



# **OUR FAMILY FIRM NEW REFERRAL CHECKLIST**

**Name:**

**Placement  
Title:**

**Placement Supervisor:**

**Start Date:**

## New Referral Checklist

The New Referral Checklist has been designed to help implement effective induction to each new referral to Our Family Firm. It is designed to ensure that each young person is given the appropriate information to commence their placement as effectively as possible.

**N.B. The New Referral Checklist MUST be used in conjunction with the Referral Monitoring Form.**

By meeting to work through the checklist with their placement supervisor, the young person will have the opportunity to discuss their overall progress, in addition to day-to-day work related topics to ensure that all questions are answered as soon as they arise.

This check list is not an instruction manual that can be altered to suit the induction. The guide is broken down into the following three sections.

- Section 1: Pre Placement information.
- Section 2: Day One.
- Section 3: Week One.

All three sections should be completed by the end of the young person's first week.

Responsibility for ensuring that all information is covered effectively is that of the placement supervisor.

The young person and placement supervisor together agree which items in the checklist need to be covered. Subsequent action or satisfactory completion of each agreed item is then noted accordingly.

| <b>SECTION 1:<br/>PRIOR TO START</b>  | <b><i>To Be Covered by:</i></b> | <b><i>Both Initials</i></b> | <b><i>Comments</i></b> |
|---|---------------------------------|-----------------------------|------------------------|
| Placement supervisor has been PVG checked (only if young person is under 16)  | Placement Supervisor            |                             |                        |
| Description of placement (job card) and referral monitoring form to be discussed at initial meeting with referrer, placement supervisor, service Champion and young person.<br>This is also to include: <ul style="list-style-type: none"> <li>▪ Date &amp; Time of arrival</li> <li>▪ Where to report</li> <li>▪ Who to report to</li> </ul> | Induction meeting               |                             |                        |
| Inform new colleagues (Introduction Email)  | Placement Supervisor            |                             |                        |

**I/we agree that the above activities and key facts have been completed**

Signed (Young person): ..... Date .....

Supervisor : ..... Date .....

| <b>SECTION 2:<br/>FIRST DAY</b>  | <i>To Be Covered by:</i> | <i>Both Initials</i> | <i>Comments</i> |
|--|--------------------------|----------------------|-----------------|
| Welcome.<br>Agree what checklist items need to be covered  | Placement Supervisor     |                      |                 |
| Introduction to relevant senior staff/supervisors  | Placement Supervisor     |                      |                 |
| Introduction to immediate working group  | Placement Supervisor     |                      |                 |
| Tour of workplace, and remaining Service introductions, to include:<br>- Toilets<br>- Fire Exits<br>- First Aid Room / Officer<br>- Canteen Facilities<br>- Photocopier / Stationery<br>- Showers<br>- Council Chambers<br>- Meeting Rooms | Placement Supervisor     |                      |                 |
| Identification of fire exits/assembly points, First Aid Representative and equipment if appropriate  | Placement Supervisor     |                      |                 |
| Hours of work, meal times/breaks, no smoking policy / facilities   | Placement Supervisor     |                      |                 |
| Signing in and out of location   | Placement Supervisor     |                      |                 |
| Introduction to job information:<br>- Job description<br>- Main Responsibilities<br>- Explanation of equipment inc. telephone rules  | Placement Supervisor     |                      |                 |

|  |
|--|
| <p><b>I/we agree that the above activities and key facts have been completed</b></p> <p>Signed (Young Person): ..... Date .....</p> <p>Supervisor : ..... Date .....</p> |
|--|

| <b>SECTION 3<br/>FIRST WEEK</b>   | <b><i>To Be Covered by:</i></b> | <b><i>Both Initials</i></b> | <b><i>Comments</i></b> |
|---|---------------------------------|-----------------------------|------------------------|
|   |                                 |                             |                        |
| Procedure for sickness notification   | Placement Supervisor            |                             |                        |
| Advise of specific workplace systems, team briefings, H&S policies  | Placement Supervisor            |                             |                        |
| Familiarisation with Arcadia for accessing documentation  | Placement Supervisor            |                             |                        |
| Any Specific Training Requirements  | Placement Supervisor            |                             |                        |
| Discuss key tasks, work priorities to clarify aims and objectives – create an understanding of the standard expected in the role – answer any questions | Placement Supervisor            |                             |                        |

**I/we agree that the above activities and key facts have been completed.**

Signed (Young Person): ..... Date .....

Supervisor : ..... Date .....

**I/we confirm that all relevant topics contained in this checklist have been satisfactorily completed and discussed.**

|                                  |              |  |
|----------------------------------|--------------|--|
| <b>Young Person's Signature:</b> | <b>Date:</b> |  |
| <b>Comments:</b>                 |              |  |

|                                |              |  |
|--------------------------------|--------------|--|
| <b>Supervisor's Signature:</b> | <b>Date:</b> |  |
| <b>Comments:</b>               |              |  |

**On completion please return the signed original form to the Work Placement Unit at Woodhill House for filing.**