

Barking and Dagenham Safeguarding Children Board

Mini Brochure

Courses: May 2011 to March 2012

Barking & Dagenham
Safeguarding
Children Board



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Course Administration

How do I apply for courses?

In order to be considered for one of the B&DSCB courses you must first gain consent from your line manager and then complete an application form. All fields need to be completed including your cost code or invoice details. Places are allocated to reflect the inter-agency framework for the training and not on a 'first come first served basis'.

Applicants - Please turn to page **13** of this brochure to find an application form and relevant paper work. Use this as a **master copy** and photocopy this for your own application. You can also download a Learning & Development Programme and application form on our website: <http://www.bardag-lscb.co.uk>. You will need to complete a separate form for each course for which you wish to apply and indicate two date choices. This form must be signed by a manager within your agency for approval of your possible attendance on the course. Please return your completed training application form and, where appropriate, any other relevant paperwork either by post, email or fax to:

B&DSCB Team

Room 119 | Town Hall | 1 Town Square | Barking IG11 7LU

Tel: 020 8227 2839 | Fax: 020 8227 2304 | Email:

lscb@lbbd.gov.uk

Who can attend training?

Everyone who comes in contact with children and families in their everyday work, including practitioners and volunteers who do not have a specific role in relation to safeguarding children. We all have a duty to safeguard and promote the welfare of a child. The B&DSCB acknowledges the need for Safeguarding Training to be made as fully available as possible and seeks to include other non-statutory / non-contributing organisations that have involvement in child care either directly or indirectly.

How much will it cost me?

There is no charge for attending the courses however an agency will incur a cost if a participant fails to attend a booked course without either giving **five working days'** notice in advance, or arranging for a suitable substitute to attend in their place and notified the training department on at lscb@lbbd.gov.uk or on 020 8227 2839.

Cancellations/ Non-Attendance

Quality courses are costly and we expect booked participants to make every effort to attend. It is important to remember that agencies have contributed money to the training budget to make these courses possible. It is a waste of those funds if you are unable to attend a course and the place is not offered to someone else instead. Where this is not possible, we reserve the right to seek reimbursement as follows: **Cancellations with at least five (working) days notice will not incur a charge. Late cancellations, received with less than five (working) days notice, will incur a charge of £50 for a one day training event and £100 for a two day event. Internal recharge will be informed by email; external authorising managers will be sent invoices to recover this cost.**

We also strongly request that you arrive in good time for the start of the programme. Latecomers will not be admitted as it is disruptive to other participants and the facilitators when participants arrive late. We would like you to gain as much as possible from our programme and have an enjoyable experience.

Attendance

It is the responsibility of the individual agency to prioritise their staff for places on training courses. Places are allocated to reflect the inter-agency framework for the training and not on a 'first come first served basis'.

Successful applicants will receive a confirmation email on being allocated a space, followed by a reminder email one week prior to the course. Details of the dates, times and venue will be outlined in your confirmation email. If these do not arrive, course applicants must take responsibility for ensuring that they have been allocated a place. Successful applicants are giving a commitment to attend for the whole of the course and should ensure cover arrangements etc. are made in place prior to attending or have agreed attendance time with the trainer prior to the day. **You must have a confirmed place before attending.**

If you do not attend on the day, your line manager will be informed and asked to explain your absence. Delegates may find a replacement within their own agency to take their place on a course if they are unable to attend. **Please keep your chosen dates in your diary until you hear from us.**

What materials do I get from the training?

Packs containing relevant material will be provided at each course by the facilitator. Each attendee who successfully completes the course is recorded on the B&DSCB training statistics database. Certificates of attendance will be issued on completion of the whole course. This will prove a useful addition towards your learning and development portfolio registration for social workers and practitioners. **Certificates will not be awarded for partial attendance.**

Post Evaluation

At the end of each course participants will be asked to fill out an evaluation form. The feedback received from these forms enables us to refine the training programme to meet participant need. If you would like to speak to the training coordinator about the training course, please leave your name and telephone number and you will be contacted once the training department receive your evaluation form; this will be within 10 working days of your course attendance.

Basic Child Protection – Part I

Recognising the Understanding the Impact of Child Abuse is Part I of three one day training sessions that is suitable for all staff that are new to Children's Services, or working for the first time with the safeguarding agenda. This course is aimed at all front line practitioners and managers working with children, parents or carers.

This course aims to raise practitioners' awareness of the four domains of abuse and to enable them to identify the signs and symptoms of abuse. The training will also consider the impact of long term abuse and ensure that practitioners understand what to do if they are worried that a child is being abused.

