

STAFF DEVELOPMENT PROGRAMME

Part 1 Induction Procedures

Member of staff	
Supervisor	
Date Employment started	

This document is to help you become accustomed to our various locations and focus on elements of your work that are necessary.

Please use this document as a checklist and tool, to be worked on with your supervisor over a period of time. All 'A' forms should be completed within the first week of employment. 'B' forms should be completed within the first 6 weeks. 'C' and 'D' forms should be completed as and when you're able to.

Whenever possible, completed pages should be presented to the office to be photocopied and put on your file.

Content Checklist	Reference Number	Completed
Induction Declaration	PT.SD.I.A2	
Administration	PT.SD.I.A3	
Training Agreement	PT.SD.I.A4	
Completed Pear Tree Safeguarding training	PT.SD.I.A5	
Introduction to Pear Tree School	PT.SD.I.A6	
Introduction to The Homes	PT.SD.I.B1	
Our Resources	PT.SD.I.C1	
Necessary Reading - Children/Young People's files	PT.SD.I.D1	

Induction Declaration

Name		Start Date	
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I can confirm that I have been provided with an access code to the company website and have had a demonstration to explain how to use this website to find all the Company's Policies and Procedures. I undertake the responsibility to read the following in their entirety, as soon as practically possible, within the first month of my employment: -

- Statement of Purpose, for the house I have been tasked with.
- Guidance and Good Practice.
- The 3 R's
- Helping Children learn values through activities
- Therapeutic Approach Document
- School Prospectus
- School curriculum (School Staff only)
- Managing Sexually harmful behaviour at school and at home
- Keeping Children Safe in Education
- Health and Safety
- Staff Employment
- Employee Handbook

I also undertake to: -

- Within the first six months of my employment, I understand the responsibility to read the following in their entirety
- The statement of Purpose for all other homes
- In Search of Utopia
- Personal Holistic Competency Assessment
- Using machinery in an educational context
- Curriculum information and advice
- Specific activity risk assessments
- The Value of Practical Subjects, Routine Tasks and Outdoor Education within an Educational Programme
- Endeavour to complete and achieve all mandatory training within the probationary period of employment.
- Keep myself up to date at all times.

I agree to comply with and understand Pear Tree's Child Protection Statement and Child Protection Procedure (Guidance and Good Practice 42 Safeguarding and protection Policy)

Child Protection Procedure

"Pear Tree is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment."

Member of Staff's Signature		Date	
Supervisor's Signature		Date	

Administration

	Yes	No
Application Review: explain any employment gaps, why previous employment with vulnerable clients ended.		
Introduced to David Bartlett MBE, Head of Service, Head Teacher		
Signed Induction Declaration		
Signed Training Agreement		
Has the member of staff provided a completed payroll form. This then needs to be sent to Angela.		
Training Certificates Copied Scanned and Signed For		
Provided Car Insurance Certificate that includes business use (Check to see if they use multiple vehicles)		
If applicable, Provide an MOT Certificate		
Has the member of staff completed a Starter Checklist. This then needs to be sent to Angela.		
Does the member of staff have a P45, this needs to be sent to Angela.		
Signed Contract of Employment		
Explanation of Pear Tree Connect and Registered on the System		
Explanation of Pear Tree Website (inc. TMS) and Provided with Access Codes		
Explanation of Rota Pattern and Sleepover Allocation – Sleepovers are allocated on level of competency so initially; it is unlikely to receive them. This will mean finishing at 11 pm on a 24-hour shift. However, we ask staff to always be prepared when required.		
Explanation of Holiday Allowance, Lieu Hours and BrightHR and Registered with BrightHR.		
Any Pre-Existing Holidays Submitted via BrightHR		
Completed and Signed Form EE & Add Information onto BrightHR		
Set up and provide with Pear Tree Email Address (Requested from main office)		
Provided with Employee Handbook		
Explanation of Pear Tree Pension scheme. Auto enrolled following a three month wait period.		

