

**Multi-Agency**

**Training Directory/Programme**

**2018/2019**

**Please note this document is under review**

**(June, 2019)**

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# Introduction

It is a statutory requirement that individual agencies/organisations are responsible for ensuring that all those in contact or working with children and young people and/or with adults who are parents or carers in a paid or voluntary capacity have access to high quality training and support to ensure the safeguarding of children.

All agencies should provide a mandatory induction which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare. In addition to the mandatory induction there are four levels of core training as outlined in the training pathway. Staff and volunteers working for WSCB member agencies can access this inter-agency training via their organisation's nominating manager. This guidance also provides details of how training can be purchased. Safeguarding training should be refreshed regularly in line with organisational and staff requirements.

WSCB is responsible for ensuring that training is effective and following training participants and agencies are expected to support WSCB with the implementation of the framework for evaluation.

**Angela Eason**

**WSCB Training and Development Adviser**

# WSCB Training

## 2.1 Booking Information:

Before booking training please ensure you have read and understand the WSCB cancellation policy

Download the <https://www.safeguardingworcestershire.org.uk/learning-development/training-c/how-to-book-training/>.

## 2.2 Training Administrators Contact Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Location** | |  |  | | --- | --- | |  | **Contact Details** | |
| Acute Trust | Training Department | Helen Dear Training Administrator Email: [h.dear@nhs.net](mailto:h.dear@nhs.net) Telephone: extension 33758 |
| Clinical Commissioning Groups GP's and Dentist Practices | Contact the provider for more information | For WSCB multi- agency training contact [wscbtraining@worcestershire.gov.uk](mailto:wscbtraining@worcestershire.gov.uk) |
| Early Years and Childcare Services | |  |  | | --- | --- | |  | FAO : Rachael Oakley Babcock Prime Prime House Woodbury Lane Norton Worcester WR5 2PT | | For WSCB multi- agency training contact [wscbtraining@worcestershire.gov.uk](mailto:wscbtraining@worcestershire.gov.uk) For recommended Early Years specific training please email:  [Rachael.Oakley@babcockinternational.com](mailto:Rachael.Oakley@babcockinternational.com) |
| Police | DS Sharon Avery Investigative Skills Training People Services Enabling Services Directorate Warwickshire and West Mercia Police Hindlip Hall Worcester WR3 8SP | FOR WSCB multi – agency training contact  Telephone: 01905 331838 Extension 2838 Email: [sharon.avery@westmercia.pnn.police.uk](mailto:sharon.avery@westmercia.pnn.police.uk) |
| Probation | |  |  | | --- | --- | | Contact the provider for more information |  | | Email: [learninganddevelopment@wwmcrc-probation.co.uk](mailto:learninganddevelopment@wwmcrc-probation.co.uk) Telephone: 01905 677100 For WSCB multi – agency training contact WSCB Email: [wscbtraining@worcestershire.gov.uk](mailto:wscbtraining@worcestershire.gov.uk) |
| Community Rehabilitation Company (CRC) | Learning and Development | Email: [learninganddevelopment@wwmcrc-probation.co.uk](mailto:learninganddevelopment@wwmcrc-probation.co.uk) Telephone: 01905 677100 |
| Children's Services Social Care | Sue McLatchy Partnerships & Workforce County Hall Spetchley Road Worcester WR5 2NP | |  | | --- | | Telephone: 01905 846320 Email: [SMcLatchy@worcestershire.gov.uk](mailto:SMcLatchy@worcestershire.gov.uk) | |
| Children's Services Schools | Denise Hannibal | [DHannibal@worcestershire.gov.uk](mailto:DHannibal@worcestershire.gov.uk)  To book WSCB training contact:  [wscbtraining@worcestershire.gov.uk](mailto:wscbtraining@worcestershire.gov.uk) |
| Worcestershire Health and Care NHS Trust | Contact The Training And Development Team | Telephone:01905 681682 Email: [WHCNHS.Learninganddevelopment@nhs.net](mailto:WHCNHS.Learninganddevelopment@nhs.net) |

**Other agencies please contact:**

Email the Safeguarding Children's Board: [WSCBtraining@worcestershire.gov.uk](mailto:WSCBtraining@worcestershire.gov.uk)

Staff are requested not to attend any training event unless in receipt of written confirmation from WSCB Training office which will be sent out 7 to 14 days prior to the event. Please note that individual study leave requests are not necessarily confirmation of a training place and staff are encouraged to contact their nominating managers where necessary.

## 2.3 Cancellation

Once a booking form has been submitted then the following charges will apply:

There is a charge of £100 per full day or £60 per half day session for any cancellation that occurs 14 days prior to the course date.

50% of the cost with four weeks' notice given.

This cancellation charge will apply to all agencies including contributing agencies

Delegates may identify a replacement from their own agency to attend on their behalf. However, confirmation of this change must be notified to the WSCB.

## 2.4 Non Attendance

Failure to attend a course will result in your agency receiving an invoice for non-attendance. It is your responsibility to ensure that you sign in on arrival at the training as failure to do this may incur a charge for non-attendance.