Learning Objectives:

For the Participant to:

- Know the four areas of child abuse;
- Be able to recognise the signs and symptoms of child abuse;
- Demonstrate an understanding of child development and mapping the outcomes for children;
- Enhance awareness if the circumstances in which a child may be being abused or neglected;
- Develop a working knowledge of the roles and responsibilities of the children and families workforce and management structures;
- Provide an understanding of when and how to record observations, incidents and when to share information (Golden Rules);
- What to do if you are concerned that a child may be being abused or neglected;
- Gain an understanding of referral and assessment processes.

Dates:

**Tuesday 24th
May 2011**

**Wednesday
28th
September
2011**

**Tuesday 31st
January 2012**

Time: 9:15 – 4:30 pm (1 day)

Venue: To be confirmed.

Basic Child Protection – Part II

Key Legislation and Procedures to Safeguard Children is the second part of three courses that is suitable for all staff that are new to borough, or working for the first time with the safeguarding agenda. This course is aimed at all front line practitioners and managers working with children, parents or carers.

This course is aimed to raise the participant's awareness of the key legislation in relation to safeguarding and child protection; to inform on national and local safeguarding policies and procedures.

Learning Objectives:

For the participant to:

- Widen their knowledge of how safeguarding legislation and local policy is informed by development;
- Develop an increased understanding of national frameworks and local policy;
- Demonstrate an awareness of the B&DSCB and its remit;
- Understand their roles and responsibilities to safeguard children and the consequences for children if there are not undertaken (CAF/MARF);
- Apply local guidance, policies and procedures within their role in safeguarding (Continuum of Needs - thresholds doc when to CAF/MARF);
- Gain a perception of the roles of other professionals on safeguarding and how they link together;
- Consider culture and diversity in the safeguarding framework;
- Examine barriers to safeguarding children;

Dates

**Tuesday 28th
June 2011**

**Wednesday
2nd November
2011**

**Tuesday 7th
February
2012**

Time: 9:15 – 4:30 pm (1 day)

Venue: To be confirmed.

Basic Child Protection Part III

Using the Right Tool to Safeguard Children is the third part of three courses that is suitable for all staff that are new to Children's Services, or working for the first time with the safeguarding agenda. This course is aimed at all front line practitioners and managers working with children, parents or carers.

This course aims to enhance professional and personal confidence and raise awareness of the Continuum of Needs and Services and the National Assessment Framework. The training will ensure practitioners are able to understand the different levels of need and how to use the correct process to meet those needs. The course will enhance effective use of the Pre Assessment Checklist, Common Assessment and Multi Agency Referral Form. It will also raise awareness of escalation and conflict resolution processes

Learning Objectives

For the participant to:

- Demonstrate an understanding of the outcomes for children and how to use these to identify levels of need;
- Gain a thorough understanding of the Continuum of Needs and Services;
- Distinguish the appropriate tool to secure a service for a child;
- Initiate a Common Assessment;
- Be confident to progress a Common Assessment to a referral to Social Care;
- Develop the skills to complete a Multi Agency Referral Form;
- Know where to get advice, information and support;
- Enhance practitioners' confidence to challenge and escalate.

Dates:

**Tuesday 12th
July 2011**

**Wednesday
7th December
2011**

**Tuesday 6th
March 2012**

Time: 9:15 – 4:30 pm (1 day)

Venue: To be confirmed

Child Protection Refresher Training

Child Protection training needs be retaken within a period of three years of attending the core courses. This course is aimed at front line practitioners and managers working with children, parents and carers. **The course is not suitable for new staff to the Children Services.**

Training Aims

This course aims to refresh and update participants on current legislation, signs and symptoms of abuse, assessment and referral processes. The course aims to develop practitioner's skills around identifying risk factors, roles and responsibilities, professional accountability, observation, recording standards and the use of chronology.

Learning Objectives

For the participant to:

- Update their knowledge of the new legislation, current language and policies
- Examine professional roles and responsibilities;
- Analyse the signs and symptoms of child abuse, neglect and DV;
- Consider the dynamics of resilience;
- Manage blocks and barriers including conflict resolution;
- Understand the thresholds and risk indicators (Needs Assessment Framework / CAF / MARF);
- Use best practice when undertaking assessments and referrals;
- Improve partnership working (MALT teams);
- Enhance skills in recording techniques / observation / communication;
- Recognise the importance of effective chronology and broadening knowledge;

Thursday 26th May 2011	Wed 22nd June 2011	Thursday 14th July 2011
Monday 10th October 2011	Monday 5th December 2011	Tuesday 24th January 2012
Thursday 15th March 2012		

Time: 9:15 – 4:30 pm (1 day)

Venue: To be confirmed

Integrated Working, Information Sharing and Assessment (CAF)

Training Aims:

This course will aim to ensure that the learner has gained knowledge of the Early Intervention Agenda and an understanding of how to apply the Common Assessment Framework process to enhance and develop their safeguarding practices.

