



# Training Strategy 2015-16

## 1. Introduction

This training strategy will support the functions of the Telford & Wrekin Safeguarding Children Board (TWSCB) and the development of the priority areas identified in the Business Plan. Working Together 2013 highlights the responsibility of the TWSCB to monitor and evaluate the quality and effectiveness of safeguarding/child protection training on both a single agency and inter-agency basis. Each of these strands of the strategy contribute to the effective protection of children and young people in Telford and Wrekin area and that those who work with children and young people, or those who come into contact with children and young people, are equipped with the knowledge and skills to carry out their roles.

## 2. Aims of the strategy

The Training Strategy supports the training activity for all staff working within TWSCB partner organisations, delivering services to children, young people and their families and carers.

The aim is to:

- Manage a framework for the delivery of single agency and inter-agency training to ensure that staff receive the appropriate level of child protection training they need to carry out their role and responsibilities;
- Contribute to the development of knowledge and skills to enable staff to work together effectively across organisations to fulfil their duty to safeguard children and young people from harm;
- To ensure the effectiveness of the training provided; and
- Give due consideration to relevant national and local initiatives.

## 3. Roles and responsibilities of employers

Working Together to Safeguard Children (2013) clearly identifies the responsibility of the TWSCB to monitor and evaluate the effectiveness of training, including inter-agency training, to safeguard and promote the welfare of children. It places a duty on all employers to ensure that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's and young people's welfare.

This same guidance continues to outline additional responsibilities employers have in supporting the inter-agency training arrangements coordinated by the TWSCB and requires this is achieved by employers:

- Ensuring that all relevant staff and volunteers receive child protection training within any appropriate service framework (for example, Safeguarding Children and Young People: Roles and Competences for Health Care Staff, 2006; Roles, Skills, Knowledge and competencies for Safeguarding Children in the Sports Sector, 2007).

- Ensuring that all relevant staff receive a mandatory induction, which includes familiarisation with their child protection responsibilities, Safeguarding personnel and the relevant policies and procedures to be followed if they have concerns about a child's safety or welfare.
- Regular refresher training should also be provided at least every three years.
- Ensuring that relevant staff are appropriately trained in child development and in how to recognise and act on potential signs of child abuse and neglect.
- Ensuring that appropriately qualified staff undertaking specialist roles in both children's and adults' services receive the necessary specialist training.
- Committing resources for inter-agency training, for example through funding, providing venues, and providing staff who contribute to the planning, delivery and/or evaluation of inter-agency training.
- Providing staff that have the relevant expertise to support the TWSCB (for example, Training Quality Assurance Group and Interagency Training Pool )
- Releasing staff to attend the appropriate inter-agency training courses and ensuring the time for them to complete inter-agency training tasks and apply their learning in practice.
- Ensuring that staff receive relevant single-agency training that enables them to maximise the learning derived from inter-agency training.
- Provide suitable opportunities following attendance at training, to be able to review and implement new or refreshed knowledge and skills, translating the learning into practice.

#### 4. Responsibilities of the TWSCB

Single-agency and inter-agency training functions are accountable to the Partnership Development Sub-group of the TWSCB. This covers single agency training, monitoring and reviewing the implementation of the interagency training strategy, and reviewing the annual training programme in-line with local and national influences.

##### ***TWSCB Training principles:***

- The TWSCB promotes a blend of single-agency and inter-agency training as the most effective way to ensure best practice to safeguard children and young people;
- Place the child at the centre and promote understanding of the child's daily life experience and wishes and feelings, the importance of listening to and never losing sight of the child and his or her needs;
- Training promotes and recognises the need to work in partnership with parents, families and carers, and recognises family strengths in responding to the needs of children;
- Create an ethos that values working collaboratively with others (valuing different roles, knowledge and skills);
- Respect diversity (including race, religion and disability) and promote equality;
- Encourage the participation of children and families in safeguarding processes; and
- Telford & Wrekin Training Pool work within the standards of PIAT

There is an acknowledgement within these principles that agencies who work within Telford and Wrekin also work within the requirements of neighbouring Local Safeguarding Children Boards. Whilst this may pose particular challenges for those agencies, there is a clear expectation that the particular organisational challenges do not disadvantage the systems and families of Telford and Wrekin.

