

# **Knowsley Safeguarding Children Board (KSCB)**

## **Training Strategy 2016 - 17**

<b>Contents:</b>	<b>pg.</b>
1. Introduction	2
2. Aim and Purpose of the Strategy	3
3. Values and Principles	3
4. Learning Opportunities	4
5. Identifying Training Needs	5
6. Roles and Responsibilities	5
7. Quality Assurance and Evaluation	6
8. Training Pool	8
9. Advertising Courses	8
10. Learning and Development Subgroup	8
11. KSCB Charging Policy	9

## **1. Introduction**

The KSCB is committed to providing a comprehensive and effective training programme to professionals and volunteers from universal and targeted services working with children, young people and families in the Knowsley area. The majority of the training provided will be delivered by members of the Training Pool whilst other courses will be commissioned on a needs led basis and when specialist expertise is required.

‘Working Together to Safeguard Children’ (H.M. Government 2015) emphasises the need for a skilled and knowledgeable workforce to work with children and families and recognises the importance of single and multi – agency training in achieving that goal.

*‘Research has shown that multi-agency training in particular is useful and valued by professionals in developing a shared understanding of child protection and decision making’ (WT 2015)*

As stated above, multi – agency training is highly effective, Official inquiries, policy guidance and research reviews have consistently advocated that if professionals concerned with safeguarding children are to work together more effectively they should learn together to work together.

The KSCB develops its annual training programme based on strategic priorities identified within the business plan, needs analysis and lessons learnt via the Learning and Improvement Framework. A Children’s Engagement Sub Group has been created and will work with the Learning and Development Sub Group to capture and incorporate feedback from children into the Training Programme. The aim of the programme is to increase participant’s knowledge and skills in the field of safeguarding children. This is intended to improve working relationships between agencies, to promote high quality service provision and better outcomes for children and young people.

All training will promote anti-discriminatory practice and reflect cultural diversity and all courses will address these issues.

The identified priorities for 2016-18 are:

- 1) Children in Knowsley are safeguarded and protected from harm, including abuse, neglect and exploitation.
- 2) The voices and experiences of children are fully embedded in practice and service planning.
- 3) Embed the learning from serious case reviews through delivery of the robust action plans, including:
  - 3a) Early Help - with particular focus on Domestic Abuse
  - 3b) Neglect
  - 3c) Exploitation

## **2. Aim and Purpose of the Strategy**

The aim of this strategy is to support the KSCB in fulfilling one of its key responsibilities; to ensure both single and inter-agency learning activities are delivered to a consistently high standard and that a process exists for evaluating the effectiveness of training and learning.

The purpose of this strategy is to outline a framework for delivering the multi-agency safeguarding learning as well as evaluating the quality of training. The Strategy will also outline how the Learning and Development Sub Group will play a strategic and operational role in successfully achieving this.

## **3. Values and Principles**

All learning in safeguarding and promoting the welfare of children and their families should create an ethos which:

- Puts the safety and wellbeing of the child first;
- Values working collaboratively with others, using the combined skills, knowledge experience of everyone;
- Respects diversity;
- Encourages and promotes the participation of children and families in the safeguarding processes;
- Assists the workforce in safeguarding children.

These principles should be embedded in safeguarding training courses and will be measured during the quality assurance process.

All KSCB learning and development activities are informed by the following principles:

- Child Centred;
- Focussed on the outcomes for children;
- Inter-agency collaboration;

- Participation and constructive challenge;
- Respect to other learners;
- Evidence based;
- Care and support for the workforce;
- Positive communication.

KSCB inter-agency learning activities are designed to complement those provided by individual agencies and are an effective way of promoting shared understanding of roles and responsibilities of each agency and professional.

#### 4. Learning opportunities

The KSCB offers a wide range of learning opportunities aimed at professionals working with both children and adults. The courses range from level one to level six, level descriptors below:

<b>Course Level</b>	<b>Target group (from all organisations)</b>	<b>Description of examples of target group</b>
<b>One (single agency responsibility)</b>	Staff in infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect.	Librarians, administrators/receptionists, community advice centre staff, recreation assistants, and environmental health officers.
<b>Two (single agency responsibility)</b>	Those in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers including all health clinical staff, who may be in a position to identify concerns about maltreatment, including those that may arise from the use of CAF.	For example, 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, welfare assistants, lollipop people
<b>Three</b>	Members of the workforce who work predominantly with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns	Paediatricians, GPs, youth workers, those working in the early years sector, residential staff, midwives, school nurses, health visitors, sexual health staff, teachers, 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.
<b>Four</b>	Members of the workforce who have particular responsibilities in relation to undertaking section 47 enquiries.	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, practitioner-trainers,

