

LSCB Training Sub-Committee Business Plan 2009 – 2010

1. Introduction

The LSCB Training Sub-group is responsible for the strategic overview of training. It is responsible for managing the identification of multi-agency training needs in relation to the safeguarding of children and promotion of their welfare, feeding those into the planning and commissioning of training, and evaluating multi-agency training to ensure it is meeting local needs. In addition it monitors and ensures the standard of single agency safeguarding provision.

1.1 Purpose of this document

- Provide an introduction to the LSCB training sub-committee key work-streams including both single agency and multi-agency provision;
- Link to the LSCB key priorities and business plan
- Act as a point of reference for key safeguarding training documents;
- Provide a work plan for the LSCB Training Sub-committee

1.2 Review

- There will be an annual review of the strategy in March which will inform the Training Sub contribution to the LSCB annual report.

2. Training Sub-Committee Terms of reference

These terms of reference are based on the strategic objectives agreed within the LSCB Compact, and “Working Together to Safeguard Children” (2006). They relate to both single agency and multi-agency training provision for the purpose of safeguarding children and promoting their welfare.

- To co-ordinate training that supports excellence in preventive practice and protection of children from harm.
- To ensure quality and sufficiency for single agency training especially at basic awareness level
- To ensure that training is delivered to a consistently high standard, and that a process for evaluating the effectiveness of training is developed and maintained.
- To prioritise workload according to the priorities agreed within the LSCB – including other LSCB sub-groups and the recommendations from Serious Case Reviews/ Management Reports. The Training Sub-group will ensure priorities are appropriately resourced with sufficient capacity available to take forward that training and development work identified as required by the business planning process to fulfil strategic objectives.
- To ensure collaboration and communication across agencies and disciplines in relation to planning, design, delivery, and administration of the training, and to ensure appropriate links are maintained with the Workforce Development Strategy groups.

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- To ensure single agency and multi-agency training needs are identified and met within the context of local, and national, policy and practice developments.

2.1 Role of the membership

Training Sub-group membership should include people with sufficient knowledge of training needs and processes to enable them to make informed contributions to the development and evaluation of an effective training and communication strategy.

2.1.1. Members of the Training Sub-group will have the following roles within the Organisation they represent:

- To take organisational responsibility for those who will participate in training and those who deliver safeguarding training in both a single and multi-agency capacity
- To have sufficient authority to make decisions in relation to training **and/or** sufficient knowledge of training processes to enable them to make an informed contribution regarding the development and evaluation of a training strategy.
- To contribute resources to the development and delivery of safeguarding courses
- To report to Training Sub-group within agreed timescales on the delivery/ uptake and outcomes of any single agency safeguarding training their organisation may provide
- To report to Training Sub-group within agreed timescales on the outcomes of multi-agency training that workers from their organisation have attended.

2.1.2 The Chair of the Training Sub-group will attend the main LSCB meetings and Implementation Sub-group.

2.2 Membership:

Staff and Workforce Development Manager (Chair)
LSCB Training Co-ordinator
LSCB Safeguarding Education Adviser
Probation Manager (Stockport)
Head teacher
Named Nurse (PCT)
Named Nurse (Foundation Trust)
Named Nurse (Pennine Trust)
Staff Development Officer, Children's Social Care
Common Processes Manager
Independent Reviewing Officer, Safeguarding Children Unit
Sergeant, GMP Public Protection Investigation Unit (PPIU)
Operations Manager, YOT
Team leader, Services for Young People

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Workforce Development Manager, Early Years, (Clusters & Children's Centres)
Stockport SAVY/ CVS
Manager, CAFCASS (minutes only)
Solicitor, Legal Services (non-attending but available for advice and consultation)

