**Student Placement Induction**

**Student Induction Guide**

**Leeds & Wakefield Social Work Teaching Partnership**

**Introduction**

This document aims to provide guidance to practice educators to ensure their new student gets the best possible induction into their placement. It both will help plan for arrival of the student and help them feel welcomed into the team, as well as offering a template to plan their first 2 weeks to help them settle in.

A good induction process ensures that all students feel confident and supported in their new role, and that they quickly settle into the team dynamics. Students are entitled to expect an induction as part of their practice learning experience. If the student has difficulties during the placement this document will be reviewed to ensure the student had a full induction to the service.

Practice Educators play a key part in providing the first few weeks’ induction to ensure students gain a full understanding of their role gaining knowledge of clear objectives and expectations of the service.

By taking the time to deliver a well-designed and effective induction Practice Educators can ensure that all new employees are provided with the information needed to perform their role, such as, the Council’s key priorities, policies and procedures, the correct values, behaviours and attributes. Delivery of this information will set the standard expected to perform the role.

**Pre arrival checklist**

Please use student welcome documentation provided by your workforce development team to send to your student beforehand. This will detail their working hours, office address, etc. Ideally this should be sent to them **prior** to the introductory meeting.

Prior to their arrival you will need to organise a number of things:

* Inform team of new student start date
* Computer/laptop
* Phone number
* Desk / chair
* System training
* Account and Email
* IT – New User Request / new systems
* Reasonable adjustment required (identified in the practice learning agreement)
* ID Badge – gather information in readiness for start date

**First day**

Below is a summary of guidance to help you plan your student’s first day and what they need to know about working in your team. It can be quite overwhelming for students as, for some, this is their first experience of working in an office so please try and support them in accessing this information at their pace. It is helpful to set some time aside with your student for a supervision on their first day. Much of the information below can be discussed and recorded in this first supervision session.

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| --- |
| **Health** **and Safety** |
| Give the student a tour of the office building Suggestions include-* Statutory Notices
* Safety Signs
* First Aid Boxes (and who the nominated First Aider(s) are)
* Safety Procedures Manual and Information (SIP)
* Fire Exits & Assembly Point(s) evacuation procedure
* Completion of Emergency contact form Discuss any security arrangements / swipecard use / access to Council buildings (including hours of access). Provide your student with the information needed to obtain their ID badge.
* Show locations of storage facilities (lockable) for any valuables
* (if applicable)
* Discuss how to report any Accidents & Near misses
 |
| **Corporate and local information** |
| * Overview of your team, including a structure. Provide your student with a list of team member’s names and telephone numbers/desk plan if applicable. Introduce your student to team members.
* Discuss team protocols for eating lunch. For example can lunch be eaten at their desk and are there places to store food or buy food locally. Also explain how the Tea fund works and whether or not the student is expected to contribute/bring their own mug.
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| **Support** |
| * The following can be covered in first supervision
* Working Hours & Core Hours first supervision
* Shifts and Cover (role specific)
* Use of personal phone etc.
* Smoking Policy
* Sickness and absences procedure – who to call / contact information / timescales
* Dress code
* Discuss Health & Wellbeing –Work-life balance, Mental Health Wellbeing, Stress Awareness, Emotional Resilience etc.
 |
| **Communication and IT** |
| * Issue work mobile telephone (if applicable)
* Issue username and password for access
* Issue essential work telephone numbers, including new student’s work contact number
* Brief tour of Intranet and Outlook and how to access for contact numbers, email addresses and other information
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**Student checklist**

The following is a guide of what you student needs to find out about from you and the team in the first 2 weeks and may form the basis of your supervisions in the first few weeks. Please give this form to your student as part of their self-directed learning in the first few weeks of placement.

|  |  |
| --- | --- |
| How to make a telephone call |  |
| Who’s who in the team |  |
| How to access voicemail |  |
| Lunch Times |  |
| Any pre-arranged meetings or visits |  |
| Local lone working and personal safety protocols |  |
| How to add and use a printer |  |
| How to store information electronically |  |
| Computer security |  |
| How to use the intranet |  |
| How to use outlook including electronic calendar |  |
| How to avoid security breaches and what to do in the case of one |  |
| Flexible working policy |  |
| Leave – Annual, Special Leave etc. |  |
| Time Recording Procedure (written and electronic) |  |
| Structure of Directorate & Service Areas and discuss any information about the Council & specific Service Area |  |
| Whistleblowing policy |  |
| Date and times of team meetings |  |
| List of key phone numbers |  |

**Suggested reading for your student**

It might be useful to prepare some reading material for your student

Suggestions include the information below but you may choose to add more that you think are helpful.

* **Data Protection**
* **Equality & Diversity Awareness**
* **Freedom of Information**
* **Information Governance**
* **Safeguarding Adults**
* **Safeguarding Children**
* **Relevant policies and procedures**

**First 2 weeks’ calendar**

Use this document to help plan your students first 2 weeks – including supervision, team meetings, shadowing, visits and training planned.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday**  | **Friday** |
|  |  |  |  |  |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday**  | **Friday** |
|  |  |  |  |  |