***Purpose of TWSCB training:***

- To promote a shared understanding of the tasks, processes, principles and roles and responsibilities outlined in national guidance and local arrangements for safeguarding children and promoting their welfare;
- To contribute to the development of effective and integrated services at both the strategic and individual case level;
- To improve communication between professionals including a common understanding of key terms, definitions, and thresholds for action;
- To promote effective working relationships, including an ability to work in inter disciplinary groups or teams; and
- To support the development of sound decision-making based on information sharing, through assessment, critical analysis and professional judgement.

***Delivery of TWSCB training:***

- The TWSCB will provide suitably experienced trainers from the TWSCB Training Pool and, where appropriate, specialist trainers from partner agencies. In some circumstances, trainers will be externally commissioned;
- The TWSCB will seek to use venues which promote learning being mindful to be cost-effective and accessible at all times;
- Course materials and certificates of attendance will be provided for delegates; and
- Child Protection training is mandatory training for the majority of organisations, TWSCB recognises the distress to learners who enter the training room with Child or Domestic abuse in their lives. It is the expectation that all Child Protection training will be co delivered. In the exceptional circumstance that this is not possible a second person will be identified to provide care and attention to any delegate who becomes distressed as a result of the course content.

***Quality of TWSCB training:***

- The content of the TWSCB training courses is reviewed on an annual basis to ensure that it reflects local and national developments and legislation;
- All courses are evaluated by participant feedback forms; and
- The TWSCB will review single-agency training delivered at a 'universal' level by organisations to ensure that basic content meets the minimum requirements identified by the Training Quality Assurance group.

## **5. The TWSCB training programme**

An overview of the TWSCB interagency-learning will be published on the TWSCB Website, dates will be published on a termly basis. The programme will include Universal provision for the Voluntary sector, Targeted and Specialist courses for practitioners and those in specialist and advisory roles.

The programme will include full details of all training courses, their aims, dates and venues and, where possible, trainers. There will also be information about the application process.

From time to time, additional courses will be run by the TWSCB. Where these are open to applications from organisations across the county, details will be clarified by the TWSCB Inter-agency Training Coordinator.

The Training programme will include Targeted one off events which will relate to the learning identified by the Priority Subgroups, enabling them to progress their functions, or to react to a local or nationally identified practice matter.

Where training needs are identified by Team Safeguarding Voice © or their partner groups, they will be considered through this strategy.

## 6. Single agency training

Single agency training should equip staff for inter-agency working. Organisations will provide basic internal single agency training.

Where this is not available for Private or Voluntary sector organisations, this may be commissioned from the TWSCB Training Pool, please refer to the Charging Section for further details.

## 7. Inter-agency training

The purpose of inter-agency training is to achieve better outcomes for children and young people through creating a better understanding of the tasks, processes, principles and roles and responsibilities for professionals set out in national and local guidance. It will develop more effective service integration at a strategic and casework level whilst improving communication between professionals, including creating a common understanding of key principles, thresholds and language.