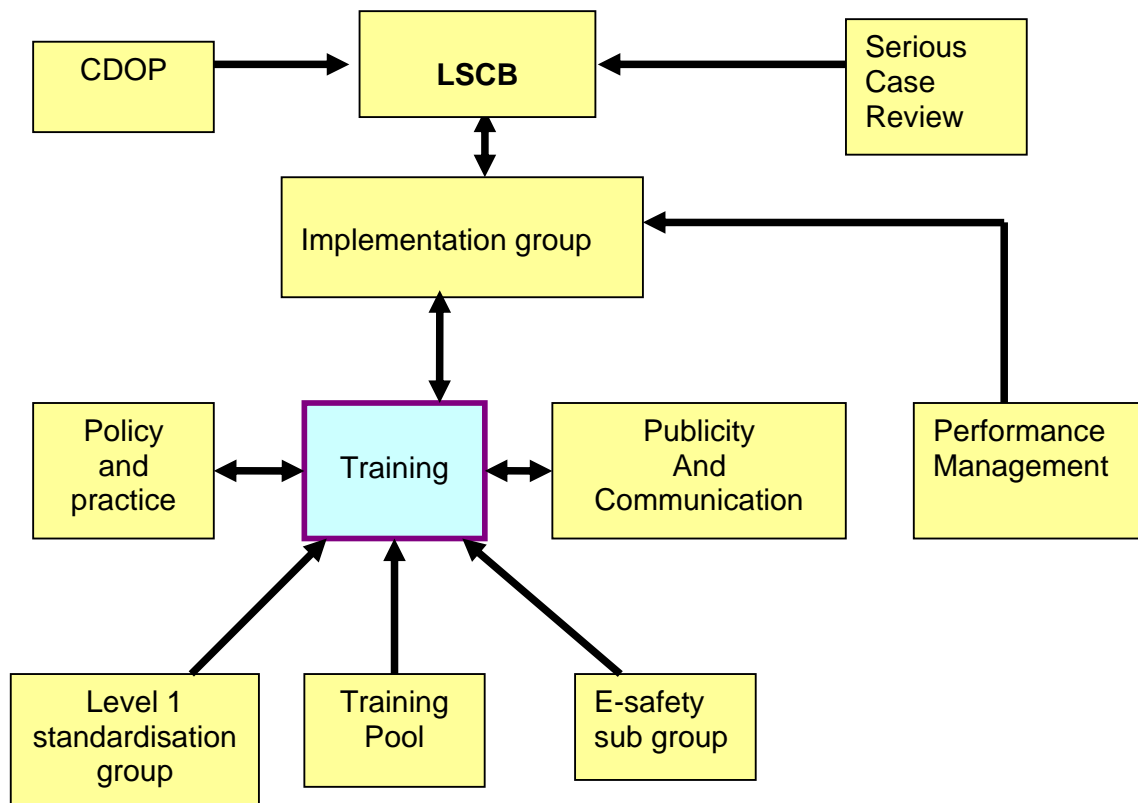
Other people may be invited to join the Training Sub-group as required.

2.3 Programme of work

The Training Sub-group will

- Contribute to the business planning processes of the LSCB
- Ensure provision of a multi-agency training programme
- Provide reports to the LSCB as required and an annual report

2.4 Links to other LSCB sub-groups



3. Safeguarding Training Pool

Membership of this group is drawn from the member agencies of the LSCB. This is provided on a reciprocal basis as part of the COMPACT. Training pool members deliver Integrated Working training including CAF, Child-in-Need and Child Protection.

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Members of the Training Pool should complete a Trainer Contract detailing their experience, areas of special interest, availability and agreement from their manager.

Members of the Training Pool need to be knowledgeable about safeguarding and promoting the welfare of children and have presentation skills (WT 2006 4.23).

Members of the Training Pool should have a training qualification. A two-day regional course is available.

4. Level 1 Standardisation group

Membership of this group is drawn from those organisations who are involved in the delivery of Basic Awareness Child Protection Training. As a minimum, the group meets annually.

The group has agreed standards of delivery and the content of the course. Members who deliver to this standard are able to issue LSCB certificates.

A training pack comprising presentation, activities and handout booklet is available.

5. Training programme

5.1 Single agency/ organisation programme

In order to meet the requirement for the workforce to be able to recognise and respond to child protection concerns agencies/ organisations within Stockport deliver Level 1 Child Protection Basic Awareness training to their own workers. Quality of delivery is monitored via the Level 1 Standardisation group.

Agencies that provide a single agency approach are:

- Health PCT
- Schools (via the Senior Adviser for Safeguarding in Education)
- Early years
- SAVY/ CVS

5.2 Multi-agency programme

The LSCB offers a multi-agency training programme suitable for practitioners and managers. The programme is delivered via the multi-agency training pool and commissioned independent training consultants.