Learning Objectives:

Module 1 - Integrated Working

For the participant to:

- Understand the background and rationale of Early Intervention and how Integrated Working (IW) is incorporated into this;
- Have an understanding of the key benefits, processes and tools of Integrated Working;
- Understand the guiding principles for front-line staff that underpin Early Intervention and Integrated Working;

Module 2 - An Introduction to the Common Assessment Framework (Theory)

For the participant to:

- Understand the rationale for the CAF;
- Understand the scope and content of the CAF;
- Understand where the CAF fits into integrated working processes.

Module 3 - The Common Assessment Framework (Practical)

For the participant to:

- Understand how to use the CAF to contribute to supporting the needs of children;
- Understand the underpinning elements of the CAF;
- Understand and be able to undertake the CAF process, and how to complete the CAF form;
- Apply CAF specific knowledge to undertake an effective common assessment within their own context.

Module 4 - Lead Professional and Team alongside the Family (TAF)

For the participant to:

- Understand the role of the Team Alongside the Family in delivering services to meet assessed need;
- Understand the rationale for the LP and how LP supports integrated working;
- Understand the vision and functions of the LP;
- Have an understanding of how LP is selected and of the skills required to be a LP;
- Understand the process for appointing a LP and what happens next e.g. reviews;
- Have an understanding of the recommended context and management frameworks for LP;
- Understand what to expect if working in a team with someone else as a LP;
- Understand what happens if someone goes wrong;
- Know where to find further information.

On completion of IWISA training, a complimentary course 'Safeguarding Children through Multi-agency Meetings' would be useful to consolidate learning around Module 4 - Team alongside the Family.

Dates	
Course 1	Tuesday 7th and 14th June 2011
Course 2	Monday 4th and 11th July 2011
Course 3	Wednesday 14th and 21st September 2011
Course 4	Monday 3rd and Wednesday 5th October 2011
Course 5	Monday 7th and 14th November 2011
Course 6	Tuesday 10th and 17th January 2012
Course 7	Tuesday 21st and 28th February 2012
Course 8	Monday 5th and 12th March 2012

****Please note both days of the same course must be attended in full. ****

Time: 9:15 – 4:30 pm (2 days)

Venue: To be advised on confirmation of place.

Domestic Violence and the Impact on Children

Training Aims:

This course aims to raise awareness of the impact of domestic violence on children and families, roles and responsibilities in relation to DV and safeguarding and understand the benefits of integrated working to address this issue.

Learning Objectives:

- Provide an awareness of the principles of safety planning for adults affected by domestic violence and the impact on children;
- Demonstrate an understanding of the links between domestic violence and safeguarding children;
- Familiarise themselves with the effects on children of living with domestic violence;
- Understand the risk factors in relation to Domestic Violence;
- Enhance their awareness of understanding and identifying risk in relation to domestic violence;
- Understand best practice principles in responding to domestic violence;
- Describe and understand services and specialist support available to people affected by domestic violence (including referral processes);
- Develop an awareness of the London SCB Domestic Violence safeguarding procedures.

Dates:

**Monday 28th
November 2011**

**Friday 27th
January 2012**

Time: 9:15 – 4:30 pm (1 day)

Venue: To be advised on confirmation of place.

Barking & Dagenham Safeguarding Children Board Application Form

CONFIRMATION WILL BE SENT VIA EMAIL ONCE YOUR PLACE HAS BEEN ALLOCATED. If you have not received confirmation, please contact the training department

Course Title	
Course Date (1 st Choice)	
Course Date (2 nd Choice)	

Applicant Details: (please complete in block capitals if handwritten)

Name	
Job Title	
Email (MANDATORY)	
Organisation Name and Work Address	
Work telephone number (MANDATORY)	

Organisation: (Please tick)

