

Induction

Just like any other worker, students need to be given all relevant information about the workplace, the agency and what will be expected of them.

The checklist below is offered as a guide to practice educators/supervisors and students. Agencies may have an induction programme for newly appointed staff and some of this could be relevant to a Social Work student on placement within the agency. Not all the information needs to be given at once. It is recognised that some agencies may provide a group induction programme.

Any student induction programme should cover:

- Agency aims and objectives
- Organisational structure and accountability of the student
- Policy information re. service delivery
- Policy information re. personal safety
- Practical information (who's who, what's where, etc.)
- How the agency relates to other services
- Equal Opportunities Policy
- Details of any support for particular groups of students
- Glossary of commonly used terms (especially initials used)
- Brief summary of relevant legislation
- Health and safety information
- Standards of conduct/staff guidance
- Confidentiality policy
- Recording processes
- Agency complaints and whistle blowing procedure