

MULTI-AGENCY SAFEGUARDING TRAINING STRATEGY



Bolton
Safeguarding
Children

Contents	Page
Purpose	3
BSCB Responsibilities	3
Training Model	4
Training Needs Identification	
Training Levels	4
Quality Assurance	9
Charging and Non-Attendance	9
Data Protection	10
Single Agency Training Responsibilities	10
Commissioning External Training	11
Action Plan 2013-2014	14
Appendix 1	
Trainer Recruitment	15

Purpose

Bolton Safeguarding Children Board's (BSCB) key aim is to keep children safe from abuse and neglect in our area. The Board recognises that one of the best ways to achieve this is by having a well trained workforce with the skills and knowledge to not only recognise and respond to abuse and neglect but also to provide early help and support where it is needed.

The Multi-agency Safeguarding Training Strategy sets out how BSCB will:-

- Deliver its priorities for developing workers skills
- Fulfil the statutory responsibilities identified in Chapter 4 Working Together 2010 in respect of multi-agency training, development and supervision

BSCB Responsibilities for Safeguarding Training

Working Together 2010 is very clear on the responsibilities for Safeguarding Children Boards in relation to safeguarding training, section 3.18 states,

"It is the responsibility of the LSCB to ensure that single agency training on safeguarding and promoting the welfare of children is provided in order to meet local needs. This covers both the training provided by single agencies to their own staff and multi-agency training where staff from more than one agency train together"

Working Together to Safeguard Children 2010, p91

Additional sections in Working Together 2010 indicate that LSCBs should consider the following:-

- Priorities for single and multi-agency training
- Evaluating and reporting on the quality of single and multi-agency training
- Ensuring relevant training is delivered by single agencies to relevant workers
- Undertaking a safeguarding training needs assessment
- Making links to local workforce development strategy/priorities
- Monitoring progress in ensuring that all those who work with or have contact with children or their families are trained
- Ensuring adequate resources are in place to deliver training - this includes funding and personnel to deliver the programme and priorities

In Bolton, BSCB takes responsibility for fulfilling the above requirements as well as the development and delivery of a multi-agency safeguarding training programme. Members contribute to the training programme financially and 'in kind' by providing workers who deliver courses as part of the multi-agency training pool.

The work is overseen by BSCB's Staff Development Group and the Multi-agency Training Co-ordinator.

Training Model

BSCB delivers its training using a pool of trainers drawn from the range of agencies and services that make up the children's workforce in Bolton. Appendix 1 contains further information on training pool recruitment.

Trainers are supported to develop their skills and knowledge by the Multi-agency Training Co-ordinator. The Training Co-ordinator provides both 1-1 development as well as hosting at least three training pool meetings across the year.

In addition to the core programme, a number of multi-agency workshops hosted by BSCB will also take place; this includes contributing to an annual GP safeguarding event and hosting the annual Police, Childrens Services and Health safeguarding Event.

Training Need Identification

BSCB uses a Training needs audit approach to identify and prioritise the delivery of multi-agency safeguarding training for each year. In addition, the multi-agency trainer will review attendance levels at courses over the previous year as well as take account of the courses cancelled.

Training need is also influenced by lessons learned from local and national serious case reviews, themes identified from BSCB's annual report and multi-agency audits.

BSCB Training Levels and Pathway

Table 1 outlines the agreed training levels for the children and adults workforce in Bolton, in respect of safeguarding children training. In addition it provides some ideas about suggested content, learning outcomes, skills, worker attitudes and values. This document can be used by individual organisations and settings as a framework to commission safeguarding training from external providers or as a tool to evaluate their own organisation or setting's safeguarding training.

