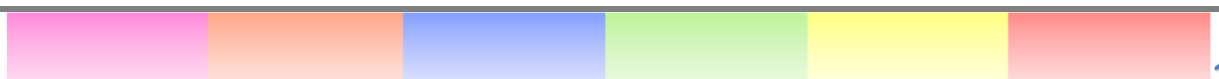




Somerset Safeguarding  
**Children Board**



**Somerset Safeguarding  
Children Board  
Training Strategy  
2017/18**



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***All appendices are included as attachments.***

## Introduction

Somerset Safeguarding Children Board (SSCB) is committed to providing high quality, effective child protection and safeguarding training for everyone who works both directly or indirectly with children and families in Somerset. This includes partner agencies, and those working in private, independent and voluntary sector roles. Our intention is to work together to ensure that our workforce is competent, confident, resilient and safe to work with all children and young people; creating a workforce which children, young people, parents and carers trust and respect.

## Agency Responsibilities

This strategy is based upon the defined responsibilities as set out in Working Together to Safeguard Children 2015 (Chapter 4) and Keeping Children Safe in Education (Sep 16)

**Employers** – have responsibility to ensure that their staff receive relevant training to ensure they are competent and confident in carrying out their duties and responsibilities for safeguarding and promoting the welfare of children and young people. Employers also have the responsibility to identify resources and support for both single agency and inter-agency training, taking into account individual staff have differing training needs dependent on their degree of contact with children and young people.

Employers should also ensure qualified staff who undertake specialist roles receive the corresponding level of specialist training.

Although not a core function of LSCBs, the SSCB undertake the management of the core multi-agency safeguarding children training provision. Partner agencies support this by contributing to the training needs analysis, providing venues for training, providing staff with expertise to contribute to the Learning and Development sub-group and contributing to the cost of training within their financial contribution to the funding of the SSCB.

**Personal and Professional** - there is an expectation that paid staff and volunteers, at all levels, across all disciplines, be responsible for continuing their own learning and development by updating their skills and knowledge in safeguarding and promoting the welfare of children and young people.

**Early Help Core Competencies** – there is an expectation that agencies support their workforce to develop skills relating to the four Early Help Core Competencies, listed in the Early Help Core Competency framework



## Implementation of the strategy

### Learning and Improvement subgroup

The Learning and Improvement subgroup supports the training and development functions of the SSCB. Its terms of reference are set out in the SSCB Constitution and its work plan relates directly to the SSCB Business Plan.

Key responsibilities include:

- Recommending to the board a programme of learning and development which is informed by a training needs analysis including learning from Serious Case Reviews, Appreciative Enquiries, feedback from local audits, research findings and national guidance
- Co-ordinating multi-agency training and development activity
- Evaluating training being delivered and ensuring it meets local need, current legislation and policy guidance
- Ensuring standards of multi-agency and single agency training as stated in Working Together 2015
- Producing the multi-agency Training strategy and Standards and overseeing its dissemination, implementation and evaluation

### Promotion of multi-agency training

The SSCB support the value of multi-agency training achieving better outcomes for children and young people and ensure by embedding the Learning and Improvement framework (Appendix 6)

- All aspects of the SSCB training are child centred, recognise the welfare of the child is paramount
- All training provided and quality assured by the SSCB is evidence based
- Training recognises the need to work collaboratively with others, in partnership with parents, families and carers and recognises family strengths in responding to the needs of children
- All training is governed by the principles of equal opportunities and respects diversity and difference
- Sound decision making based on information sharing, thorough assessment, critical analysis and learning and judgement
- An annual programme of multi-agency training and development is published and promoted within their own agency and into the wider children and young people's workforce and will include core training courses as well as learning events, conferences, Multi Agency Practice Information Groups (MAPIG) forums and e learning

## Provision of multi-agency training

The SSCB provide an experienced trainer from the SSCB and specialist trainers from partner agencies, commissioning externally when specialist expertise is required.

The SSCB seek to use cost effective, fit for purpose training venues at all times.

Course materials, evaluation documents and certificates of attendance will be supplied electronically for delegates to ensure course costs are kept to a minimum.



## The SSCB Training Framework

### Single Agency Child Protection: Basic Awareness

Working Together Group 1/intercollegiate Level 1 (see Appendix 1)

Employers are responsible for ensuring all staff members receive appropriate safeguarding and child protection training on an annual basis to maintain up to date skills and knowledge. The SSCB Cascade Training Pack is updated annually to support this requirement.

### Do you work predominantly with children?



YES   NO - stop here: refresh your training every year

### Multi-Agency Child Protection - Introduction to Child Protection

Working Together Group 2/ Intercollegiate Level 2

The delivery of this course is outsourced to external providers

### Do you have a lead role in safeguarding within your agency?

YES   NO- stop here: you may wish to attend specialist courses from the optional training programme

### Working Together (1/2 days)

Working Together Group 3/Intercollegiate (*working towards*) Level 3

It is a requirement that delegates have already attended the Introduction course (or equivalent)

This course runs for both days and delegates can chose to attend one or both days dependent on their training needs.

