**INDUCTION – BRIEFING**



The revised induction process commences 29th January 2018 and will run every week. All individuals responsible for recruitment of staff need to be aware of what the process consists of. All information can be obtained via :

[www.dudleycpp.org.uk](http://www.dudleycpp.org.uk)

* Select ‘**Practice Resources**’
* Select ‘**Induction Pack**’

Familiarise yourself with the ‘**Induction Process folder**’.

* ‘**Recruitment Process and Reminders**’ pdf explains the recruitment process and the responsibilities that recruiters will have e.g. requesting IT equipment at the correct point of the process (please note the hover buttons which provide additional information),
* ‘**Day one/Day two/Day three to five of induction**’ – provides guidance as to what the inductee will be doing on each day,
* ‘**Check list Induction day one/two**’ provides a check list of responsibilities (day one for the Trainer and day two checklist is for Team Managers to complete when the inductee attends at their primary place of work),

‘**Day 1 Induction Resources Folder**’ is an electronic version of the paper work that will be provided for Inductees on day one of the process (which will take place at Ward House).

‘**Additional Induction Resources Folder**’ contains electronic documents that workers/Team Managers can access at any time to assist them in carrying out their duties.

**Information on contents of the CPP website**

**‘Events and Training’** tab – view all the training events that are being offered and book you place on them.

**‘Practice Standards’** tab – view Dudley’s Practice Standards for workers within Children’s Services.

**‘Policies and Procedures’** tab – view all of the Dudley Children’s Services Policies and Procedures in once place.

**‘Practice Resources’** tab – incorporates:

* a tab for access to the ‘Research in Practice’ website which all Dudley Children’s Services workers can sign up for and access for free.
* a tab for accessing the latest Practice notes to update and inform practice
* a tab for the ‘Induction Pack’. This contains information and useful resources for all new starters.

**‘CSIP’** tab – information on Dudley Children’s Services Improvement plan.

**‘Useful Links’** – providing quick access to partner agencies websites

**‘News’** – keep up to date with the latest news.