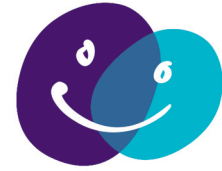


Social Workers in Schools (SWiS) induction



social workers
in schools

An induction programme for SWiS social workers

Getting started

This booklet is for new social workers.

Use it to prepare and plan for your induction
into the SWiS service.

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There are icons in the booklets to help you quickly recognise key components of this induction.



Checklist

A checklist listing key information you can review or activities you could complete.



Tip



Resources

Important resources you need to refer to complete the activity.



Your notes

Make your own notes on this part of the page.



Note

Acknowledgement

We'd like to thank the following people, who formed the Working Group to design the SWiS induction.

Social workers

Tammy Nathan, James family™; Maria McKenzie, Otaki Health Camp; Jane Kerr, Glenelg Children's Health Camp; Kerry Mills, Tu Tama Wahine.

Service providers

Ella Kauri-Davis, Te Rūnanga o Raukawa; Michelle Howe, James family™.

School

Suzanne Billington Principal, Bairds Mainfreight Primary School.

Ministry of Education (MoE)

Graeme Gladstone, Student Support.

Child, Youth and Family

Veronica Bennett, Service Development

Welcome to the Social Workers in Schools (SWiS) service.

As a SWiS social worker, you will play a significant role in the lives of children in a number of primary and intermediate schools throughout New Zealand. You will also have a positive impact on the lives of their parents and guardians and their families/whānau.

You will be working in partnership with your service provider and schools and with the support of the local community to enhance the lives of the children who have been referred to you as a SWiS social worker



About SWiS

Where SWiS has come from

SWiS is a targeted early intervention service for primary and intermediate-aged children (school years 1–8). It is focused on a well-researched strengths-based model, which aims to harness the strengths that already exist in whānau/families.

Child, Youth and Family (CYF) took up the implementation of the SWiS service in 1999.

SWiS was set up with the aim of ensuring a coordinated and integrated approach to service delivery for children and their whānau/families. The programme is part of a range of interventions available to help children and their whānau/families.

CYF contracts with approved social service providers, who employ professional social workers to deliver the SWiS service within a cluster of schools.

Where SWiS is going

SWiS has grown, and there is a focus on continually improving the service. We all want to know if the service is making a difference, and are looking for opportunities to improve.

Providers, social workers, and schools aim to:

- continually increase our professionalism
- provide a consistent, quality service for all children and their whānau/families
- contribute effectively to helping children participate actively and achieve in learning
- promote a greater understanding of the programme and the role of social workers in schools and the community
- make a positive difference to the lives of children and families
- add to the existing strengths in the community and use the resources in the community.

CYF is committed to supporting the ongoing development of the programme through its partnering relationships with the Ministry of Education (MoE), providers, and schools.



Note: Each provider group will have their own approach and culture, but all are expected to work to the same standards.

About this induction programme

Why was the induction programme developed?

SWiS social workers are in a unique position: working in the field, often away from their immediate provider support. This position can be an extra challenge for new social workers, especially. Feedback from social workers, providers, and schools showed that there was a gap in induction training for new social workers. Not all new social workers were receiving a structured induction into their new jobs, due to a lack of supporting induction resources specific to the SWiS service.

We wanted:

- to develop a carefully structured and planned induction programme to help new social workers learn the knowledge and skills necessary for their new role
- a programme that could be done in conjunction with the induction supplied by a new social worker's provider
- to draw on the experience and knowledge of existing social workers, providers, and schools that has developed since 1999
- everyone, wherever they worked, to have the option of completing the same programme
- to provide more support to providers and schools so they would have a better understanding of the SWiS service.



To develop this induction, a working group of experienced social workers, providers, schools, and MoE and CYF representatives was formed. We identified the necessary topics and key principles new social workers need to know to get started. We pulled this together into a flexible modular programme where people can customise the content to suit their needs.



Note: A toolkit has also been developed, which contains key information, policy, processes, and templates. This is for social workers to refer to throughout their career in SWiS.

What is the induction programme?

The SWiS induction programme has been developed to help new social workers get up to speed on the SWiS service as soon as possible, with support from both providers and schools.

We have identified the first three weeks as most important in your new role and designed a carefully structured programme that should be completed over this time. We want you to learn appropriately from day one, with the right focus and the right support.

