**Induction Plan**

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| Date | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Week 1 | Meet and Greet, Plough Lane, Hereford Collect Lap top Collect ID badge and car badgeComplete essential information forms with admin.IT support/ logging in to system and setting up Email account and FWIFramework I training Mandatory trainingMeet Work-place Supervisor | Introduction to Team. Familiarise with office, car park arrangements etc.Identify team meeting scheduleRead through council values, policies and procedures (Local Board safeguarding procedures/ Tri-Ax/Level of need and service response. Shadow social worker within the team (using form in toolkit)Initial assessment visit/Child protection/ safeguaring visit (Complete reflective log)  | Level One safeguarding Training Agency visit with social workerAddaction? ( Drugs and Alcohol Service)  | Student to arrange visits to other teams and agencies – MASH; CWD; 16+; LAC; CIN; Herefordshire Carers support; MIND; Addaction; Adults Wellbeing Assessment and Referral TeamShadowing SW in team. Assessment/child protection/safeguarding visit | Supervision with Practice Educator (PE)/Workplace Supervisor (WPS). Feedback on week 1 and check plans for week 2 – venues, addresses, contact details etc.Shadow workplace Supervisor  |
| Week 2 | Shadow Duty Social Worker | Student arrange multi-agency visit – police/health/educationComplete other mandatory training | Visit arranged in week 1.Reflective learning log | Sitting in on Child Protection/Adult Safeguarding strategy  | Supervision with PE/WPSFeedback on week 2 and check plans for week 3Write up supervision notes and progress against assessment frameworks |
| Week3 | Day with MASH (Multi Agency Service Hub) or ART (Assessment and Referral Team) to gain insight into the contact and screening process/ referrals | Complete mandatory training | Visits arranged in week 1 | Assessment training. Identify resources and aids to support communication | Supervision with Work Place Supervisor/Practice EducatorAllocation and case discussion Shadow Duty social worker  |
| Week 4 | Arrange agency visit as per list. | Safeguarding Level 2 Training Shadow Senior Social worker  |  | Case researchArrange visits | Supervision with PE |
| Week 5 | Agency visits as per list | Proposed case work | Team meeting? | Visits to agencies | Supervision with WPS |
| Week 6 | Proposed case work | Proposed case work | Case allocation Planned direct work with YP/Adults |  | 3 way supervision with PE & WPS. Review frequency of supervisionIn house voice of the child training  |
| Week 7 | Training in House Chronologies Case work  | Proposed case work | Planned direct work with YP/AdultsOffice time  | Case work | Supervision with PEOffice time  |
| Week 8 | Case work  | Case work | Planned direct work with YP/AdultsOffice time  | Case work | Case workSupervision with WPS |