

# 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 programme.

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**There are visual 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 helped with designing the SWiS induction.

#### **Social workers**

Tammy Nathan, James Family; Maria McKenzie, Otaki Health Camp; Jane Kerr, Glenelg Health Camp; Kerry Mills, Tu Tama Wahine.

#### **Service providers**

Ella Kauri-Davis, Te Rununga o Raukawa; Michelle Howe, James Family.

#### **Principle**

Suzanne Billington, Bairds Mainfrieight Primary School.

#### **Ministry of Education (MoE)**

Graeme Gladstone, MoE representative.

## **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/whanau.

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.

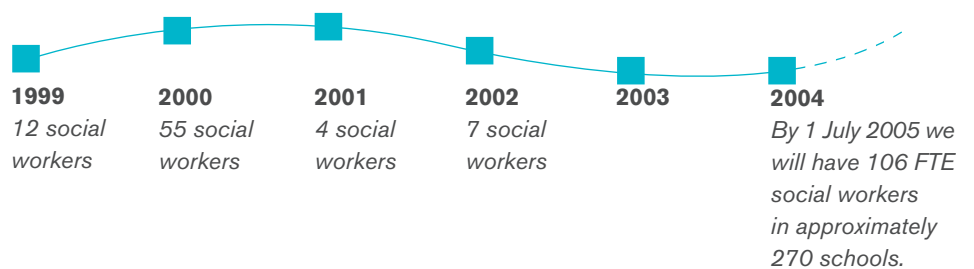
## Where SWiS has come from

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 whanau/families.

CYF took up the implementation of the SWiS programme in 1999.

SWiS was set up with the aim of ensuring a co-ordinated and integrated approach to service delivery for children and their whanau/families. The programme is part of a range of interventions available to help children and their whanau/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 as a service and there is a focus on continually improving the service. We all want to know if the service is making a difference and look 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 whanau/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 programme.

We wanted:

- to develop a carefully structured and planned induction programme for new social workers to learn the knowledge and skills necessary for their new role
- a programme that could be done in conjunction with the induction supplied by the 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 have a better understanding of the SWiS programme.

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 a reference 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 programme as soon as possible, with support from both your provider and schools.

We have identified your 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.

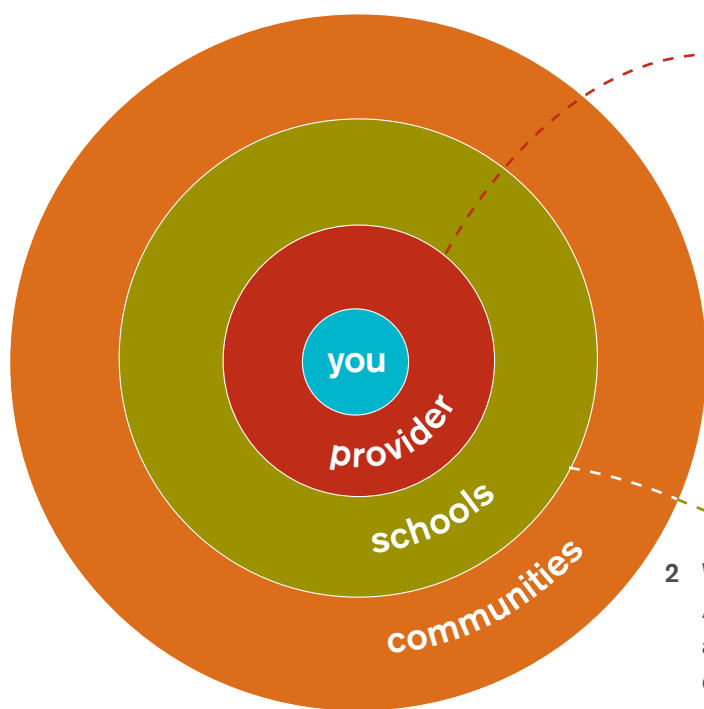
There are three modules – one for each week and each with its own focus:

- Module one: Working with providers
- Module two: Working with schools
- Module three: 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.

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.



## 1 Working with providers (module one)

The first relationship you need to build is with your provider. They are your employer, the hub of your role, your anchor.

- This is where you will get your professional support.
- Your provider is your link to the government as they have the contract to deliver the service.
- You'll receive professional supervision – to stay safe.
- You are accountable to your provider, that is, you will need to show your provider you are doing your job well and you will have to follow their compliance guidelines (eg. for health and safety).