SWiS induction is to be completed in conjunction with your provider induction. The approach your provider takes will have its own unique flavour.

There are three modules – one for each week and each with its own focus:

- Module 1: Working with providers
- Module 2: Working with schools
- Module 3: Working with communities.

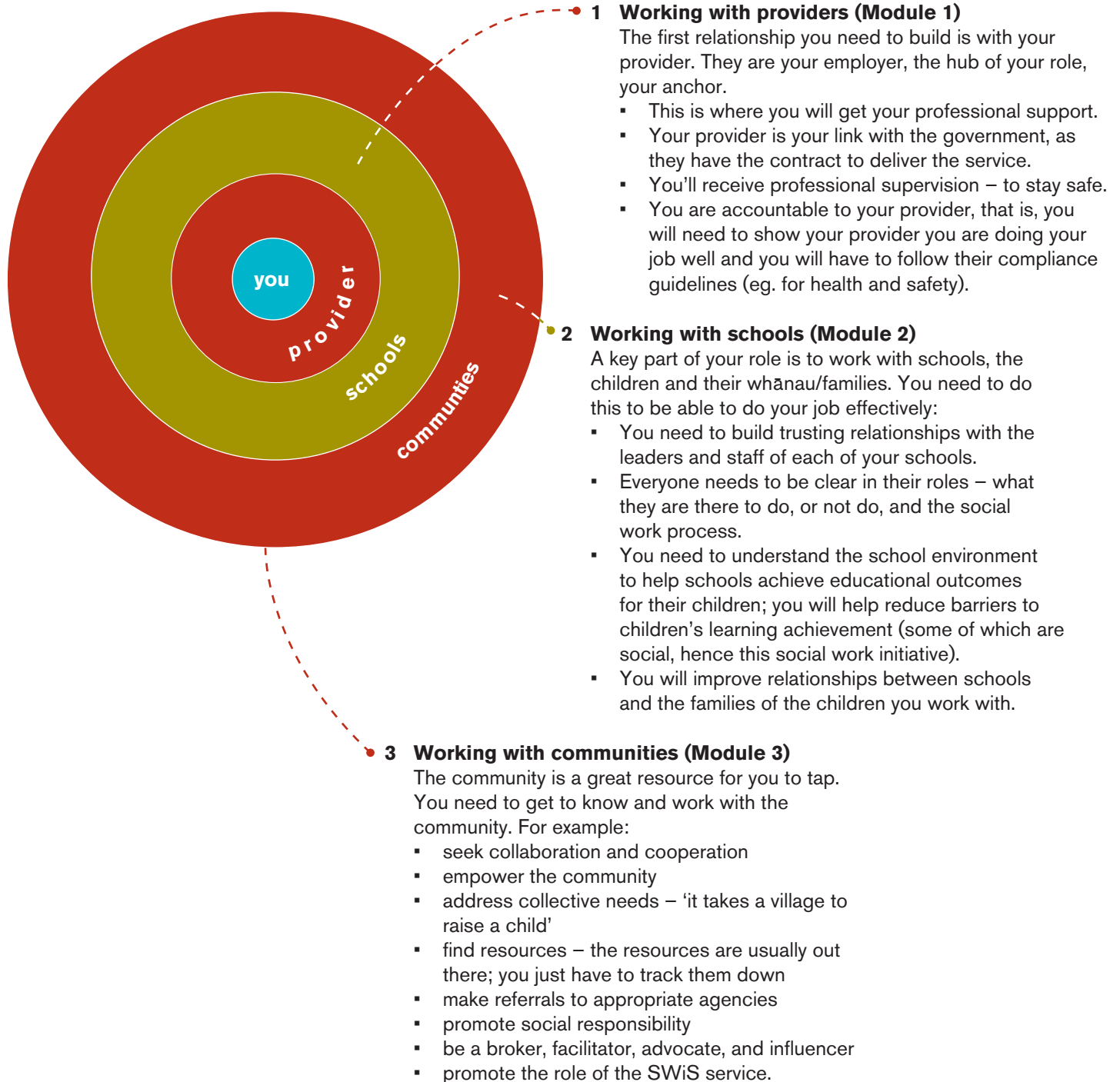


Note: We recommend that you complete the modules in this order, but it is up to you and your provider to decide.



Building relationships is key to the SWiS induction

Being a social worker is about building relationships – with your provider, schools, and communities. This induction module shows how these relationships build on each other and how the induction process has been structured.