The multi-agency programme incorporates both the Common Assessment Framework (CAF) training and Child Protection training to reinforce the integrated approach across Stockport.

The multi-agency programme is maintained and updated to ensure that workers are aware of the LSCB and national guidance requirements.

6. Performance Management

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Records of attendance at training courses are maintained. Reports on attendance and non-attendance are sent to the LSCB and Training Sub on a termly basis.

Each course is evaluated and trainers receive collated feedback information. This feedback forms part of the programme of course maintenance.

Training Sub agree a more detailed follow-up evaluation of key courses to ascertain the impact of learning upon practice.

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Training Sub-Committee			<i>Lead manager: Jane Connolly</i>						
Management Action	Measure	Lead	Time scale	Reviews					Comments
				Jul 09	Sep 09	Nov 09	Jan 10	Mar 10	
Maintain, update and develop multi-agency programme to reflect local and national guidance/ SCR outcomes	Multi-Agency programme delivered	HH	Sept 2009						
	Reports to Training Sub/ LSCB	HH	Termly						
Recruit and support multi-agency training pools	Adequate trainers to deliver multi-agency programme for CAF/ Safeguarding courses	TSC	March 2010						
	Training Pool meetings held	HH							
Development of training programme for managers	Appropriate sessions developed and delivered	HH	March 2010						
Evaluation of e-learning as an addition to the LSCB programme	Courses identified and supplied Access process agreed and implemented Take-up and satisfaction monitored Report to LSCB	TSC/ HH	July 2010						Dates in line with standard programme delivery.

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Introduction of Agency leads for training	Key contacts established Improved take-up of appropriate training within agencies	TSC	March 2010						
Improved reporting of single agency/ organisation training programmes	Integration of safeguarding training within organisation training programme	TSC	March 2010						Existing provision: PCT – JP Early Years – GB SAVY/ CVS – RT
	Training programmes resourced and established to meet identified need	TSC							
	Reporting process (data and timescales) and format to Training sub agreed	TSC							
Development of schools programme and information	Programme available on SCWD website Resources to support delivery identified and in place Reports presented to Training sub/ LSCB	LP							
Improved performance ,management information	Identification of workforce for single agency delivery	TSC	Dec 2009						
	Identification of cohorts by key job role	TSC							
	Attendance by cohort monitored and reported to Training Sub/ LSCB	HH	Termly						

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Development of on-line post-course evaluation	One existing course and one new course identified and evaluated Report to Training Sub	HH	Termly						
	Consolidated final report to Training Sub	HH	Sep 2010						
Provision of improved training information	Website updated	HH	Ongoing						

Key:

GB	Glenda Brocklehurst	Workforce development manager
HH	Helen Harrison	Multi Agency training co-ordinator
JP	Julie Parker	Named Safeguarding Nurse, PCT
LP	Lynn Perry	Senior Adviser for safeguarding in Education
RT	Robin Tryon	SAVY
TSC	Training Sub-committee	

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Risk log

Risk description	Likelihood	Impact	Risk score	Controls
<p><i>Funding</i> Increasing provision requirements e.g. schools, managers E-learning development</p>	3	2		Monitoring of activity against budget. Additional requirements to be negotiated with LSCB budget holder/ key stakeholders
<p><i>Participant capacity to attend</i> Service delivery demands limit workers availability to be released for training. Increased non-attendance/ course cancellations due to insufficient numbers</p>	4	2		Monitoring attendance Reports to Training Sub/ LSCB. Organisations awareness of requirement for staff appropriately trained to safeguard children (Working Together 2006)
<p><i>Venue Availability</i> Limited availability of suitable venues/ impact on budget</p>	3	2		Exploration of suitable alternatives Monitoring of activity against budget
<p><i>Trainer capacity</i> Service delivery demands limit trainer's availability to meet training requirements including preparation for delivery. This could produce poor feedback from courses and impact on the reputation of the programme, reduced attendance.</p>				Monitoring of trainer availability Commitment to provide trainers as part of reciprocal contribution to LSCB funding. Organisational commitment via COMPACT. Reports to Training Sub/ LSCB