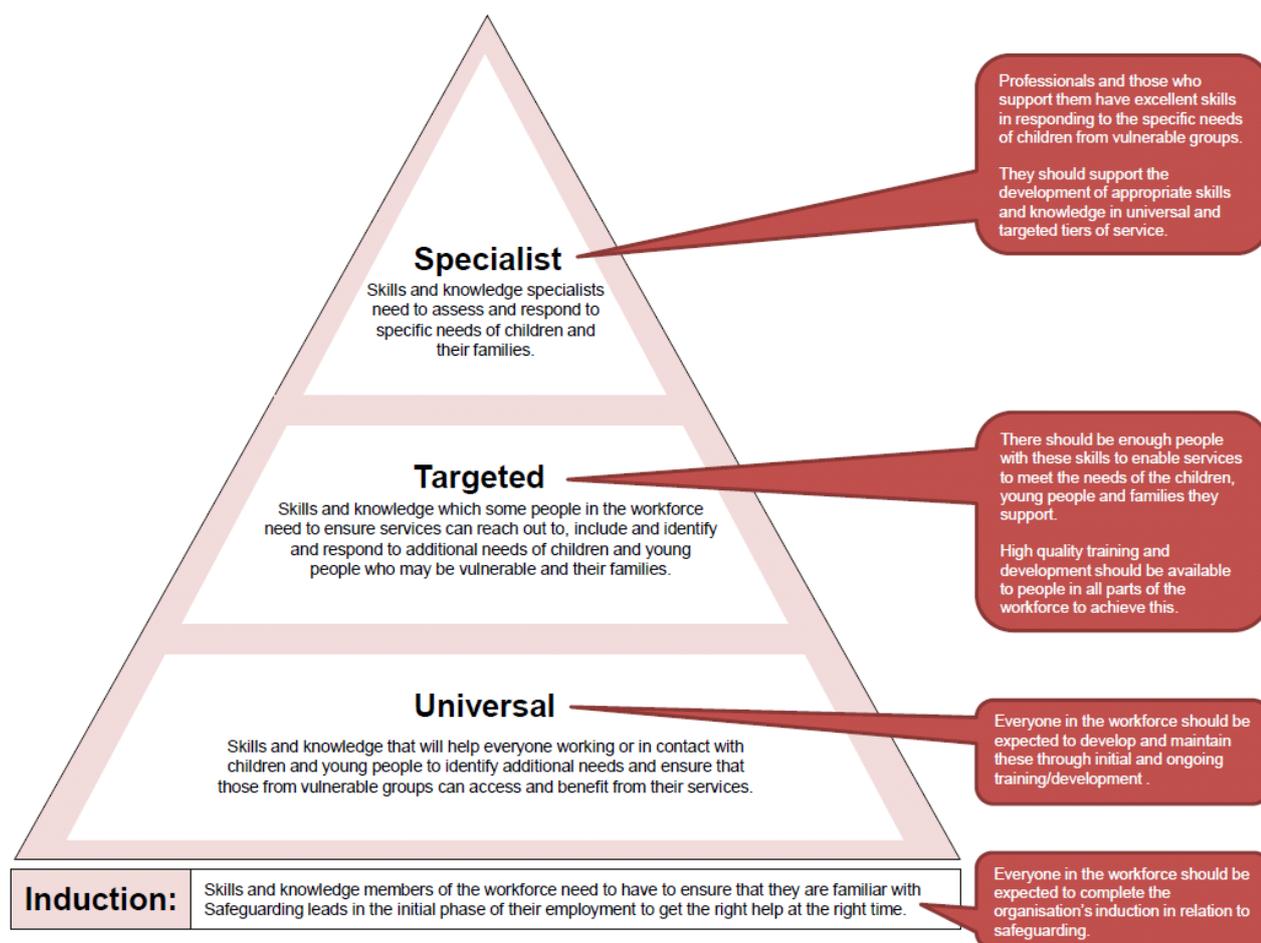
The training will support sound decision making at appropriate levels of authority within agencies, it will encourage active information sharing, critical analysis and professional judgement. Carpenter et al demonstrated that inter-agency training provided by LSCBs is effective in meeting these outcomes.

*(Ref. Organization, outcomes and costs of interagency training for safeguarding and promoting the welfare of children. Carpenter et al, DCSF 2009)*

## 8. The TWSCB training framework

Telford & Wrekin Safeguarding Children Board has adopted a framework for inter-agency training which enables awareness raising of key safeguarding areas, and consideration of practice and specialist knowledge necessary for decision making to safeguard and protect children and young people within Telford and Wrekin.