		DSPs in schools, safeguarding leads
<b>Five</b>	Professional advisors, named and designated lead professionals, operational managers at all levels	Designated doctors, nurses, practice supervisors and line managers
<b>Six</b>	Managers responsible for the strategic management of services	NHS board members. Executive leads, Members of the KSCB including and sub groups, KSCB business support team

The KSCB does not provide face to face training at levels 1 and 2, as these are agreed to be single agency responsibilities. However, we do provide e-learning for staff that do not have access to level one or two in-house training, There is also an opportunity to attend the Adults and Children’s Alerters Workshops and learning is shared via the 7 minute briefings.

Partner agencies may need to refer to their own training guidance if available. Minimum training requirements will be outlined to ensure that relevant staff will be able to carry out their duties as stated in legislation (e.g. Safeguarding Children and Young People: Roles and Competences for Healthcare Staff. Intercollegiate Document. March 2014, Looked after children: Knowledge, skills and competences of health care staff: Intercollegiate Role Framework, March 2015 and Keeping Children Safe in Education. July, 2015)

## 5. Identifying Training Needs

Multi - agency training will take into account the needs identified at local and national level by:

- a) Discussion of training and development needs within KSCB sub groups, fed back to L&D sub which decides major priorities annually;
- b) Feedback from courses;
- c) Undertaking a training needs analysis
- d) National guidance as it is issued;
- e) Lessons learnt via the Learning and Improvement Framework
- f) Business Plan priorities

## 6. Roles and Responsibilities

The KSCB is responsible for the strategic overview of multi -agency safeguarding training and development.

The KSCB provides:

- a) Safeguarding courses including 60 Minute and 7 Minute Briefings;
- b) E-learning (All levels) through its website;
- c) Learning and Improvement Framework;
- d) Training and QA standards for level one and two;
- e) Financial resources for learning opportunities for training pool members;
- f) An annual programme of inter-agency training that gives choice to professionals at all levels;
- g) Evaluation and quality assurance processes

Employing agencies are responsible for:

- Ensuring that their workforce is suitably recruited, qualified and enabled to safeguard children;
- Providing appropriate supervision and support for staff, including undertaking safeguarding training;
- Ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;
- Offering their staff mandatory induction, which includes familiarisation with safeguarding children responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare (level one/two training);
- Ensuring that all professionals have regular reviews of their own practice to ensure they improve over time;
- Providing staff to assist in delivering multi-agency learning as well as attending multi-agency learning;
- Supporting the KSCB in the evaluation process

## 7. Quality Assurance and Evaluation

### Training delivery/package/course standards

Seven standards have been identified which support good practice in the design and delivery of courses, which ultimately optimise the chances that training will be effective. These are embedded within the QA documentation:

**Standard 1:** Links are made to relevant training and development strategy/training plan;

**Standard 2:** Target groups are clearly identified and links are made to the course aim/s, learning outcome/s;

**Standard 3:** Course design and content meet the requirements of the aim/s and learning outcome/s and are fit for purpose;

**Standard 4:** There is a clear selection and monitoring process for trainers;

**Standard 5:** A transparent evaluation process is in place;

**Standard 6:** There are post course administration and evaluation processes in place;

**Standard 7:** There is a process to review the course.

The Learning & Development Sub Group has a robust quality assurance process which is reviewed annually and adapted as required. Currently, single agency level

one and two courses are quality assured using the KSCB Standard Learning Outcomes and Single Agency Training Standards to ensure they are of a good standard and that key messages resonate within any training concerning the safeguarding of children.

<b>Standard Learning Outcomes for Level 1 Safeguarding Children Training</b>
--

By the end of the course, participants should be able to
--

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Describe what child abuse and neglect are</li><li>2. List the signs and indicators of abuse and neglect</li><li>3. Describe normal child development</li><li>4. Know what do if they are concerned about the welfare of a child</li><li>5. Maintain a child focus</li><li>6. Recognise that a child is a child up until the age of 18.</li></ol> |
|---|