The suggested standards and other information have been developed and adapted from:-

- Chapter 4 Working Together to Safeguarding Children 2010
- Safeguarding Children and Young People; Roles and Competencies for Health Staff
- Core Competency Framework for the Protection of Children
- Common Core of Skills and Knowledge

Please note that BSCB does not endorse any private or external training provider. It is the responsibility of those organisations or settings who commission external training providers to ensure that:-

- Training meets the needs of their workforce

- Where Level 1 training is commissioned by an organisation or setting; the module addresses the content indicated in the matrix

Training objectives address those areas identified by regulatory/inspection bodies as being essential for safeguarding training e.g. Ofsted, care quality commission etc.

Training Level	Workers	Suggested Content/Courses	Knowledge Gained	Skills Developed	Expectation of Workers Attitudes and Values
<p>Level 1 – Those people in contact with children, young people and their parents/carers, who are in a position to identify concerns about the abuse and neglect of children, including those that may arise from the use of the Common Assessment Framework (CAF).</p>	<p>Housing, hospital workers, doctors, youth workers, child minders, residential workers, day care workers, those working in sport or leisure settings in both a paid and unpaid capacity, adult and child substance misuse workers, adult and child mental health workers etc</p>	<p>The course should cover as a minimum:-</p> <ul style="list-style-type: none"> • Key ages and stages of child development • Signs and indicators of child abuse and neglect • Child and family centred working • Local policy, guidance and links to national legislation • Introduction to integrated working processes and information sharing practice • Roles and responsibilities of workers • How and when to take action to safeguard children • Managing allegations against those in a position of trust 	<p>Workers will:-</p> <ul style="list-style-type: none"> • Know about child maltreatment in its different forms (physical, emotional and sexual abuse, and neglect) including prevalence and impact on development • Know what to do if there are concerns about child maltreatment, including local policies and procedures around who to contact and where to obtain further advice and support • Know about the importance of early help and sharing information (including the consequences of failing to do so) • Know what to do if they feel that their concerns are not being taken seriously or they experience any other barriers to referring a child/family • Know the risks associated with the internet and online social networking • Know what the term 'Looked after child' means 	<p>Workers will be:-</p> <ul style="list-style-type: none"> • Able to recognise possible signs of child maltreatment as this relates to their role • Able to seek appropriate advice and report concerns, and feel confident that they have been listened to 	<p>Workers should have a:-</p> <ul style="list-style-type: none"> • Willingness to listen to children and young people • Willingness to act on issues and concerns

Training Level	Workers	Suggested Content/Courses	Knowledge Gained	Skills Developed	Expectation of Workers Attitudes and Values
<p>Level 2:- Those people who work regularly with children and young people and with parents/carers and who need a fuller understanding of how to work together to identify and assess concerns as well as to plan, undertake and review interventions</p>	<p>Doctors, hospital and community health staff, family and children centre workers, teachers and teaching support staff, learning mentors, pastoral staff social workers, mental health and learning disability staff, probation officers, police officers, police staff and police community support officers, youth offending workers, early intervention, substance misuse workers, children's mental health workers, education staff including behaviour support, behaviour support, education psychology etc.</p>	<p>Workers at this level should undertake courses covering a range of safeguarding issues including:-</p> <ul style="list-style-type: none"> • Integrated Working processes and use of Common Assessment Framework • Lead Professional Role • Sexual Exploitation • Domestic Abuse • Parental Substance Misuse • Child death processes • Child Action Meeting Processes • Assessment Skills • Chairing Skills • CAF Skills • Neglect and the Graded Care Profile • Lessons from Serious Case Reviews 	<p>Workers will:-</p> <ul style="list-style-type: none"> • Know that certain factors may be associated with child maltreatment, living with parental mental health problems, drug and alcohol abuse, domestic abuse etc • Use guidance, local tools and best practice, including learning from case reviews, to assess and respond to the needs of vulnerable children • Know of the legal, professional, and ethical responsibilities around information sharing. • Know about using directories and assessment frameworks and tools • Know best practice in documentation, record keeping, and understand data protection issues • Know the importance of early help and how to use integrated working processes to meet children's needs 	<p>Workers will be:-</p> <ul style="list-style-type: none"> • Able to document safeguarding/child protection concerns, and maintain appropriate record keeping, differentiating between fact and opinion • Able to identify where further support is needed, when to take action, and when to refer to managers, supervisors or other relevant professionals, including referral to children's social care • Able to share appropriate and relevant information between teams – in writing, by telephone, electronically, and in person 	<p>Workers should:-</p> <ul style="list-style-type: none"> • Recognise how own beliefs, experience and attitudes might influence professional involvement in safeguarding work • Remain child focused and prioritise the needs of vulnerable children and young people • Be willing to take action at the earliest opportunity to safeguard and promote the welfare of a child or young person they are working directly in indirectly with

