

Warwickshire Safeguarding Children Board

Training Strategy 2015 – 2018

1.0 Introduction

1.1 This strategy replaces previous WSCB training strategies to update on progress made and to capture updated statutory guidance contained within the editions of Working Together published in 2013 and 2015 and the Learning and Improvement framework in Warwickshire.

1.2 This strategy has been written in conjunction with the WSCB Training Subcommittee and has been subjected to necessary review before being published.

1.3 The strategy has been written to provide a development framework for the workforce across Warwickshire working with children, young people and families.

1.4 This training strategy:

Sets out the expectations for the training that staff should be provided with, depending on the nature of their safeguarding responsibilities,

Clarifies the expectation that core safeguarding training is the responsibility of individual employers

Sets out the quality assurance role that WSCB (through its training sub) will have with regards to this training

Outlines WSCB priorities for inter-agency safeguarding children training to be delivered by WSCB.

2.0 Context

2.1 The Department for Education published the 2015 edition of the statutory guidance document '*Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children* ^[1] in March 2015.

2.2 The guidance aims to help professionals understand what they need to do, and what they can expect of one another, to safeguard children. It supports core legal requirements and it makes clear what individuals and organisations should do to keep children safe. In doing so, it seeks to emphasise that effective safeguarding systems are those where:

- the child's needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates;
- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care.

2.3 This revised guidance sets out a new approach to learning and improvement for LSCBs and places a duty on them to develop their own local frameworks.

Warwickshire LSCB's training strategy and interagency training programme are a component of our Learning & Improvement framework. The Training programme and programme of quality assurance activity will be informed by other elements of the Learning and Improvement Framework, such as reviews, research and inspection.

3.0 Review

This training strategy will be reviewed as below:

The evaluation of training and provision of courses will be reviewed at the end of each calendar year to ensure the courses identified for the proceeding training directory are identified and sourced prior to its publication to delegates.

The main content, context setting and the strategy's alignment to statutory guidance will be reviewed every 3 years as a minimum, but may be subject to additional review in accordance with new local and national learning outcomes and / or with the introduction of new or updated statutory guidance.

4.0 Training Values

4.1 All training should mirror the focus of Working Together 2015 and place the child at its

centre and promote the importance of understanding the child's lived experience.

4.2 All safeguarding training should be consistent with the common core skills, placing the child at the centre and promoting the importance of understanding the child's daily life experience, ascertaining their wishes and feelings, listening to the child and never losing sight of his/her needs. In other words, training should focus on the child's **"Lived Experience"**

4.3 All training should create an ethos that values working collaboratively with others (valuing different roles, knowledge and skills) respects diversity (including culture, race religion and disability), promotes equality and encourages the participation of children and families in the safeguarding processes.

4.4 Following from Serious and Local case reviews pertinent to practices within Warwickshire all training should additionally seek to embed the principle (as outlined in working together 2015) that 'Safeguarding is Everyone's responsibility'.

5.0 The role of Partner Agencies

5.1 Statutory guidance places duties on a range of organisations and individuals (WT, 2015) to ensure that their function, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children'.

With regards to training the duty is placed upon them to:

- Ensure staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
- 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
- Provide regular reviews of their practice to ensure they improve over time

It is expected that partner agencies will:

- Identify training required for each role within their agency
- Keep accurate records of training attended
- Provide information to the WSCB as to training status of workforce (e.g. audit)

5.1.2 Partners also have responsibility to identify adequate resources and support for inter-

agency training by:

- Providing staff who have the relevant expertise to support the LSCB (for example, by actively contributing to the LSCB training sub-committee)
- 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 to practice.
- Committing resources for inter-agency training, for example through funding, providing venues, providing staff who contribute to the planning, delivery and/or evaluation of inter-agency training
- Ensuring that staff receive relevant single-agency training that enables them to maximise the learning derived from inter-agency training.
- Support the LSCB in measuring the impact of training on practice through post training evaluations.

6.0 Roles and Responsibility

6.1 Organisations working with children and young people and families (including employers and volunteer led organisations)

All organisations involved in the Children's workforce are responsible for ensuring that their staff and volunteers are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children and young people.

6.1.1 It is the responsibility of all statutory and non-statutory organisations to recognise that in order for staff and volunteers to fulfil their duties consistent with Working Together, different groups of staff and volunteers will have different training needs which are dependent on their degree of contact with children and young people and/or with adults who are parents and carers, and their level of responsibility and independence in decision making. Staff and volunteers should be supported and encouraged through practice to share learning gained from training to broaden the impact and support ongoing practice developments assisting in the continuous focus of improving outcomes for children.