## 2.5 Course Material

Prior to each course you will need to download and print any pre-course materials (where applicable).

## 2.6 Participation

The focus of multi-agency training is on working together to safeguard children. All courses are delivered in an interactive and supportive way. Delegates are actively encouraged to participate in discussions and share their knowledge and experience with colleagues from partner agencies. We aim to encourage a safe, constructive learning environment and hope you enjoy these development opportunities and

maximise your learning.

## 2.7 Catering

Lunch is not provided at any of our training events. You may be able to purchase food at most of our venues or alternatively you can bring a packed lunch. Tea and coffee will be provided in the morning and mid-afternoon.

## 2.8 Equal Access to Training

WSCB is fully committed to ensuring easy and equal access to courses for all and ensuring that participants represent a wide range of organisations. Please let us know about any particular requirement you may need to assist in your access to training. You can do this via [wscbtraining@worcestershire.gov.uk](file:///C:\Users\Lchapman\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\QYT9YAN6\wscbtraining@worcestershire.gov.uk)

## 2.9 Evaluation

Evaluation of our courses is very important, this data informs and shapes future training. All participants will be asked to complete a feedback form at the end of each course or conference; your comments are very much valued and appreciated.

## 2.10 Certification

A certificate of attendance will be issued to you at end of the training. Partial attendance on the session will result in no certification.

## 2.11 Course Attendance

Each course has been designed to maximise learning opportunities for all within the specified course timings. It is essential that delegates attend for the full duration of the training course, in order for the full learning to be gained. If delegates leave before the course has been completed, it will result in partial attendance which may affect course certification.

## 2.12 Charging Policy

There is a cost of £100 per day or £60 per half day with a 50% reduction for the voluntary sector. For those agencies that contribute to WSCB (CSC, Health, Police) there is no charge. If in any doubt please contact [wscbtraining@worcestershire.gov.uk](mailto:wscbtraining@worcestershire.gov.uk)

# WSCB Training Pathway and Courses

## 3.1 Choosing the right training

To help you choose the right training, each course has been classified into targeted groups according to delegates safeguarding responsibility. First use the guide below, to identify which target group best fits you in your current role.

This sets out the target audiences based on their degree of contact with children and/or parents/carers and their level of responsibility in order to assist with the identification of training and developmental needs.

## 3.2 Core Training Pathway Model



## 3.2 Mandatory Induction Training

This training will usually be delivered by the organisation as it details names and contact numbers of safeguarding leads

**Learning Outcomes**

* The employee is aware of the definitions of significant harm and abuse and neglect (WT, 2015)
* The employee has received a written copy of the definitions of significant harm and abuse and neglect and has signed to confirm that they have read this
* Employee understands the process of Safeguarding and is aware whom to contact with safeguarding concerns

**Agency Responsibility**

* To provide a common induction for all new staff in line with agency policy

## 3.3 Universal Training (Intercollegiate Level 1)

**Introduction to Safeguarding: single agency or e-learning**

**Learning Outcomes**

* Recognise the signs of, and be able to respond appropriately to:
* Physical Abuse
* Sexual Abuse
* Emotional Abuse
* Neglect
* Know what to do if abuse or neglect are suspected
* Understand the importance of multi-agency working
* Understand the importance of keeping records

## 3.4 Targeted Training 1 (Intercollegiate Level 2)

Working Together to Safeguard Children.

One-day face-to-face, multi-agency training

**Learning Outcomes**

Following the training learners should be able to:

* Outline statutory duty to safeguard
* Awareness of WSCB & remit
* Understanding of boundaries of personal competence and responsibility
* Encourage collaborative professional working arrangements and good communication
* Develop an understanding of the thresholds and framework to protect children in need or at risk
* Working from a child centred approach which respects diversity and promotes equality
* Recognise the impact of parenting issues such as domestic abuse, substance misuse and parenting capacity
* Recognise the importance of family history and functioning
* Highlight findings and learning from SCR and Reviews of Child Deaths
* To identify additional sources of guidance to assist with recognition of signs and symptoms of abuse
* To consider collective assessment of risk and responsibility in relation to joint working
* To highlight good practice for managing disclosures of abuse
* Understand statutory requirements governing consent and confidentiality
* Awareness of the importance of recording and sharing information
* Reference new guidance on Resistant and Aggressive Parents
* Develop understanding of need to seek support, guidance and mechanisms for dealing with difficult situations.
* Summarise referral processes

**Agency Responsibility**

* To ensure that all- members of the workforce who work predominantly with children, young people and / or their parents/carers and who could potentially involved in the assessing, planning, intervening and taking part in multi-agency processes where there are safeguarding concern

Course Dates: **Duration of course:** Full Day

|  |  |  |
| --- | --- | --- |
| **Date:** | **Venue:** | **Time:** |
| Monday 1 April 2019 | Worcester | 9.15am-4.30pm |
| Wednesday 5 June 2019 | Pershore | 9.15am-4.30pm |
| Friday 12 July 2019 | Worcester | 9.15am-4.30pm |