## 2 Working with schools (module two)

A key part of your role is to work with schools, the children and their whanau/families. You need to do this to be able to do your job effectively.

- You need to build trusting relationships with the leaders and staff of each of your schools.
- Everyone needs to be clear in their roles: what they are there to do, or not do, and the social work process.
- You need to understand the school environment to help schools achieve educational outcomes for their children. You will help reduce barriers to children's learning achievement, some of which are social, hence this social work initiative.
- You will improve relationships between schools and the families of the children you work with.

## 3 Working with communities (module three)

The community is a great resource for you to tap.

You need to get to know and work with the community, eg:

- seek collaboration and co-operation
- empower the community
- address collective needs – 'it takes a village to raise a child'
- find resources – the resources are usually out there, you just have to track them down
- make referrals to appropriate agencies
- promote social responsibility
- be a broker, facilitator, advocate, and influencer
- promote the role of the SWiS service.

## 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 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 – you'll need to go and research the answers to the 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 show 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 to their job
- the new social worker understands the safety mechanisms in place and when and how to access them when required.

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 9 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 one					
	Mon	Tue	Wed	Thu	Fri
Morning	<ul style="list-style-type: none"> <li>Welcome and introduction to team</li> <li>Discuss induction</li> <li>PROVIDER'S INDUCTION</li> <li>Who's in your team and what do they do?</li> </ul>	<ul style="list-style-type: none"> <li>Your role as a SWiS social worker</li> <li>Discuss professional supervision</li> <li>PROVIDER'S INDUCTION</li> </ul>		<ul style="list-style-type: none"> <li>Needs and strengths assessment</li> <li>PROVIDER'S INDUCTION</li> <li>The plan</li> </ul>	<ul style="list-style-type: none"> <li>PROVIDER'S INDUCTION</li> <li>Reflection point</li> </ul>
Afternoon	<ul style="list-style-type: none"> <li>What is SWiS?</li> <li>PROVIDER'S INDUCTION</li> <li>Your role as a SWiS social worker</li> </ul>	<ul style="list-style-type: none"> <li>PROVIDER'S INDUCTION</li> <li>Reporting</li> </ul>	<ul style="list-style-type: none"> <li>SWiS social work process</li> <li>PROVIDER'S INDUCTION</li> <li>Referrals and initial assessment</li> </ul>	<ul style="list-style-type: none"> <li>PROVIDER'S INDUCTION</li> <li>Reducing and closing service</li> <li>Scenarios</li> </ul>	<ul style="list-style-type: none"> <li>First professional supervision meeting</li> <li>Planning</li> </ul>





Week two		Mon	Tue	Wed	Thu	Fri
Morning		<ul style="list-style-type: none"> <li>PROVIDER'S INDUCTION</li> </ul>	<ul style="list-style-type: none"> <li>Day at school</li> </ul>	<ul style="list-style-type: none"> <li>Day at school</li> </ul>	<ul style="list-style-type: none"> <li>Day at school</li> </ul>	<ul style="list-style-type: none"> <li>Scenarios</li> <li>Reflection point</li> </ul>
Afternoon		<ul style="list-style-type: none"> <li>The school and education system</li> <li>SWiS database overview</li> </ul>	<ul style="list-style-type: none"> <li>Day at school</li> </ul>	<ul style="list-style-type: none"> <li>Day at school</li> </ul>	<ul style="list-style-type: none"> <li>Day at school</li> </ul>	<ul style="list-style-type: none"> <li>Second professional supervision meeting</li> <li>Planning</li> </ul>

Week three		Mon	Tue	Wed	Thu	Fri
Morning		<ul style="list-style-type: none"> <li>SWiS database training</li> </ul>	<ul style="list-style-type: none"> <li>Promoting SWiS</li> </ul>	<ul style="list-style-type: none"> <li>Programmes that promote SWiS</li> </ul>		<ul style="list-style-type: none"> <li>Scenarios</li> <li>Reflection point</li> </ul>
Afternoon		<ul style="list-style-type: none"> <li>Your community network</li> </ul>	<ul style="list-style-type: none"> <li>Home visits</li> <li>Meet local truancy officer (and others)</li> <li>Home visits continued</li> </ul>		<ul style="list-style-type: none"> <li>Go on home visit</li> </ul>	<ul style="list-style-type: none"> <li>Third supervision meeting</li> <li>Planning</li> </ul>



# Plan your SWiS induction

## Checklist

Include:

- 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 _____		Mon	Tue	Wed	Thu	Fri
Morning						
Afternoon						