<b>Standard Learning Outcomes for Level 2 Safeguarding Children Training</b>
--

By the end of the course, participants should be able to
--

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Describe what child abuse and neglect are</li><li>2. List the signs and indicators of abuse and neglect</li><li>3. Describe normal child development</li><li>4. Know what do if they are concerned about the welfare of a child</li><li>5. Maintain a child focus</li><li>6. Recognise that a child is a child up until the age of 18.</li><li>7. Describe their agency's recording policy for concerns regarding safeguarding children</li><li>8. Describe their agency procedure for sharing information regarding safeguarding concerns</li><li>9. Use the Framework for Assessment of Children in Need and their Families</li><li>10. Describe own role and responsibilities for Safeguarding Children</li></ol> |
|---|

Multi Agency KSCB training is quality assured and evaluated using a number of methods:

- a) Course evaluation from participants after the course;
- b) Quantitative means such as numbers, agencies and geographical area;
- c) Feedback from trainers;
- d) Post course questionnaires and follow up Interviews by the KSCB Training Officer supported by Learning & Development Sub Group members on certain courses identified via business plan priorities.
- e) External quality assurance scheme with North West Inter-Agency Training Group members.

The purpose of the quality assurance programme is to ascertain:

- a) The quality of training in terms of content and delivery;
- b) The relevance of training to agency objectives and participant's roles;
- c) The impact of training on practice in terms of the skills and knowledge of practitioners, the development of their practice, and the impact on service delivery and improved outcomes for children.

## **8. KSCB Training Pool**

The training pool is responsible for the delivery of the majority of the multi-agency training in child protection/safeguarding across the borough.

The majority of the KSCB training courses will be delivered by members of the KSCB training pool. These are practitioner-trainers from a wide range of KSCB partner agencies.

Training Pool members will be expected to:

- Prepare thoroughly for delivery by keeping material up to date, meeting with co-trainers and reading any relevant procedures relating to the course subject.
- Inform the Training Officer or KSCB business support staff if unable to attend on the day of the course or if you need to cancel a future training course.
- Arrange collection and delivery of training materials and resources.
- Provide feedback about practice and training issues which arise in training courses. Provide feedback, as soon as possible, to the Training Officer if there are concerns about an individual's practice during the training, so that these issues can be addressed promptly. Practice discussion and how practitioners portray themselves within training is an essential and professional part of the work we do and reflects how we work with children and young people and if we have concerns about a practitioners practice we do need to address this as soon as possible.
- Monitor attendance at each course ensuring that it is recorded properly.
- Ensure that delegates complete an evaluation form at the end of each session. This needs to be passed in or sent to the KSCB office or an arrangement made for it to be picked up by the Training Officer.

## **9. Advertising Courses**

Training opportunities will be advertised on the KSCB website, together with instructions on how to apply for a place. In addition, information about individual courses will be circulated electronically to member agencies and included in Newsletters.

## **10. Learning & Development Sub Group**

The strategic priorities of the KSCB Business Plan are supported by the Learning and Development Sub-Group and are embedded in the group's work plan.

### **Terms of reference**

On behalf of KSCB the Training Sub Group oversees/ and leads on safeguarding training matters within all partner agencies.

### **Its AIM is:**

To ensure that the workforce have access to relevant, good quality learning and development opportunities enabling them to adequately contribute to the safeguarding of children; appropriate to their role and responsibility.

### **Its OBJECTIVES are:**

- To quality assure and evaluate safeguarding related training in Knowsley (taking into account current guidance from professional bodies) and evidence improved practice and outcomes for children.
- To provide evidence to the KSCB that training is making a difference by enhancing professional practice and improving outcomes for children.
- To undertake a training needs analysis.
- To develop a safeguarding training strategy.
- To advise the KSCB about learning needs deriving from the Learning and Improvement Framework
- To steer a shared multi-agency training programme responsive to local needs and the developing safeguarding agenda.
- To plan and deliver an annual conference that supports the safeguarding agenda.
- To undertake and promote developmental areas of work emerging from training.

## **11. KSCB Charging Policy**

All KSCB training courses (both face-to face and online) are currently free of charge to staff and volunteers working within the Knowsley area.

If delegates do not notify the KSCB of any non-attendance prior to the commencement of a course, the agency in question may be charged £100. For cancellation of booking please email [steven.hale@knowsley.gov.uk](mailto:steven.hale@knowsley.gov.uk) or ring 0151 443 2971.

In the event that you cannot attend training on the day (due to unforeseen circumstances) we would appreciate a courtesy call to log your non-attendance. Please note that a senior manager in your organisation may be notified if you do not attend a course without sending your apologies.

An appropriate replacement may be sent in place of the absent participant.

Please see the Charging Policy for more information.