Employees and volunteers in managerial positions have a responsibility to ensure learning is cascaded amongst staff teams and that this cascading can be evidenced.

6.2 – Induction:

Organisations should ensure that all staff and volunteers who are in contact with or work directly with; children and young people and / or adults who are parents or carers of children and / or young people, receive induction training on safeguarding within the first 3 months of starting their role. 'In contact with' refers to any member of staff or volunteer who, as part of their daily duties, could encounter interaction and or engagement with a young person / child due to either the nature of their job (i.e. librarian) or the environment they work in (park ranger). This induction training should include appropriate familiarisation of the agencies child protection responsibilities and policies. This training should include an appropriate level of training on child development and identification of signs and symptoms of abuse along with how to respond to these signs in accordance with Warwickshire's Inter-agency procedures.

Organisations should ensure those delivering the training have suitable knowledge and experience gained through working in the agency and in dealing with safeguarding practices.

6.3 – Refresher training:

Organisations should ensure that all staff and volunteers undertake safeguarding refresher training every **3 years** as a minimum, but in some settings statutory guidance may require training more frequently than this.

All staff and volunteers have a responsibility to ensure they are up to date with their refresher training.

6.4 – Child Development:

Organisations ***should ensure*** that employees and volunteers who work or have contact with children are ***appropriately*** trained in child development and how to act on potential signs of child abuse and neglect.

7.0 Levels of Training

WSCB training strategy 2010-2013 outlined expected training based on safeguarding responsibilities within agencies. This strategy also adopts a tiered system, but updates the

terms used to describe each level.

Tier	TARGET GROUP	SUGGESTED TRAINING CONTENT
Universal training	<p>All staff who have frequent/infrequent contact with children/young people and/or families /carers e.g. Gp Receptionists, sports and leisure staff, Housing officers, Multi-faith group and community leaders, maintenance staff, recreation assistants, park wardens / rangers. Staff in education settings. Agencies may decide this level is suitable for all the workforce To be offered as part of the induction process for all new staff and volunteers.</p>	<p>What is child abuse and neglect? Signs and indicators of abuse and neglect. Basic knowledge of expected 'normal' child development How to maintain a child focus. What to do when you have concerns. WSCB interagency procedures.</p>
Targeted training	<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, from CAF through to S.47 enquires or Child Protection plans. e.g. GPs, children's social workers, designated persons in education, early years, youth and community settings, youth workers, voluntary organisations, residential staff, health visitors, probation staff, adult services (e.g. substance misuse services, mental health), CAF workers, teachers</p>	<p>Content as identified above plus: Working together to identify, assess and meet the needs of children where there are safeguarding concerns. The impact of parenting issues e.g. domestic abuse, substance misuse and the impact on children. Recognising the importance of family history and functioning. Section 47 enquiries, roles, responsibilities and collaborative practice. Using professional judgements to make decisions regarding risk of harm. Working with complexity.</p>
Specialist training	<p>Professionals with lead responsibility for giving safeguarding advice within their organisation.</p>	<p>Content as identified above plus: Promoting effective professional practice. Managing performance to promote interagency practice. Supervision of child protection cases.</p>
Strategic Responsibility	<p>Professionals with strategic responsibility for safeguarding children.</p>	<p>Section 9 roles and responsibilities. Current policy, research and practice developments. Lessons from serious case reviews. Expectations on members in order to promote effective co-operation that improves effectiveness.</p>

7.1 E Learning:

E Learning can be defined as 'learning facilitated and supported through the use of information and communications technology. It can cover a spectrum of activities from the use of technology to support learning as part of a 'blended' approach (a combination of traditional face to face learning and e-learning approaches), to learning that is delivered entirely online.

WSCB notes that safeguarding training often raises challenging issues, and can provoke strong feelings. This can mean that an over-reliance on e learning as the sole means of training has limitations, and wherever possible e learning should be complemented by opportunities to discuss the information face to face.

Induction for Practitioners directly involved in safeguarding activity

WSCB recommends that wherever possible, the induction for newly appointed staff who are expected to take part in CAF, child protection planning and assessment (for example as part of a core group) should incorporate WSCB Targeted training programmes, and the WCC CAF training.

NQSW's are firmly encouraged to access WSCB multi-agency training as part of their AYSE.