The framework is based on a West Mercia (Telford & Wrekin, Shropshire, Herefordshire and Worcestershire) wide model and builds upon the 'Training Group' Framework provided in Working Together 2010.



The training provided within this framework is presented to blend with the training provision of the single agency and does not replace the responsibility of the single agency to provide for their staff as outlined above.

For TWSCB's safeguarding training strategy these levels translate to:

Level	Role	Examples
<b>Universal</b>	Staff who have contact or work with children/young people and/or families/carers who may be in a position to identify concerns regarding the safeguarding of those children/young people and/or families/carers.	For example, librarians, GP receptionists, community advice centre staff, grounds men, recreation assistants, environmental health officers. housing, hospital staff, YOT staff and staff in secure settings, the police other than those in specialist child protection roles, sports development officers, disability specialists, faith groups, community youth groups, play scheme volunteers.

<p><b>Targeted</b></p>	<p>Members of the workforce who work predominantly with children, young people and/or their parents/carers and who could potentially be involved in the assessing, planning, intervening and taking part in multi-agency processes where there are safeguarding concerns.</p>	<p>For example, paediatricians, GPs, youth workers, those working in the early years sector, residential staff, midwives, school nurses, health visitors, sexual health staff, teachers who perform this role within the school setting, probation staff, sports club welfare officers, those working with adults in, for example, learning disability, mental health, alcohol and drug misuse services, those working in community play schemes.</p>
<p><b>Specialist</b></p>	<p>Members of the workforce who have particular responsibilities in relation to undertaking section 47 enquiries, including professionals from health, education, police and children's social care; those who work with complex cases and social work staff responsible for co-ordinating assessments of children in need.</p>	<p>Professional advisors named and designated lead professionals.</p> <p>Operational managers at all levels including: practice supervisors; front line managers and managers of child protection units.</p> <p>Senior managers responsible for the strategic management of services; NHS board members.</p> <p>Members of the TWSCB including: board members, members of sub-groups, business support team, and inter-agency trainers.</p>

This strategy creates a clear framework to ensure that professionals and volunteers receive the level of safeguarding training they need so that they can fulfil their role and responsibilities. The framework recognises levels of responsibility and specialisation, increasing complexity of tasks and the level of contact that individuals will have with children and young people.

There is an expectation that staff will fulfil their single agency's requirements prior to attending inter-agency training as this will enable them to participate and contribute effectively to inter-agency training.

## 9. Training Pool membership

The TWSCB Inter-agency Training Coordinator will coordinate an active Training Pool who will be responsible for delivering both single and inter-agency training. It is a requirement that all members of the Training Pool have at least two years related practice and have an aptitude to train or is an experienced trainer who has the capacity to learn the subject and is able to manage the emotional component of child protection training, both for themselves and their learners.

There is also an expectation that the trainers will maintain their skills and knowledge of the subject area they are delivering around, as well as attending Training Pool update sessions.

The TWSCB Inter-agency Training Coordinator will provide identified organisational trainers with up to date training materials with the expectation that they will ensure that any single agency training delivered is current and reflects the current focus of the TWSCB.

All trainers who deliver training using TWSCB training material will only do so with permission of the Interagency Training Coordinator, TWSCB Manager or the lead trainer for their organisation, who will act with the authority of the Interagency Training Coordinator.

## 10. Use of TWSCB's training materials by Training Pool members

Being part of the Training Pool enables staff to be familiar with TWSCB's training materials and on occasions they may wish to use those materials to train members of their own organisation thus promoting the safety and wellbeing of children and young people in Telford and Wrekin. Training materials which have been compiled through the Training Pool will remain the property of the TWSCB. If a member of the Training Pool chooses to use TWSCB training packs to accrue profit for their organisation with an audience who do not work to Safeguard children and young people of Telford and Wrekin, 50% of monies made will be paid to the TWSCB to support the future development of Interagency training.