Training Level	Workers	Suggested Content/Courses	Knowledge Gained	Skills Developed	Expectation of Workers Attitudes and Values
<p>Level 3:- Those people with a specific responsibility for safeguarding children and who need to have a thorough understanding of working together to safeguard and promote the welfare of children, including in complex and/or serious cases</p>	<p>Designated Child Protection Workers, Named Safeguarding Leads, Nominated Workers, Lead Professionals, Operational Managers etc</p>	<p>In addition to the courses outlined in level 2; these courses should address:-</p> <ul style="list-style-type: none"> • Child Protection Processes • Roles and responsibilities of designated or equivalent workers including contributing to safeguarding plans • Record keeping, safe storage and information sharing • Quality assurance models for safeguarding children • Managing safeguarding cases • Serious Case Review and Child Death Review processes • Escalating and resolving professional differences 	<p>Workers will:-</p> <ul style="list-style-type: none"> • Know of best practice in safeguarding/child protection • Reference research evidence and the implications for practice • Advanced understanding of child-care legislation, information sharing, information governance, confidentiality and consent • Have an advanced knowledge of relevant national and international issues, policies and implications for practice • Know how to implement and audit the effectiveness of safeguarding/child protection services on an organisational level against current national guidelines and quality standards 	<p>Workers will be:-</p> <ul style="list-style-type: none"> • Able to give advice about safeguarding/child protection policy and legal frameworks • Able to support colleagues in challenging views offered by other workers as appropriate and advise other agencies about the management of child protection concerns in their setting • Able to analyse and evaluate information and evidence to inform inter-agency decision-making • Able to participate in a case reviews • Able to support others across the organisation in writing a chronology and review about individual children/young people, and in summarising and interpreting information from a range of sources • Able to establish safeguarding/child protection quality assurance measures and processes 	<p>Workers should:-</p> <ul style="list-style-type: none"> • Support workers in their setting to take action at the earliest opportunity to safeguard and promote the welfare of a child or young person they are working directly in indirectly with • Remain child focused and prioritise the needs of vulnerable children and young people • Promote and champion safeguarding children in their setting • Promote good quality assessments and early help and intervention

Training Level	Workers	Suggested Content/Courses	Knowledge Gained	Skills Developed	Expectation of Workers Attitudes and Values
<p>Level 4:- Operational & Strategic Managers at all levels within organisations employing staff to work with children and families, or with responsibility for commissioning or delivering services who would benefit from specific training on multi-agency practice to safeguard and promote the welfare of children</p>	<p>Practice supervisors, professional advisers, designated child protection specialists and service managers. This also includes those people in agencies listed in Section 11 of the Children’s Act 2004 and any other members of the BSCB, School Governors and Trustees.</p>	<p>In addition to the courses outlined in level 2; these courses should address:-</p> <ul style="list-style-type: none"> • Managers responsibilities in relation to understanding the roles and responsibilities of the workforce they are responsible for • Supervising and managing staff in relation to safeguarding • Understand the training requirements of their staff team 	<p>Workers will have:-</p> <ul style="list-style-type: none"> • Advanced and in-depth understanding of the evidence base (related to the specific area of expertise) • Advanced understanding of safeguarding/child protection issues and service provision relating to the area of expertise 	<p>Workers will be:-</p> <ul style="list-style-type: none"> • Able to provide a balanced and independent opinion • Able to undertake an evidence-based review • Able to analyse information, present a well-documented assessment of evidence, and communicate recommendations in writing and verbally • Able to undertake and act upon Section 11 Audits 	<p>Workers should:-</p> <ul style="list-style-type: none"> • Support workers in their setting to take action at the earliest opportunity to safeguard and promote the welfare of a child or young person they are working directly in indirectly with • Remain child focused and prioritise the needs of vulnerable children and young people • Promote and champion safeguarding children in their setting • Promote good quality assessments, early help and timely interventions