## 3.5 Targeted Training 2 (Intercollegiate Level 3)

Protecting Children (with specific reference to Section 47 enquires)

One-day face-to-face, multi-agency training

**Learning Outcomes**

* To understand the professional expectations created by Section 47 Children Act 1989
* To be aware of the timescales set down in regulation or guidance
* To develop awareness in how to advise others on when and how to share information on a child about whom they have concerns
* Recognise the impact of anxiety on effective interagency communication and develop strategies to overcome this
* Recognise the importance of establishing and maintaining working partnerships of trust and mutual respect
* To develop an awareness of the need for effective verbal and written contribution to planning and review meetings
* Develop an awareness of factors which may inhibit the recognition of concerns
* Be able to explain the purpose of their activity and the rationale for decisions and the intended outcomes for the child
* Have an understanding of factors at an inter-personal, inter-personal and systemic level which influence the possibility of change
* To recognise the necessity of challenging decisions in complex situations by looking beyond immediate role and asking questions
* To consider the circumstances which may trigger the need for emergency action
* To become aware of the enabling mechanisms available
* Be able to work with other practitioners, children and families on complex tasks such as joint enquiries under Section 47 Children Act 1989
* To develop understanding of the ways in which group processes can influence and distort decision making
* Develop understanding of the impact of aggression or non-compliance on the ability to safeguard and promote the welfare of a child
* Consider good practice in collaborative working including what encourages it or gets in the way
* Understanding the requirement to seek the wishes and feelings of children and young people and to act upon them
* Demonstrate awareness of the skills necessary in communicating

**Agency Responsibility**

* To ensure that all- members of the workforce who work predominantly with children, young people and / or their parents/carers and who could potentially involved in the assessing, planning, intervening and taking part in multi-agency processes where there are safeguarding concerns with specific reference to Section 47
* To ensure all staff attend refresher training not less than every 3 years or in line with statutory requirements

Course Dates: **Duration of course:** Full Day

|  |  |  |
| --- | --- | --- |
| **Date:** | **Venue:** | **Time:** |
| Friday 29 March 2019 | Worcester | 9.15am-4.30pm |
| Tuesday 30 April 2019 | Worcester | 9.15am-4.30pm |
| Wednesday 22 May 2019 | Pershore | 9.15am-4.30pm |
| Monday 17 June 2019 | Worcester | 9.15am-4.30pm |
| Monday 15 July 2019 | Worcester | 9.15am-4.30pm |

3.6 Refresher Training (Target 2) (Intercollegiate Level 3)

Half day face to face training available from WSCB

***Learning Outcomes***

* To refresh knowledge on outcomes as above

Refresher Training for safeguarding children is a process of learning over a three-year period (or sooner, based on agency guidance). This could include attending face to face multi-agency learning. In addition learning should include personal reflection and scenario-based discussion, drawing on case studies, serious case reviews, lessons from research and audit, as well as communicating with children about what is happening

**Agency Responsibility**

* To ensure all staff attend refresher training not less than every 3 years or in line with statutory requirements

Course Dates: **Duration of course:** Half Day

|  |  |  |
| --- | --- | --- |
| **Date:** | **Venue:** | **Time:** |
| Thursday 14 March 2019 | Stourport | 9.15am-12.30pm |
| Wednesday 10 April 2019 | Worcester | 9.15am-12.30pm |
| Monday 10 June 2019 | Stourport | 9.15am-12.30pm |
| Thursday 4 July 2019 | Pershore | 9.15am-12.30pm |

## 3.7 Specialist Training (Intercollegiate Level 4/5)

Provision of this training is currently under review (June, 2019)

## 3.8 Additional Training

This training will be reviewed on a regular basis to reflect current evidence, research and findings from Serious Case Reviews and Multi Agency Case File Audits (MACFA).

**3.81 Child Sexual Exploitation (CSE) Training**

Delivery of this training is currently under review

**Learning Outcomes**

* Have an awareness of the background to child sexual exploitation, including definitions, the key legislation and guidance and research findings.
* Understand the risk assessment process, including which elements create are used to create thorough document.
* Know the categories of risk and what vulnerability factors to look for when undertaking an assessment.
* Have a basic knowledge of the responsibilities of the key agencies involved in helping children that are being, or at risk of being, sexually exploited.

**3.82 Managing Allegations**

Half day face to face training delivered by Local Authority Designated Safeguarding Lead

**Target Audience**

For managers and those in a position of responsibility who may deal with allegations against staff

**Learning Outcomes**

* To be aware of the expectation to respond to concerns about people working with children and young people
* To be aware of the statutory and local guidance which directs practice
* To be aware of the criteria used in decision making
* To be aware of the professional roles of those involved in the process
* To consider case examples in the light of the decision making criteria

Course Dates: **Duration of course:** Half Day

|  |  |  |
| --- | --- | --- |
| **Date:** | **Venue:** | **Time:** |
| Tuesday 2 July 2019 | Worcester | 9.15am-12.30pm |