Explanation given regarding pay claims and expenses (Include explanation regarding pay claim date and cut-offs for changes)		
Explanation of how to access pay slips.		
Provided with structure of organisation and staff telephone numbers. Explain key contacts within the organisation.		
Discuss Supervisions and Frequency		
Discuss PHCA		
Provided with leaflet on Lifting and Handling.		
Explanation regarding Health Assured.		
Provide with relevant documents for safeguarding training and ensure member of staff has understanding prior to signing PT.D.1.B7		
Introduction to the PACE model.		
<i>Viewed - David Bartlett interviewed by Dr Neil Hawkes as part of a seminar for Head Teachers</i>		
Completed Personal Statement		
Photograph taken and added to personnel file.		

Member of Staff's Signature		Date	
Supervisor's Signature		Date	

Training Agreement

Name	
Employment Start date	

In consideration of the training which I will be receiving from Paragon Skills (QCF Level 3 Diploma Residential Childcare (England)), I agree to remain employed by Pear Tree Projects Limited for a minimum period of one year after completion of the training.

If I leave my employment at any time, for any reason, including dismissal, once the training has been agreed and paid for by my employer, I undertake to refund my employer 100% of the cost **£2200**. This includes leaving before commencement of the training if it has been paid for and during the training taking place).

This training will end on _____ and if I leave my employment at any time, for any reason, including dismissal, before the end of _____ I undertake to refund to my employer **£2200** or a proportion based on the following scale:

Less than 3 months after completion of training	100%	£2200
3 months but less than 6 months after completion of training	75%	£1650
6 months but less than 9 months after completion of training	50%	£1100
9 months but less than 12 months after completion of training	25%	£550

In the event of my failure to pay I agree that my employer has the right as an express term of my Contract of Employment to deduct any outstanding amount due under this agreement from my salary or any other payments due to me on the termination of my employment in accordance with the legislation currently in force.

I am also aware that funding can be withdrawn, and I would have to repay the full amount received, save for exceptional circumstances discussed and agreed with the Pear Tree Management, if I:

- fail to take the relevant examinations.
- do not make satisfactory progress in my studies e.g., failure to attend lectures, tutor led sessions, check in sessions with your tutor or non-completion of coursework.
- discontinue the course before completion.

Signature (Employee)	
Name (Print)	
Date	

Pear Tree Safeguarding training

Policy Number	Title of Policy	Date Read	Staff Signature
30.	A guide for children on Pear Tree Complaints Procedure.		
31.	Members of Staff Receiving Complaints		
39.	Children who attempt to run away – Missing Child Policy		
40.	Children absent without leave – Missing Child Policy		
42.	Safeguarding and Children Policy		
43.	Prevent Radicalisation		
44.	Child Sexual Exploitation (CSE)		
46.	Dealing with disclosures (taken from Pupil Support Services Education Dept DCC)		
48.	Whistle Blowing		

	Yes	No
Can the staff member name who the Designated Safeguarding Officers are?		
Does the staff member have a good understanding of the policies?		
Does the staff member show a general knowledge of how to deal with disclosure?		

Member of Staff's Signature		Date	
Supervisor's Signature		Date	

Introduction to Pear Tree School

	Toy Top Farm	The Manor
1. Introduction to the school leaders.		
2. Brief overview of the school day		
3. Shown around all areas, including classrooms, workshop, yards, gardens, break areas etc.		
4. Made aware of emergency procedures		
5. Shown the location of fire extinguishers		
6. Shown the location of the medical room and First Aid Kits		
7. Demonstration of the fire alarm		
8. Discussed Health and Safety issues		

		Date	
Member of Staff's Signature		Date	
Supervisor's Signature		Date	

Introduction to The Homes

	Moorlands	The Manor	The Crest	Stanhope Road	Durham Road	Clarence Street
1. Introduction to children and young people in the home at the time of visit						
2. Brief overview of all children and young people within the home						
3. Shown around all the rooms						
4. Made aware of emergency procedures						
5. Shown the location of fire extinguishers						
6. Shown the location of the First Aid Kits						
7. Demonstration of the security alarm						
8. Demonstration of the fire alarm						
9. Discussed Health and Safety issues						

Member of Staff's Signature		Date	
Supervisor's Signature		Date	

Our Resources

Fewster Gill	Date
Overview given	
Health and safety issues generally	

Lowther Park	Date
Overview given	
Directions and instructions for all equipment given	

Blackmires Farm	Date
Overview given	
Health and safety issues generally	
Where to go and what to do/ where not to go and what not to do.	

Member of Staff's Signature		Date	
Supervisor's Signature		Date	