This course should be refreshed every two years by attending the one day Multi-Agency Update

## Evaluation and Monitoring

All learning and development events will be evaluated and monitored in line with the SSCB Evaluation of Learning and Development Framework (Appendix 5)

All agencies will be requested to complete and submit annual training and development audits to ensure they are meeting the scope and quality of the training provided on a single and multi agencies basis.

All evaluation and monitoring will also inform future learning and development programmes.

A proportion of SSCB training is delivered through the cooperation and contribution of our partner organisations. As it is important that the standard of this delivery is also high, the following additional standards will apply to the SSCB Training Team and partnership trainers.

- SSCB Training Quality Assurance process will address the relevance, currency and accuracy of course material and the quality of training delivery by applying the following standards:-
- All attendees on SSCB training events will be requested to complete an end of day course form. The completed forms will be reviewed by the SSCB Training Manager - any areas for improvement and development will be communicated to the trainer
- All external commissioned trainers will be observed by the SSCB Training Manager on an annual basis. Whilst being observed the SSCB Trainer Evaluation / Feedback form will be completed. The trainer will be provided with a copy of the completed trainer evaluation form within seven days.
- If the minimum standards are not met the SSCB Training Manager will report any concerns to the trainer within seven days. It is expected that the trainer will amend their delivery in light of evaluation. The training will then be evaluated again on the next occasion.

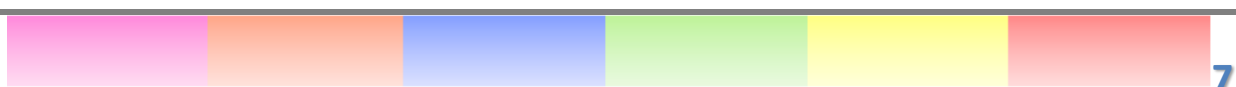
## Charging Policy

SSCB Charging Guidelines and Procedures - Purpose of the Guidelines

The SSCB partners agreed to implement a charging policy to ensure that training provision is valued by participants and agencies, addressing problems with inappropriate and low/non-attendance and to increase the amount of training that can be made available.

The SSCB charging policy and procedures apply to training that is commissioned or delivered directly by the SSCB.

Where courses and events are free of charge or the price differs from our usual pricing structure, this will be clearly stated on the information flyer and booking information for the course.



## Procedure for applying for courses and charging process

The learning and improvement programme is published in advance on SSCB website.

Once an application (Appendix 4) has been received with line manager's signature, (or via manager's email) or through the online booking system a provisional place will be allocated, providing the delegate meets the course requirements, invoice is raised with request for payment prior to commencement of the course.

Once a payment has been received, a confirmation of place email will be generated, only then is a place on the course confirmed. (We acknowledge that some organisational processes may make it difficult to complete this process in advance of commencement of the course, this will be built into the process and a place is only confirmed when an email has been received from the SSCB).

If there are spaces on a course and a last minute booking is made, it is expected that payment will be made at time of booking.

## Cancellations

Once a booking is made there will be no refunds given. However it is possible to offer the place to another member of your organisation or company, or to use the place on an alternative course (subject to availability).

NB If the cancellation is less than two working days from the course date, then it is only possible to change the name of the delegate, not to switch to an alternative course.

**It is the delegate's agency responsibility to co-ordinate when delegates from their agency attend training so that those services are not adversely affected or a large number of cancellations are made at short notice due to service need.**

Training may be cancelled by the SSCB in exceptional circumstances:

- If there is judged to be insufficient numbers for the course to be viable
- In adverse weather conditions
- If venue, utilities or equipment failure make it unacceptable to commence or continue a course

In the above cases, the SSCB will take all reasonable steps to reschedule the missed sessions.

If the SSCB has to cancel a training session then the procedure below will be followed:

- All delegates will be informed of a cancellation by email giving one week's notice.
- When this is not possible due to time constraints, a member of the SSCB Business Support Team will contact all delegates by phone and notify them of any alternative arrangements.
- If it is not possible to give prior notice, then a member of the SSCB Business Support Team will be at the venue at arrival to advise delegates of the change to the advertised course. If



a member of the Business Support Team is unable to get to the venue then a notice will be posted at the venue with the contact details of the Practice Development Manager.

All delegates will be sent a copy of the cancellation policy when they receive their email/letter of confirmation of a place on a course.

## Appendices



Appendix 1 - Quality Assurance Framework

1. Quality Assurance Cycle Framework



Training Wheel.pdf

2. Training Framework & Planning Wheel



SWAIT learning Outcomes.docx

3. Learning Outcomes for Safeguarding Training



application form Working Together DL

4. SSCB Training application & Pre course self assessment



SSCB Evaluation of Learning and Development

5. SSCB evaluation of learning & development framework



FINAL OCT Learning and Improvement Framework

6. SSCB Learning and Improvement Framework



New evaluation form Working Together Up

7. Course evaluation form