Quality Assurance

On behalf of BSCB, members of the Staff Development group will evaluate the impact of training using a variety of methods including:-

- Quarterly data reports detailing the courses that have run, level of attendance, range of agencies attending training, non-attendance etc.
- Trainer evaluation and feedback
- Delegate Course evaluation and impact on practice and how that has influenced workers interventions with children and families
- Single agency training reports
- Feedback from case audits identifying areas for development and evidencing where training has impacted on practice

Charging and Non-attendance

Due to the continuing demand for places, the following charges are being imposed by BSCB and will be effective from 2 June 2012:-

- No charge will be made should an agency wish to substitute a delegate with another suitable member of their workforce
- Should a place be cancelled more than two weeks before the first day of the course no charge will be made to your agency
- Less than two weeks before the first day of the course. At this stage if a substitute delegate cannot be found a charge of £75 per day will be made to the agency
- **On the morning of the first day of the course a charge of £75 per day will be made to the agency**

When courses are more than one day, participants are expected to attend the full course, non-attendance on second or subsequent days will result in a charge of £75 per day missed, and the whole course will need to be completed at a later date. Managers will be informed if any participant leaves the course before the end of the session and they will be expected to repeat the full course with a possible charge.

All cancellations or information about substitute delegates must be notified to:-

Training Shared Service Centre
Castle Hill Centre
Castleton Street
Bolton
BL2 2JW
01204 337600

Data Protection

Under data protection legislation, we are required to inform individuals about the information we hold about them.

Please note Bolton Council keep names and work addresses on a computerised database for the purposes of mailing out the training brochure and other relevant reporting information.

Details of delegates are also retained for the purposes of maintaining an accurate training records and reports. Information will be shared on request with the delegates host agency. No personal information will be shared as part of the Staff Development Groups quarterly report.

Single Agency Safeguarding Training Responsibilities

It is the individual employer's responsibility to make sure that their workers are competent and confident in fulfilling their safeguarding responsibilities as outlined in Chapter 2 Working Together 2010. As well as ensuring compliance with competency frameworks published by professional bodies in relation to expectations about safeguarding and promoting the welfare of children. Individual employers should ensure that the safeguarding roles and responsibilities of their workers are explicit and relative to their level of contact with children, parents or carers.

Individual employers should be confident that all workers receive a mandatory induction that outlines their safeguarding roles and responsibilities. The list below provides some suggested guidance for a safeguarding induction:-

- Knowledge of single and multi-agency policies and procedures and where to find them in the setting
- Information about the designated person (or equivalent) for safeguarding children and their deputy
- Knowledge of the signs and indicators of possible abuse and neglect
- Knowledge of the procedure you need to follow if you suspect any child is being abused, neglected or bullied
- Knowledge of what immediate action needs to be taken to protect a child, including outside normal office hours
- Understanding of other agencies' roles and responsibilities in keeping children safe from harm
- Knowledge about your Local Safeguarding Children Board and any role your agency, organisation or employer has on it
- Knowledge of your duty to report the unsafe practice of others
- Knowledge about what to do if you have followed your own workplace's policies and procedures on reporting concerns, and you are not satisfied with the response

- Identify what to do if you do not get a satisfactory response from other organisations or agencies
- Understand that parental problems (for example, domestic violence or drug and alcohol abuse) can increase the risk of harm to a child
- Identify single and/or multi-agency training required to support the worker to fulfil their roles and responsibilities

BSCB supports individual settings to fulfil their training requirements by offering access to a Level 1- Keeping Children Safe Course which is a standard package that can be delivered by the agency by suitable in-house trainers. In addition BSCB has also developed an e-learning package and provides be-spoke training to single agencies.

