- **Divisional induction** is an introduction to CSSW, the services it provides and information about key social work processes and other information all new workers need to know. It is delivered through:
  - a mandatory online e-learning course that should be completed within the first 2 weeks of the social worker's start date

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- a 3 monthly meeting with the Director, Heads of Service and senior managers who can provide information about their service area.
- **Team** induction is a more flexible programme of events designed and delivered by managers and supervisors around the needs of the individual worker based on their levels of knowledge and experience, reflecting the team's area of social work practice and expertise.

## 4 Standards for induction

- Every social worker and personal advisor joining Camden must have an induction programme designed to meet their individual needs and help them achieve the aims set out in section 2.
- Team managers and supervisors are responsible for designing and implementing the induction programme that takes place over a period of 6 weeks.
- The worker's induction programme should be recorded in the induction plan by their supervisor and be in place by the time the worker joins Camden. The template for induction plans is available at: [induction-plan-template.docx \(live.com\)](#)
- The induction plan should cover all levels of induction and set out clearly a timetable for essential elements of induction activity such as mandatory training and meeting key staff members. See section 5 for details.
- The induction plan should be reviewed and revised during weekly supervision sessions and progress recorded on the induction checklist available at: link
- Every new worker must have their training needs assessed in line with the professional capabilities and a learning and development plan put in place to meet these needs.
- Team managers and supervisors should pay particular attention to the needs of newly-qualified social workers and social workers returning to the profession following a career break.

Information for new social workers and personal advisors on induction practice can be found in the induction handbook available at: [Induction Handbook for Social Workers and Personal Advisors \(camden.gov.uk\)](#)

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Information for managers and supervisors on their role in the induction process is available in the supervisors and managers induction handbook available at: [Induction Handbook for Managers and Supervisors \(camden.gov.uk\)](https://www.camden.gov.uk/induction-handbook)

## 5 Induction programme

All new workers should follow the timetable of activities set out below although this is not an exhaustive list and individual teams and services may wish to add other relevant activities.

Week	Activities
Week 1	<ul style="list-style-type: none"><li>• Meet with allocated supervisor to go through induction plan</li><li>• Attend corporate induction (days 1 &amp; 2)</li><li>• Attend MOSAIC training (within 4 days)</li><li>• Meet with team members and any appointed "buddy"</li><li>• Go through the induction checklist with supervisor</li></ul>
Weeks 2/3	<ul style="list-style-type: none"><li>• Complete mandatory corporate and divisional e-learning modules</li><li>• Meet with team's allocated IRO to go through CIN, CP and LAC processes</li><li>• Meet with Case Progression manager to go through procedures for care proceedings and court work</li><li>• Meet with the AYSE co-ordinator to sign up for the ASYE programme (newly qualified social workers and those returning to social work)</li><li>• Begin to have cases allocated</li></ul>
Weeks 4/6	<ul style="list-style-type: none"><li>• Attend Early Help Service induction</li><li>• MASH?</li><li>• Meet with team's Model of Social Work champion</li><li>• For LAC social workers, meet with fostering and permanence managers, CAMHS and LAC health workers and the Virtual School Head</li><li>• For LAC social workers and personal advisors, meet with Pathways co-ordinator</li></ul>
Within 3 months	Attended the CSSW divisional induction session