

Your Chapter Induction Pack

My Learning Journey

Name:

Home:

Job Title:

Start Date:

My Line Manager:



**Your
Chapter** 
changing children's life stories

Welcome

Welcome to Your Chapter and The Residential Team. You are about to start your learning journey, and this workbook will guide you during this time. You will use this workbook throughout your induction to record evidence and demonstrate your understanding of key areas. This workbook will be reviewed prior to signing off your probation so keep it safe and secure.

Your Learning Journey: You will continue learn throughout your career, however initially you will be on a more structured programme.

Induction:
Your first 3
months

Within this period, you **must** complete your 8-day Induction training, which is allocated to you face to face, your 4 Online Courses via The Training Hub (our online learning platform), and your shadow shifts within the home.

Probation:
0 – 6 Months

The **first** 6 months is your probationary period. Within this period, you must complete your 4 Phase One courses which are delivered face to face. Your manager will hold Probation Review Meetings with you **at** 3 months and 6 months to review your progress, performance, **and provide** support. These are great opportunities to reflect on your practice. Please note that your probation period may be extended if there are concerns regarding your performance or progress during the initial period. This extension will be discussed with you in advance.

Qualification:
6 – 24 Months

Once you have passed probation, you will then progress onto completing your qualification:
Practitioner in Children's Residential Care Level 3/4 - This is required as per the Children's Home Regulations 2015.
Up to 18 months is allowed for completion: 12 months for Level 3, 6 months for the Standard & End Point Assessment Level 4

Our Approach

We offer a wraparound service with **clinical**, **educational** and **therapeutic** care practitioners all working together to meet the holistic needs of individual children. Every child placed with Your Chapter has access to our bespoke 'Well Being for Life' clinical programme and a separate DfE registered school. Our residential children's homes provide person-centred care that focuses on maximising independence, building everyday living skills and empowering young people to live as fulfilled lives as possible.

They provide a welcoming and supportive environment where young people can feel at home and continue to do the things that they enjoy, supporting them on their journey by offering a **safe** and **secure** home.

Our staff receive regular clinical supervision and attend **multi-disciplinary team (MDT)** meetings to ensure the focus remains on the children and improving outcomes. We use evidence-based practice and psychometric measures to track progress and outcomes over time enabling young people to develop, thrive and shine in their lives.

Daily life in our residential homes is all about choice. Each and every young person that we support is **unique** – which means that their needs, goals and interests are too.

Our approach is **personalised** to the young people that we support – we work with them and health and social care professionals to decide how they want to live and design a care plan that's tailored to their needs and goals.

Life should always be filled with the things that you love doing – regardless of your condition or care need. And that's exactly what we encourage at **Your Chapter**. We encourage and support young people to continue to do the things that they enjoy, as well as develop new hobbies, access education, play sports, and volunteering if they wish.

Most of our homes have between **4-8 young people**, and are designed into family-friendly settings which promotes small group living. We've found that this approach provides a welcoming and supportive environment, which is more responsive to young people's needs.

Our Values

Our organisation is built upon core values that weave through everything we do.



We are driven by quality

We insist on the highest quality in everything we do, everything we create, the way we behave, and in the outcomes we deliver.



We are a safe choice

We are a trustworthy partner, using our experience to create a safer place for every child in our care to grow.



We are ambitious (for the children)

We put our children at the heart of everything we do, constantly striving to find ways to set them on the pathway to become the best they can be.



We are innovators

We pride ourselves on our expertise and knowledge, and for leading the way in creating clinically-led, therapeutic solutions that deliver.



We are persistent

We demonstrate a constant drive to find and deliver flexible solutions that exceed the needs of our customers and children.

Meet the Team – Senior Management Team



Jane Worsley
Chief Executive Officer



Paul Robinson
Operations Director



Ian Oatley
Finance Director



Cerasela Raducanescu
Education Director



Sheraz Rattoo
Head of Property



Luqman Shah
Head of Commissioning



Claire Bates
Head of People and Culture



Amanda Cooke
Regional Director - HIVE



Chelsea Bryan
Regional Director - NURTURE



Murtaza Saeed
Regional Manager - Oasis



Laura Duckett
Assistant Regional Manager -
HIVE



Sally Croft
Assistant Regional Manager -
NURTURE



Asfand Mahmood
Finance Manager

Who will support me?

Who will support me during my induction:

You will always be supported, not just during your induction but throughout your entire Your Chapter journey, support can be sought from:

- Your manager
- The clinician who works with your residential Home
- Your HR business partner
- Your Learning and Development trainer
- Your mentor

What is a mentor?

A mentor is someone who partners with you during your first few months of employment. They are a colleague assigned to assist you to get through the first weeks and months of being in a new position.

Pairing you with those experienced members of the team will hopefully help you feel more at ease, allowing you to understand systems and processes more quickly and get answers to questions on the spot. Your mentor will help you understand the company culture, helping you feel like a part of the team more quickly.

Your mentor is:

Email Address:

Phone number:

My Supervision

What is supervision?

