



CSSW Induction checklist

Area of induction	Relevant resources	Date undertaken/completed
Corporate/IT induction	https://lbcamden.sharepoint.com/sites/intranet/find-out-about/being-a-new-starter	
Corporate mandatory e-learning module	https://camden.learningpool.com/login/index.php	
Divisional and quality assurance induction e-learning module	Z:\Children schools & families (social care)\Children and Families\Social Work policy folder\Quality Assurance\Quality assurance induction programme.docx	
MOSAIC training		
Business Support/finance induction		
Team induction		
Staffing issues <ul style="list-style-type: none"> • Annual and other leave • Sick leave • Probation period • Performance measurement • Flexible and agile working • Health and safety • Lone working and incident reporting 	https://lbcamden.sharepoint.com/sites/intranet/find-out-about/being-a-new-starter https://lbcamden.sharepoint.com/sites/intranet/HR/Pages/managing%20performance.aspx	
Working environment <ul style="list-style-type: none"> • Desk, stationery, office equipment • Hot desking arrangements • Staff facilities • Building opening hours • Tour of building • Introduction to team members • Home address and emergency contact numbers • Local area 		

<p>Communications</p> <ul style="list-style-type: none"> • Telephones and voice mail • Electronic calendars • Postal systems • Confidentiality • Dealing with the press • Customer care policies 	<p>https://lbcamden.sharepoint.com/sites/intranet/find-out-about/technology</p>	
<p>Role and responsibilities</p> <ul style="list-style-type: none"> • Key policies and procedures • Expectations of conduct • Standards of practice/PIs • Training and development needs assessment • Team duty system/team cover • Panels and forums • Case recording • EDT 	<p>Z:\Children schools & families (social care)\Children and Families\Social Work policy folder</p>	
<p>Finances</p> <ul style="list-style-type: none"> • Expenses • Ordering goods • Authorising payments • Petty cash arrangements 		

Buddying/mentoring arrangements:

Name of buddy/mentor:
Area of responsibility:

Extension no:

Schedule of required meetings/shadowing

Team/service	Date	Arrangements
MASH		
CIN IRO		
CP IRO		
CP minute taker		
LAC IRO		
Participation Officer		
Professional social work educator		
Business Support		
Fostering/Adoption		
Resource team		
Virtual school Head		