How the induction programme works

- You need to plan how your induction will run – what needs to be done and when. You'll find an example of a typical plan and a blank timetable at the end of this book.
- The induction is action based. You'll have chances to complete activities, reflect on your answers, and then discuss them with a colleague or peer.
- The induction can be completed by self-directed study. This means you can complete the tasks independently, in your own time, and at your own pace with support and guidance from your provider.
- You'll need to research and explore – to go and research the answers to questions. A key source of information you'll use is the SWiS toolkit.
- If you've already had some experience with social work you may not need to do all the activities in all three modules. Work with your provider and decide which activities are best for you.

Beginning casework

It is recommended that you don't start doing casework during the first three weeks of the induction process. This is especially important if you are new to social work.

Feedback from social workers, providers, and schools shows that before a social worker begins casework it is important that:

- the appropriate structure is in place – one that creates an environment where the new social worker has a strong feeling of support from their provider organisation and they feel part of the team
- the new social worker has had a chance to clarify their role and properly understand their responsibilities
- the new social worker understands what strengths-based social work is and how to apply it in their job
- the new social worker understands the safety mechanisms in place and when and how to access them.

Ideally, casework can be introduced in the later stages of your induction, when you and your provider believe it is appropriate. If you need to start handling casework in your first three weeks, it should be done in a closely supervised or co-worked way. You should have a colleague supporting and guiding you, and you should not be sent out alone into the field.



A typical programme

You will complete the SWiS induction over three weeks in conjunction with the induction your provider has about their organisation.

Below, we've included an example of a timetable to show how your induction is best arranged to reflect the induction model discussed earlier. There's also a blank timetable on page 8 for you to use to plan out your programme.

The topics in the timetable have been ordered so each topic builds on the next and all link together

Week 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<ul style="list-style-type: none"> Welcome and introduction to the team Discuss induction PROVIDER'S INDUCTION Who's in your team and what do they do? 	<ul style="list-style-type: none"> Your role as a SWiS social worker Discuss professional supervision PROVIDER'S INDUCTION 		<ul style="list-style-type: none"> Needs and Strengths Assessment PROVIDER'S INDUCTION The plan 	<ul style="list-style-type: none"> PROVIDER'S INDUCTION Reflection point
Afternoon	<ul style="list-style-type: none"> What is SWiS? PROVIDER'S INDUCTION Your role as a SWiS social worker 	<ul style="list-style-type: none"> PROVIDER'S INDUCTION Reporting 	<ul style="list-style-type: none"> SWiS social work process PROVIDER'S INDUCTION Referrals and initial assessment 	<ul style="list-style-type: none"> PROVIDER'S INDUCTION Reducing and closing service Scenarios 	<ul style="list-style-type: none"> First professional supervision meeting Planning

Week 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<ul style="list-style-type: none"> PROVIDER'S INDUCTION 	<ul style="list-style-type: none"> Day at school 	<ul style="list-style-type: none"> Day at school 	<ul style="list-style-type: none"> Day at school 	<ul style="list-style-type: none"> Scenarios Reflection point
Afternoon	<ul style="list-style-type: none"> The school and education system SWiS database overview 	<ul style="list-style-type: none"> Day at school 	<ul style="list-style-type: none"> Day at school 	<ul style="list-style-type: none"> Day at school 	<ul style="list-style-type: none"> Second professional supervision meeting Planning

Week 3					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<ul style="list-style-type: none"> SWiS database training 	<ul style="list-style-type: none"> Promoting SWiS 	<ul style="list-style-type: none"> Programmes that promote SWiS 		<ul style="list-style-type: none"> Scenarios Reflection point
Afternoon	<ul style="list-style-type: none"> Your community network 	<ul style="list-style-type: none"> Home visits Meet local truancy officer (and others) Home visits continued 		<ul style="list-style-type: none"> Go on home visit 	<ul style="list-style-type: none"> Third supervision meeting Planning



Plan your SWiS induction

Checklist

- Both the SWiS induction and your provider's induction
- What modules to complete and when
- Professional supervision meetings (talk to your provider about this)
- School visit days and any other meetings or appointments.

Make three copies of the timetable below (one for each week of your induction). Work with your provider and plan what you'll do and when.



Tip: You can also print off a copy of this timetable from the SWiS resources CD-ROM.

Week		Monday	Tuesday	Wednesday	Thursday	Friday
Morning						
Afternoon						



