

Social Workers' Benevolent Trust

September 2021

Induction and Training of Trustees Policy

1. SWBT recognises that an induction programme is vital to ensure that new Trustees thoroughly understand the work of the organisation, the demands, and requirements of role they have accepted.
2. All new Trustees will receive links to key documents or advised where they can be found, relating to the Trust with an explanation of their purpose and effect. With this information a new Trustee will be able to make effective contributions as quickly as possible. It is the personal responsibility of new Trustees to ensure they are informed of the policies and key documents of the Trust.
3. Each new Trustee will have a bespoke induction planned according to their individual needs and requirements. In every case however, links to certain documents will be provided or advised to where they can be found. These are listed below.
4. At the earliest opportunity following receipt of the above documents, the Chair or a delegated Trustee arranges to meet with the new trustee to discuss the current work priorities of the Trust, answer any questions about roles and responsibilities, and confirm time scales relevant to the new Trustee's skill set.
5. The Chair or delegated Trustee also reviews the skills audit with the new trustee and together they devise a more detailed bespoke programme of mentoring and training, (including the Trusts computer systems, processes, and procedures) to be undertaken over the forthcoming months.

Training Commitment for Trustees.

Every trustee completes a skills audit every year and is supported to undertake training to meet any emerging training needs. In addition, the Trust supports training to meet the need of the organisation as it occurs at other times of the year

Key documents:

The Social Workers' Benevolent Trust was established in 1971 on the initiative of the British Association of Social Workers

And is registered with the Charity Commission.

Charity No: 262889

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- The Trust's governing documents.
- Latest annual report and accounts.
- Minutes of last two meetings.
- Charity Commission Guidance 'the Essential Trustee' what you need to know (CC3).
- Copies of SWBT policies
- Examples of any formal administrative documents relating to the Trust and the trustees.
- A copy of the Skills Audit for completion and return.
- A copy of the Register of Interests for completion and return
- Document confirming that s/he is suitable for being a trustee, requiring signature and a return date.

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