## 11. Themed Learning Events

TWSCB will provide specialist learning events to support the learning and development across all of the workforce in Telford and Wrekin. These may arise from a combination of national requirements and safeguarding developments along with local themes and priorities, for instance in response to Serious Case Reviews. These will be additional to the regular training programme.

## 12. Allocation of Places for interagency training

Places on interagency training are in high demand. It is important that there is an agency mix represented on each course and therefore the TWSCB will receive applications and manage the allocation of places to ensure this.

Receipt of an application does not guarantee a place on a course. The TWSCB will send confirmation of acceptance three weeks before the course but if applicants wish to check whether they have a place before then it is their responsibility to contact the TWSCB Training Support Service Officer.

A key learning outcome of all inter-agency training is networking, places will be allocated to promote this and no more than 3 places will be allocated to any one team or organisation per session. The TWSCB reserves the right to prioritise places when required.

## 13. Safeguarding training provided by other organisations

Safeguarding training provided by other organisations should adhere to the broad standards of the TWSCB training. There should be clear differentiation between levels of training and which staff they are aimed at. There should be clear progression and development linked to learning outcomes.

Programmes will need to cover core content, be regularly evaluated and reviewed and, if necessary, amended to reflect national and local developments and legislation.

## 14. Review and forward planning

The Partnership Development Sub-group will review the Training Plan and Strategy on an annual basis to ensure that they reflect the current priorities.

The Training Sub Group will provide a submission for the TWSCB Annual Report to reflect the activity both frequency and agency attendance and evaluations.

There will be submission to the TWSCB Annual report with regards to training

## 15. Charging and Non-attendance Policy

### a) Charging

Training is free of charge at the point of delivery to TWSCB contributing organisations, Local Authority Maintained Schools. Non contributing organisations (for example for profit/commercial) will be expected to pay a fee for their training as detailed below. The Board reserves the right to charge at a higher rate for specific bespoke events commissioned from specialise training organisations, these charges will be detailed on advertising flyers for these events.

TWSCB training is free to volunteers, and at an accessible annual fee for Charitable or small organisations which wish to provide local safeguarding training to their Designated Safeguarding Lead for the local organisation.

For anyone with enquiries on how this charging policy applies to their organisation or individual circumstances they should contact the TWSCB Inter-agency Training Team on 01952 385678 or e mail [T&WSCBTraining@telford.gov.uk](mailto:T&WSCBTraining@telford.gov.uk)

Type of training	Groups applicable to:	Cost (£)	Notes
Half Day	Private or non contributing partner	55.00	
Full Day	Private or non contributing partner	110.00	
Raising Awareness Private Session	Private or non contributing partner	350.00	Up to 25 learners
1 Designated Person Annual subscription	Charitable Organisations	250.00	Access to all TWSCB courses (subject to availability)

### b) Cancellation

Demand for inter-agency training courses is high and some applicants will not obtain a place. Therefore we require **a minimum of five working days notice** of any cancellation in order for the place to be offered to another candidate.

Where a cancellation is not received within this five day period the employing agency will be invoiced for the full training fee. This cancellation fee applies to all organisations.

**c) Non Attendance**

Places on inter-agency training events are limited. Failure to attend without giving prior notice denies giving others the opportunity to attend.

**Failure to attend without prior notice will incur a charge of the full cost of the training as detailed above; this will apply to all organisations including contributing partners.**

Once a place has been allocated it is assumed that the applicant is committed to attending the course. Consequently, last minute cancellations should only arise as the result of an emergency or illness. It is possible to send a suitable substitute on training events; however, the training unit must be notified of any substitutions in advance.

To make a cancellation/substitution, you should contact the TWSCB Training Support Service Officer. on [T&WSCBTraining@telford.gov.uk](mailto:T&WSCBTraining@telford.gov.uk) or by calling 01952 385678.