Supervision is a planned, accountable, two-way process which should support, motivate, and ensure that all practitioners develop good practice. For your first three months supervision will be every two weeks – this will move to once a month during month four. You and your supervisor will both sign the supervision notes, which will be emailed to you, to agree what has been discussed.

Supervision will:

- Support your development, progress and practice
- Provide you with time to talk about any challenges you are facing and guidance for how to overcome these
- Give you an opportunity to develop your emotional resilience
- Provide a space for reflection
- Allow clear SMART targets to be set
- Ensure that you are supported to complete your roles and responsibilities

My supervisor is:.....

My first supervision is booked for:.....

Please make sure you take a pen and paper – if you feel you need any additional supervisions or support then please just ask!

My mandatory Training:

Induction

Day	Training	Online/ Face to Face	Duration
Day 1	Introduction to Your Chapter; Equality, Diversity and Inclusion; Administering Medication	Face to Face	10am to 4pm
Day 2	Advanced Safeguarding	Face to Face	10am to 4pm
Day 3	CPI – Day 1	Face to Face	10am to 4pm
Day 4	CPI – Day 2	Face to Face	10am to 4pm
Day 5	Therapeutic Parenting (PACE) and Building Resilience	Face to Face	10am to 4pm
Day 6	Attachment & Trauma	Face to Face	10am to 4pm
Day 7	First Aid	Face to face	10am to 4pm
Day 8	Self-Injury, Ligature and suicide prevention; Bullying & Harassment; Radicalisation & Extremism	Face to Face	10am to 4pm
Day 9, 10 & 11	Shadow Shifts in the home	Within the home	On Shift

My mandatory Training:

Online Learning to complete (The Training Hub):	Date completed:
Fire Safety	
Food Safety	
GDPR	
Health and Safety	

Additional Training to complete within six-month probationary period:	Date Completed:
Neurodivergence	
Harmful Sexual Behaviours	
CSE, CCE & Online Safety	
Child Sexual Development	
Any other training decided by your manager	

My Checklist...

Within my first couple of days in the home I will have:	Signature:	Date Completed:
A tour of the home		
An introduction to staff in the home		
An introduction to the children in the home		
An ID Badge Issued		
Login passwords to allow access to my desktop and connect and know how to use Outlook/emails.		
Know where to store my personal items safely when working in the home		
Received a copy of the Nine Quality Standards (Children's Home Regulations)		
An understanding of house keys and how to use them		
Participated in a fire drill		
Read through and confirmed that I understand my role profile		
Know where the visitors book is, how to complete it and to be sure to ask for ID		
Read the Safeguarding policy and Code of Conduct		

My Checklist Continued...

Within my first couple of weeks in the home I will have:	Signature:	Date Completed:
An introduction to rota systems, shift patterns and staffing structure within the home.		
An introduction to Mentor – our online recording system.		
An understanding of using the company car/ my own personal vehicle.		
An understanding of the Sickness Absence policy, procedures – self-cert ; fit notes; back to work interviews		
An understanding of how to use the oven, dishwasher, washing machine, the TV remote, the alarm system, the fire alarm system, Laptops/PC's		
An understanding of how to complete an employee expenses form and where to send this once complete		
Accessed and read the required and relevant policies and procedures (These are available on SharePoint).		
Know how to use and set up a petty cash sheet what to do with the receipts		
Know where all the health and safety certification is for the home		
Understand all the health and safety/fire checks that need to be completed		
Know how to report any maintenance issues on Upkeep		
Know how to access emergency maintenance if an issue occurs that needs an immediate response.		

Documents I need to read:

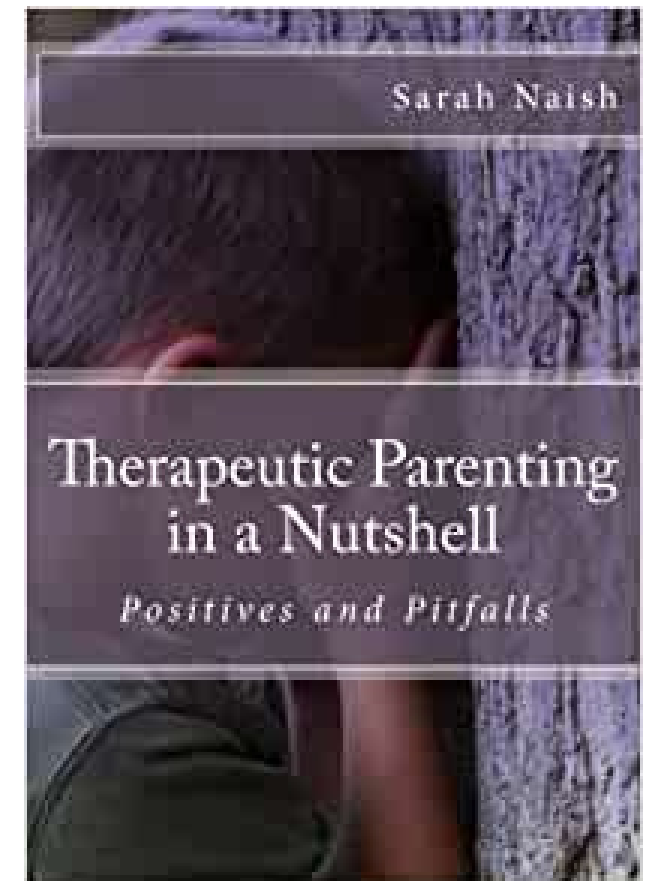
Home Related Documents	Initial	Children's Documents	Initial
Statement of Purpose		Activity planners	
Most recent Regulation 45 Report		Menus for the home	
Claiming plan		The Children's guide	
Incident and physical intervention reduction plan (if required)		Local authority care plans	
Team meeting agenda and last team meeting minutes		Placement plans, Risk Assessments and Behaviour Support Plans	
Daily handovers		Missing from home passports	
Cleaning rota		Philomena protocols	
Safeguarding Action plan & Flowcharts		Daily routines	
House Specific Risk assessments		Children's Chronologies	
House and Environment Risk Assessment		Most recent CLA reports	
Homes Activity Reports		Most recent weekly reports	
Annual Development Plan		Physical Intervention specific risk assessments	
Location Risk Assessment		EHCP's	
Workforce Development Plan		Safeguarding notification records	
Most Recent Ofsted Report		Overview of Mentor Documentation	
Most Recent Regulation 44 Report		Health care plans (if applicable)	
		Most recent PEP's	
		EHCP's	