BSCB and External Training Providers

BSCB does not endorse or promote any individual external training provider. For those settings wishing to commission safeguarding training from a local or national provider, it may be worthwhile considering the following:-

- Who is the target audience? What level of training needs to be commissioned to meet their needs?
- What areas are covered in the course? What methods are used to deliver the programme?
- Who delivers the training? What is their background? How long has the trainer been established?
- What training material/documentation is included in the training and can it be shared as part of future inductions?
- What is the cost? What's included in the costs; are there any extras? Is the cost per delegate or for a group? If it's for a group what is the maximum size?

Staff Development Group Key Tasks

Objectives

- To monitor the delivery of single agency training and receive information about the impact and effectiveness of that training from statutory agencies
- To evaluate the impact and effectiveness of the multi-agency training programme with particular reference to:-
 - Trainers skills and knowledge in delivering the topic
 - How well knowledge and skills from training are transferred to front line practice
 - Value for money
 - User experience and feedback

- To have a clear and transparent charging and non-attendance policy
- To deliver a comprehensive, flexible safeguarding multi-agency training programme

BSCB Core Objective Training of persons who work with children or in services affecting the safety and welfare of children

Staff Development Key Task	Action	Responsible Officer	Timescale
Improve Evaluation Process and Feedback	Design new evaluation form to be used in all courses	Multi Agency Training Officer	
Improve attendance at Group	Review membership Review terms of reference Agree use of substitutes Agree attendance targets	Chair/All	November 2013
Review training needs	Carry out audit with selected partners Analyse findings Review programme	Multi Agency Training Officer Multi Agency Training Officer/Chair	November 2013 December 2013/January 2014
Improve training experience for participants	Consider alternative to use of TSSC Respond to evaluation feedback Delivering training using a variety of teaching and learning methods e.g. on-line, refresher, bespoke workshops, modular learning	Chair/All	January 2014
Ensure materials are up to date at all times	Update the e learning package to reflect new "Working Together" Review and upload CEOP "when a child dies" package Develop a Sharepoint/Teamsite that all training pool members can access	Multi Agency Training Officer	March 2014
Ensure that the training pool more accurately reflects the partnership	Recruit trainers from agencies not represented or under represented Engage Board/Exec members to encourage participation	Chair/Multi Agency Training Officer	March 2014

Bolton Safeguarding Children Board



TRAINERS WANTED

Are you:

- Experienced in working with vulnerable children and families within the child protection system?
- Committed to protecting and safeguarding children and eager to help others do the same?
- Keen to promote the benefits of early identification, intervention and preventative work with children and families?
- Able to work collaboratively with practitioners from other agencies to make a positive difference to the lives of children and young people?
- An excellent communicator and keen to develop your teaching and training skills?

Then Bolton's Safeguarding Children Board Multi Agency Training Pool would like to hear from you*

Training Pool members must be able to commit to delivering 2 – 4 days training per year with a co-trainer and are expected to attend quarterly meetings to plan and develop the multi agency training programme. Further training is available for successful applicants.

If you would like to learn more about the work of the multi agency training pool or would like to express your interest in this exciting opportunity, please contact Doreen Houghton for an informal discussion on 01204 337861 or email Doreen.houghton@bolton.gov.uk

**Please note that line manager approval is required before applications can be considered.*

TRAINING POOL JOB DESCRIPTION/PERSON SPECIFICATION

Purpose

To contribute to the design, delivery and development of the multi agency safeguarding training programme in line with statutory requirements.