Children's Services	<input type="checkbox"/>	Finance and Resources	<input type="checkbox"/>	Probation	<input type="checkbox"/>
Safeguarding and Rights	<input type="checkbox"/>	BHRUHT	<input type="checkbox"/>	Police (Borough)	<input type="checkbox"/>
Children's Policy Trust and Commissioning	<input type="checkbox"/>	NELFT	<input type="checkbox"/>	(CSU)	<input type="checkbox"/>
Integrated Family Services	<input type="checkbox"/>	CHS	<input type="checkbox"/>	(CAIT)	<input type="checkbox"/>
Quality and School Improvements	<input type="checkbox"/>	NHS B&D	<input type="checkbox"/>	Voluntary Sector	<input type="checkbox"/>
Skills Learning and Enterprise	<input type="checkbox"/>	CAFCASS	<input type="checkbox"/>	Faith Sector	<input type="checkbox"/>
Adult and Community Services	<input type="checkbox"/>	Connexions	<input type="checkbox"/>	Private Sector	<input type="checkbox"/>
Customer Services	<input type="checkbox"/>	Education and Schools	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
				

Declaration:

1. I confirm I have read the aims and objectives for this course and believe that I will significantly benefit from this training.
2. I will take all necessary steps to ensure that the learning outcomes are reinforced in the workplace.
3. I agree to provide the Barking & Dagenham Safeguarding Children Board with post course feedback on request, both in relation to the course itself and subsequent workforce development.
4. I have read and will adhere to the B&DSCB cancellation policy (www.bardag-lscb.co.uk)
5. I understand that my details will be securely and confidentially retained by the Local Safeguarding Children Board for statistical and information purposes only.

SIGNATURE:

DATE:.....

FOR MONITORING PURPOSES ONLY:

Do you consider yourself to have a disability? Yes: No:
 GENDER: F M
 Are you a Borough Resident? Y N
 AGE: 16-25 26-35 36-45 Over 45

ETHNIC ORIGIN:

Please state how you would define yourself by ticking the appropriate box.

WHITE		MIXED	
British: <input type="checkbox"/>		White & Black Caribbean	<input type="checkbox"/>
Irish: <input type="checkbox"/>		White & Black African	<input type="checkbox"/>
Traveller of Irish Heritage: <input type="checkbox"/>		White and Asian	<input type="checkbox"/>
Other <input type="checkbox"/>		Other mixed	<input type="checkbox"/>
ASIAN/ASIAN BRITISH		BLACK/BLACK BRITISH	
Indian <input type="checkbox"/>		Caribbean	<input type="checkbox"/>
Pakistani <input type="checkbox"/>		African	<input type="checkbox"/>
Bangladeshi <input type="checkbox"/>		Other	<input type="checkbox"/>
Other <input type="checkbox"/>			
CHINESE	<input type="checkbox"/>	OTHER BACKGROUND	<input type="checkbox"/>

PLEASE ASK YOUR AUTHORISING MANAGER TO COMPLETE ALL DETAILS BELOW

Name:	
Job Title	
Phone Number (MANDATORY)	
Email (MANDATORY)	

PLEASE NOTE THAT APPLICATIONS WILL NOT BE PROCESSED UNLESS THIS SECTION IS COMPLETED

Invoice/payment details

All B&DSCB courses are free at point of entry; however departments will be charged a £50 non attendance charge in accordance with the cancellation policy (www.bardag-lscb.co.uk)

Please tick here if invoice address is the same as your work address

Organisation/Agency	
Address for invoice (external)	
Cost Code	

Managers Declaration

1. I confirm that I have read the B&DSCB cancellation policy and aims and objectives for this course and believe that the applicant will significantly benefit from this training.
2. I authorise this applicant to attend this course and agree that I will take all necessary steps to ensure that the learning outcomes are reinforced in the workforce.
3. I agree to pay the £50 non-attendance if the applicant does not attend the training course without giving at least 5 working days notice, or sending a representative in place on the non attendee.
4. I agree to provide B & D Safeguarding Children Board with access to my agency for the purpose of gaining post course feedback from the applicant and managers responsibility for subsequent workforce development.
5. I will take responsibility for dealing with any incidents or issues related to this application and course on behalf of my agency.

SIGNATURE: DATE:

Barking and Dagenham Safeguarding Children Board Cancellation Policy

Please read all the information below before applying to attend training.

The B&D SCB will charge a £50 non attendance charge when:

- A training place is cancelled less than five working days before the training date; or
- Non attendance occurs on the day with no representative sent

B&D SCB Cancellation Process

- An email must be sent to the B&D SCB training team (lscb@lbbd.gov.uk) no later than 5 working days prior to course date.
- ***NB: IF YOU DO NOT HAVE ACCESS TO EMAIL PLEASE TELEPHONE 020 8227 2839 FOR ADVICE***
- You will receive an email from the B&D SCB training team confirming that they have received your cancellation notification.
- Cancellations will not be accepted over the phone.

By signing the application form or sending an application form electronically you are authorising to pay the £50 non attendance charge if your staff member does not follow the cancellation process.