8.0 Warwickshire Safeguarding Children's Board (WSCB) Training Subcommittee

8.1 - On behalf of the WSCB, the training subcommittee is responsible for:

- Review and update the WSCB Training Strategy and its content.
- Ensure links are strengthened between WSCB and Warwickshire Children in Care Council for the purpose of securing the continued feedback on the child protection system as experienced by young people. Ensuring these messages are embedded across training programmes.
- Ensure findings from serious case reviews and local case reviews continue to be integrated as appropriate into training programmes.
- Ensuring that both single and multi-agency training is delivered to a consistently high

standard, and that a process exists for evaluating the effectiveness of training.

- Measure the impact of training on practice through post training evaluations.

8.2 - Training sub-committee members:

Training subcommittee members will comprise representatives from the partner agencies of the WSCB and any other such representation as is deemed necessary to complete work plans.

To be effective the subcommittee should include people with sufficient knowledge of inter-agency working, training needs and processes to enable them to make informed contributions to the development and evaluation of a training strategy. The membership should consist of:

- Sub-committee chair
- WSCB Learning & Improvement Officer
- WSCB Business Manager
- WSCB admin staff
- Health Provider trusts (3)
- Probation – CRC & NPS
- Voluntary sector
- Youth Justice
- WCC Learning and Development
- Police
- WCC – Social care / Early Intervention / Early Years
- WCC - Education

It is the responsibility of WSCB training subcommittee members to prioritise attendance at the Training Subcommittee wherever possible and ensure an appropriate representative attends when not possible.

8.3 - It is the responsibility of the subcommittee members to update the training work plan on behalf of the Board.

8.4 – The training subcommittee will support contributions to the LSCB annual report.

Providing analysis and strategic focus on the previous year's training provisions, identifying any gaps in delivery as well as identifying arising local needs.

8.5 Each agency representative will have responsibilities as part of their commitment to the Training sub-committee to:

- Receive and cascade information about training courses
- Receive and support in the evaluation of the records of attendance and non-attendance
- Contribute to the planning and development of the Annual Conference
- Contribute and support review of the training strategy.
- Support the Learning & Improvement Officer in scoping and evaluation of training needs.
- Support quality assurance of single agency training through either:
 - a) Offering agencies opportunities to attend Training Sub meetings to present their training and associated expected learning outcomes.
 - b) Review of annual update from single agencies own QA audit on training programmes.

9.0 Single Agency Safeguarding Training

9.1. - Individual agencies/organisations will take responsibility, within this strategy, for the provision of, or commissioning of, their single agency training in order to satisfy the minimum requirement of the WSCB; that all staff will have knowledge of their responsibilities under local and national safeguarding procedures and have a clear understanding of the nature of child abuse and neglect.

This will include delivering 'universal' safeguarding training to all relevant staff (see levels of training)

9.1.2 – The training subcommittee will provide a set of training slides for delivery of universal safeguarding training, and accompanying materials, for agencies to deliver to their staff. Agencies will be able to 'add to' these materials with their own agency specific processes regarding safeguarding.

9.1.3 – Trainers delivering universal safeguarding training will be supported by the Learning & Improvement Officer and will have the opportunity to attend regular training pool meetings.

Where trainers are using WSCB training material, it will be the expectation they will attend at least one training pool meeting during the training calendar (April – April).

10.0 Monitoring and Evaluating Multi-agency Training

10.1 – WSCB manages the delivery of multi-agency training through the Interagency Learning and Improvement officer and training subcommittee. The annual calendar will be produced based on local needs and requirements and in response to local and national learning from serious case reviews.

10.1.1 – The Learning & Improvement Officer will report at each training subcommittee the delegate numbers for each training session past and future for the current year. The training subcommittee will review the levels of attendance and where appropriate request additional training programmes to meet demand or authorise cancellation of training sessions where appropriate i.e. low delegate numbers.

10.1.2 – The Learning & Improvement Officer will undertake annual reviews of all training courses with co-facilitators to ensure Warwickshire’s interagency training is appropriate, relevant and current.

10.2 - The Learning & Improvement Officer will communicate the annual review and evaluation of training through the WSCB annual report.

10.3 - WSCB Training Quality Assurance process will address the relevance, currency and accuracy of course material and the quality of training delivery through evaluations and feedback..

WSCB approved trainers will be expected to meet certain minimum standards (stipulated in the evaluation feedback).

- Trainers ability to transfer knowledge
- Trainers delivery and group management skills in ensuring stated objectives were achieved

- Trainers ability to answer and pose questions
- Trainers knowledge of the subject
- Trainers ability to relate the training to my work

It is expected that each trainer will achieve at least 'good score' in each of these areas. Where feedback identifies a level which falls below this i.e. satisfactory, poor or very poor, work will be undertaken by the Learning and Improvement Officer to investigate and manage appropriately.