(Working Together to Safeguard Children 2010)

Main Duties and Expectations

1. To comply with the person specification for membership of the Multi Agency Safeguarding Training Pool.
2. To deliver a minimum of 2 -4 days training for the Safeguarding Children Board per year.
3. To plan and prepare thoroughly for delivery of training by reading the Trainer's materials, meeting with co-trainers prior to the course and updating knowledge of tools, processes and policies relevant to the course subject.
4. To maintain links with the Training Centre to ensure all training materials are received for distributing and copying within required timescales.
5. To maintain co-operative and professional relationships with co-trainers and demonstrate a commitment to inter-agency working.
6. To ensure any requests for additional resources, including the arrangement of visiting speakers, are made to the Multi Agency Training Team within realistic timescales.
7. To ensure an alternative trainer is arranged if unable to deliver previously agreed training, and to notify the Safeguarding Training Team of these changes. Also, to report any emergencies affecting attendance or delivery on the day of the course.
8. To be a reliable time keeper, both in preparation and attendance on courses, and to follow the course programme to ensure consistency and good practice.
9. To provide feedback to individual agencies about unsafe practice if noted during training, where appropriate, or seek further advice.
10. To be involved in the design, review and development of courses and to share good practice, expertise and knowledge with co-trainers. To contribute to evaluation and quality assurance processes to inform future planning and programme development.

11. To attend and contribute to quarterly Training Pool meetings, training events and pre-course planning meetings with co-trainers to review and develop course material etc.
12. To demonstrate a commitment to own learning and professional development, including attendance at the Train the Trainers course, where appropriate.
13. To share learning and knowledge within own service and to contribute to the design, delivery and promotion of in-house safeguarding training, where appropriate.

Person Specification:

1. Have at least 2 years experience of working collaboratively with vulnerable children and families.
2. Have knowledge and experience of integrated working, safeguarding (including child protection) and promoting the welfare of children.
3. Be competent and knowledgeable regarding core functions of own service or agency.
4. Be able to communicate comfortably and effectively in multi agency settings to a broad range of people at all levels, backgrounds and abilities.
5. Understand and be sensitive to specific issues and the potential impact on participants.
6. Be able to demonstrate professional respect and develop cooperative relationships with co-trainers.
7. Be able to prioritise the needs of participants above own needs and adapt learning style, materials and activities to create an inclusive environment that is conducive to learning.
8. To create a positive teaching and learning environment that promotes skills in delivery and demonstrates an understanding of group management and dynamics.
9. To demonstrate the ability to identify, develop and evaluate own practice and professional development needs.
10. To have the support and agreement of your Manager/Employer for your contribution to the Multi Agency Training Pool and for release from operational duties as required.



MULTI AGENCY TRAINER AGREEMENT

Name:

Role:

Organisation:

Address:

Contact Number:

Email Address:

Trainers must be able to fulfil the Person Specification and agree to the duties and expectations outlined in the Job Description for membership to the Multi Agency Safeguarding Children Training Pool. All trainers must be able to contribute to the planning, development and delivery of a high quality multi agency training programme and have full support of their Manager, where applicable, to ensure the duties and commitment are recognised and can be fulfilled.

Please describe how you would like to contribute to the development and/or delivery of the Multi Agency Training Programme?

Please specify the number of days you are able to commit to the Multi Agency Training Pool *Insert Programme Dates* – ****NB the minimum commitment is two days delivery – this does not include any preparation time****

Signed:

Date:

To be completed by your Manager, *where applicable*:

Manager Name:

Contact Tel No:

I am aware of the employer's responsibilities for safeguarding and promoting children and young people's welfare and the need to identify adequate resources in support of multi agency training. I am also aware of the main duties and expectations of the Safeguarding Children Board Multi Agency Training Pool and fully support the person named above to contribute to this and recognise this work as part of their workload.

Signed:

Date:

Please return completed forms to: doreen.houghton@bolton.gov.uk