**LAC Education Team Induction**

**Name of Employee:**

**Start Date:**

|  |  |  |
| --- | --- | --- |
| **First Month Induction** | **Date & Time** | **Completed**  **Y/N** |
| Pre-arranged schedule of shadowing PEP meetings |  |  |
| Discussions and inputs from all members of the LAC Ed Team |  |  |
| Meetings with line manager following BBC induction procedure |  |  |

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| **Training** | **Date & Time** | **Completed**  **Y/N** |
| Safeguarding Children |  |  |
| Looked after Children |  |  |
| Welcome to Bournemouth  (Corporate Induction) |  |  |
| Information Security |  |  |
| Sharing Information |  |  |
| Attachment Awareness |  |  |

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| **Visit / Shadowing** | **Date & Time** | **Completed**  **Y/N** |
| Reviewing Officers |  |  |
| Social Worker (LAC Team) |  |  |
| Pathways Worker (LAC Team) |  |  |
| Health (LAC Team) |  |  |
| Fostering Team |  |  |
| Service Manager (Kay Errington) |  |  |
| Educational Psychology |  |  |
| SEN Team |  |  |
| SEN Annual Review |  |  |
| Education Social Work Service (BLC) |  |  |
| Children Causing Concern Group |  |  |
| Legal Gateway Panel |  |  |
| Best Care Panel |  |  |
| Top Dorset Missing |  |  |
| Tregonwell Academy |  |  |
| PEP Review Meetings |  |  |