11.0 Impact of Training

11.1 Short term evaluation: The effectiveness of interagency training , opportunities for development and its facilitation will be continuously monitored and fed back to the WSCB through:

- Monitoring attendance at training sessions
- A review of each evaluation by individuals at the end of each training session.
- Completion of written evaluation by the trainers (optional) to inform the review and development of each course.
- Contribution to annual report following annual evaluation and analysis of preceding years training.

11.2 Longer term evaluation: In order to evidence and evaluate the longer term impact of training delegates and their managers will be asked to complete a 90day post training evaluation and reflection questionnaire.

Other appropriate methods of capturing impact will be identified through the training subcommittee and reported to the WSCB through the annual report and Board meetings where required.

12.0 Charging Policy

12.1 – The WSCB ensures its training programmes are available for all agencies working with children, young people and families. To ensure that these sessions are not misused and are prioritised following confirmation of placement the charging policy has been amended to act as a protective measure.

The charges are set as a percentage of costs incurred through the place on the course being lost (i.e. resources, administration, room hire).

Please refer to appendix I for a breakdown of charges.

All cancellations will be followed up with the line manager who authorised the training application.

12.2 WSCB multi agency training is available free of charge to organisations, education providers and agencies working with Warwickshire children who contribute to the running of the LSCB.

Private providers and other agencies who would qualify to access the training can request places on the WSCB courses with the following charges applied:

£160 - 2 day training courses

£80 – 1 day courses

£40 – ½ day course.

12.3 The WSCB will consider requests from agencies sitting to deliver in-house / single agency training. These requests are facilitated through using our existing resources and therefore generate an income for the Board. The rates that will be charged for such training are set out in Appendix II

Agencies who may have specific requirements should contact the Learning and Improvement Officer to discuss further.

13.0 Training needs

13.1 The Safeguarding Children Board Training subcommittee can be informed of training needs via:

- Training Needs Analysis
- National and local Serious Case Reviews and subsequent action plans
- Evaluation of current training delivered on the annual training programme
- Information from wider national workforce audits

- Findings from regulatory inspection activity and relevant single and multi-agency audits
- Individual service needs requests for inter-agency training

13.2 - The training subcommittee formulate as part of the work plan when and how frequently they will conduct a training needs analysis across the County to ensure we are meeting the needs more accurately.

13.3 The breadth and scale of the training is such that it may be necessary to commission training either from external, independent trainers or from colleagues from WSCB member agencies who may be specialists in their field and possess training and presentation skills.

Appendices:

Appendix I – **Charging Policy**

The charging policy for cancellations or non-attendance will be as follows:

Cancellations must be made to the following email address and copied to your line manager.

Cancellations email - patconvery@warwickshire.gov.uk

➤ **Cancellation and non-attendance fees**

- Cancellation more than 10 working days in advance of the first date of the course will not result in a charge.
- Cancellations between 10 and 1 working day in advance of the first date of the course will incur a charge of:
£80 for 2 day course
£40 per 1 day course
£20 per half day course
- **Less than 24hrs notice of cancellation and non-attendance** will result in a charge of:
£160 per 2 day course
£80 per 1 day course
£40 per half day.

Waiver of the fee will be considered in relevant mitigating circumstance, please contact WSCB Learning & Improvement Officer to discuss. Delegates who have paid for their attendance on a course and then cancel their place within 10 and 1 working day will receive only half of their booking fee refunded. Those who have booked a place and cancel with less than 24hrs notice will lose their full payment. No additional charge will be made for cancellation. Where ever possible the WSCB will try to move placement on the course to another date if spaces permit.

Agencies are encouraged to send an alternative delegate to attend training sessions as a

measure to avoid charges being incurred. The Safeguarding Team require as much notification as possible if the delegate changes to enable the information to be provided to the trainer.

Delegates are also encouraged to swap to an alternative date, where available, as soon as they become aware they are unable to attend the training. If this is less than 5 working days before the training date then a charge may still be made to the agency.

Delegates are required to attend the each training session in its entirety. Failure to do so will result in the delegate needing to attend the training again on another date and a charge may be issued.

Appendix II – Charges for in-house / single agency requests

For universal level training courses £250 will be for delivery of pre-existing material and for bespoke courses a minimum charge of £350 will be applied.

For 1 day sessions delivered to single agencies a cost of £500 will be applied for a pre-existing training session and a minimum of £650 for bespoke courses.