You can re-visit these documents whenever you feel you need to.

Recommended Reading List

We recommend the following books are read in the listed order to help you to understand and fulfil your role:

1. Therapeutic Parenting in a Nutshell: Positives and Pitfalls – Sarah Naish
2. The Simple Guide to Attachment Difficulties in Children: What They Are and How To Help – Betsy De Thierry
3. The Simple Guide to Trauma: What It Is and How to Help – Betsy De Thierry
4. The Simple Guide to Understanding Shame in Children: What It Is, What Helps and How to Prevent Further Stress or Trauma – Betsy De Thierry
5. The A-Z of Therapeutic Parenting: Strategies and Solutions (Therapeutic Parenting Books) – Sarah Naish
6. Therapeutic Residential Care for Children and Young People - Rudy Gonzalez and Patrick Tomlinson
Susan Barton
7. A Therapeutic Treasure Box for Working with Children and Adolescents with Developmental Trauma: Creative Techniques and Activities (Therapeutic Treasures Collection) - Dr. Karen Treisman
8. No Matter What: An Adoptive Family's Story of Hope, Love and Healing – Sally Dono
9. The Body Keeps The Score – Bessel Van Der Kolk



House Treasure Hunt

Please write down the answers to the following scenarios, this will help you to get to know your home and where things are kept:

Scenario:	Answer:	Time Taken (Top Gear Style!):
You can smell gas and need to turn the gas off straight away – where do you do this?		
A young person is attempting to flood the bathroom – quick, turn the water off! Where do you do this?		
After a difficult evening, the young person has threatened to escape out of their bedroom window – please lock the window restrictor.		
You are leaving the house with the young person, lock the front door with the correct key first time!		
It's Thursday, complete an Emergency Lighting test!		
Oh no, a young person has turned the outside tap on and is attempting to flood their bedroom through the window with a hose! Turn the outside tap off!		
A young person has tried to use a light pull as a ligature – get the ligature cutters box straight away		
A workman unexpectedly arrives to complete water checks – they need the waterlog file! Where can you find it?		

Treasure hunt continued...

Please write down the answers to the following scenarios, this will help you to get to know your home and where things are kept:

You walk into the lounge to find the young person has attempted to start a small fire with paper and matches in the bin in the middle of the lounge. It is safe to tackle it with a fire extinguisher; get the right one!		
The smoke has set off the fire alarm – you need to reset the panel and reset the door releases!		
Oh, my goodness, the temperature in the house feels like the Sahara Desert! Turn down the thermostat (without accessing the boiler)		
It's finally bedtime... Turn on the alarms for just the front and back doors.		
You need to get out the cleaning products – find and open the COSHH Cupboard.		
Some cans of paint are left over from some touch ups – You need to put these away in the correct place.		
A fuse has been tripped – find the fuse box so it can be reset!		
Quick ...A young person is in need of first aid – Where can you find all the first aid boxes in the house? And who are your first aiders?		

Shadow Shift Reflections

Date:	What happened to create a positive atmosphere?
What did you observe?	What could have been done better?
How does this fit with the organisations values?	How did you feel at the end of your shift?

Induction Feedback

We like to get your feedback about your induction period, including what you think has gone well, and any areas in which we can improve

What has been the best part of your induction and areas you think worked really well?

Has there been any part of your induction period that you felt could have been better and how we can improve it?

Do you have any other areas of further support or training that you feel you require?

Induction sign off:

I confirm that I have now completed all my online and face-to-face mandatory training, as well as all sections of the induction book:		
Your Signature:	Print Name:	Date
Line Manager Signature:	Print Name:	Date