

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. The 'B' forms for the particular home you spend time at, should also be completed in the first week. Other '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
Administration	PT.SD.I.A2	
Induction Declaration	PT.SD.I.A3	
Residential and Education Facilities	PT.SD.I.A4	
The homes close up – Stanhope	PT.SD.I.B1	
The homes close up - The Crest	PT.SD.I.B2	
The homes close up – Moorlands	PT.SD.I.B3	
The homes close up – Durham	PT.SD.I.B4	
The homes close up – Clarence Street	PT.SD.I.B5	
The homes close up – The Manor	PT.SD.I.B6	
Completed Pear Tree Safeguarding training	PT.SD.I.B7	
Our Resources	PT.SD.I.C1	
Other Resources	PT.SD.I.C2	
Necessary Reading - Keeping yourself updated	PT.SD.I.D1	
Necessary Reading - Children/Young People's files	PT.SD.I.D2	
Personal Development -Training needs	PT.SD.I.D3	