

1. Common Induction Checklist 2010

You need to work through this checklist with your new starter in order to identify which modules of the Common Induction Programme that they need to complete. If they do not have previous knowledge or training in a particular module, they need to complete the relevant module. Modules 1 and 2 are mandatory for all new staff. Upon completion of this document, please send to Emma Jones – ejones@solihull.gov.uk who will then contact you and your staff member with the date, time and location of the training.

Module	Definition	Criteria met / Criteria not met – yes or no?	Evidence (attached)
1. Integrated Working Awareness	Can you explain how your work relates to the Every Child Matters outcomes, outline relevant national legislation that impacts on your work and explain how you promote the values and principles of your practice	MANDATORY MODULES	
	Know about the National Integrated Working strategy, and be able to describe the different processes and tools in Solihull including the LINCS model, Common Assessment Framework, Lead Professional, Information Sharing and ContactPoint and how they apply to your work		
2. Keeping Children and Young People Safe from Harm	Describe the relevant recent legislation, the types of abuse children and young people might face, the possible signs and indicators and how you refer if you have a concern		
3. Equality and Diversity	Describe equality and diversity and give some examples of anti-discriminatory practice as well as inclusive practice in your work		

4. Building relationships and communicating with Children, Young people and their Families	Describe effective ways of communicating with children, young people and families and the barriers to this Describe how you could help children and young people make their own decisions Understand and respond appropriately to views and feelings of children & young people you work with		
	Describe your work with parents and carers and how you involve them to achieve positive outcomes as well as how you could support young carers		
	Describe the different transitions the children or young people you work with might encounter and how you would support them through these		
5. Understanding children and young people's development	Explore human need and describe some strategies to support change & development, particularly self esteem, motivation and play		
	Describe how a child or baby forms attachment and how this affects their social & emotional development		
	Be able to describe a range of behaviours a child or young person might display, understand there are hidden as well as observable aspects of behaviour and consider approaches you could use to bring about change		
	Explain how a family context might affect the development of a child or young person and how your work setting influences work with that child or young person		
6. Health and safety	Describe what you might have to take into account regarding health and safety in your work and workplace.		
7. Information Sharing	Describe the guidance and process of sharing information as related to the national guidance.		