

Pan Dorset Safeguarding Training Strategy

2014 - 2016



1. Introduction

- 1.1. The Bournemouth and Poole Local Safeguarding Children Board and the Dorset Safeguarding Children Board have been working for some years in a Pan-Dorset way to provide safeguarding training and this strategy is a Pan Dorset Strategy.
- 1.2. The two LSCBS have a statutory responsibility to ensure that appropriate training on safeguarding and promoting the welfare of children and young people is provided across Bournemouth, Dorset and Poole in order to meet local needs.
- 1.3. Both Boards' Business Plans include objectives around this responsibility.
- 1.4. The LSCB's are committed to delivering a high quality inter-agency training programme, which supports professionals, volunteers and the independent sector who work directly or indirectly with children to safeguard and promote the welfare of children and young people.
- 1.5. The Pan Dorset Strategic Training Group contributes to the DSCB's Learning and Improvement Framework by providing outcome reports from training and providing quality assurance and endorsement of training.

2. Purpose

- 2.1. The training strategy describes how multi-agency training will be provided to enable staff and volunteers to work effectively across boundaries and organisations in order to safeguard children and young people.
- 2.2. The purpose of the LSCB Training Strategy is to;
 - make clear the statutory functions of the LSCB, in relation to safeguarding children.
 - outline a framework for the delivery of single agency and multi-agency training to ensure that staff receive the level of safeguarding training they need to fulfil their role and responsibilities at the most appropriate time in their safeguarding career.
 - ensure the effectiveness of training
 - make clear the levels of training required for different roles
 - set out how safeguarding training will be delivered Pan-Dorset
 - set out the minimum standards for multi-agency training and single agency training
 - set out the values and principles around safeguarding training
 - define the core competencies for staff undergoing safeguarding training

3. Aims of Training Strategy

- 3.1. The LSCB training strategy will support multi agency practitioners and managers in:
 - building an effective workforce whose practice is underpinned by best practice
 - raising awareness and understanding of safeguarding children in Bournemouth, Dorset and Poole
 - developing frontline practitioners' expertise
 - providing a learning pathway that describes the continuing professional development of staff
 - providing a forum for sharing expertise
 - shaping the culture of development and learning

4. Legislative and Research base - the Pan Dorset Training Strategy is Informed by:

- Working Together to Safeguard Children (2010, 2013, 2015)
- Children Act 1989, 2004
- Every Child Matters – Change for Children (2004)
- The Children and Young People's Plans for Bournemouth, for Poole and for Dorset
- The Workforce Strategies for Bournemouth, for Poole and for Dorset
- Pan-Dorset Child Protection and Safeguarding Procedures
- Common Core of Skills and Knowledge for the Children's Workforce (2009)
- National Competence Framework for Safeguarding Children (Bournemouth University)
- Safeguarding Children and Young People: Roles and Competences for Healthcare staff (Royal College of Paediatrics and Child Health 2014)
- Munro Review of Child Protection: Final Report - A Child Centred System (DfE 2011)

5. Risk factors in the current arrangements

- 5.1. The Pan-Dorset Strategy covers the LSCB partners from two LSCBs. This creates some challenges of working across a number of agencies.
- 5.2. There are consistency challenges around a number of agencies commissioning and running the level 3 multi-agency training.
- 5.3. The current training programme is not directly managed and funded by the LSCBs and so is fragmented in its delivery / evaluation and is reliant on the contribution.
- 5.4. Income generated through the multi-agency training is not currently benefiting the LSCBs' training programme.
- 5.5. Partner agencies are setting up Safeguarding Training to meet needs outside of the comprehensive strategy.

6. Responsibilities

- 6.1. This strategy will ensure consistency with the requirements set out in Working Together 2013 and consider the following:

Single agency training, which is training carried out by a particular agency for its own staff; and

Multi-agency training which is for employees of different agencies, who either work together formally, or come together for training or development.

7. Promoting diversity

The LSCB training programme promotes diversity in that:

- 7.1. The materials and style of presentation in any training will ensure that protected characteristics defined by the Equality Act 2012 are considered. Practitioners will be helped to understand the impact of factors like disability, ethnicity and English as a second language in practice, for example.
- 7.2. The participants involved in training may have their own diversity needs which will be declared prior to training so that their learning needs can be met as far as possible.
- 7.3. The procurement framework ensures this covered adequately

8. Target groups and Levels of training

- 8.1. Safeguarding training is targeted at all those who work with children directly or indirectly. This includes all employees and volunteers of all LSCB member organisations. The Pan-Dorset model has four target groups set out in the model below which also reflects the complexity and specific targeting of multi-agency training. These lists are not intended to be exhaustive but offer a model to enable managers to determine the appropriate level of training required to meet the needs of their staff.

8.2. Training through the LSCB is offered at four levels:

<p>Target Group 1 Required for all staff at induction who may be in infrequent contact with children, young people and/or parents and carers</p>	<p>Examples of this type of worker: Attendees may include reception and admin staff, librarians, refuse collectors, adult services workers</p>	<p>Level of Training: Those in this group should access level 1 single agency delivered training.</p>
<p>Target Group 2 In addition to target group 1, target group 2 is required for those staff working frequently with children, young people and their parents and carers. These are workers who may more frequently complete a referral for services for a family, including referring to social care.</p>	<p>Examples of this type of worker: Teachers, staff from housing providers, youth services, foster carers, residential care setting staff, leisure services, faith groups, voluntary sector, ambulance staff, fire service staff, day care providers, after school club workers, connexions workers, nursing staff, army welfare, environmental health officers, childminder assistants, early years practitioners, independent early years setting owners, early years committee members</p>	<p>Level of Training: Those in this group should access level 2 single agency delivered training with some in more specialised roles requiring level 3 multi-agency training</p>
<p>Target Group 3 In addition to target groups 1 and 2, target group 3 is required for staff working predominantly with parents, carers, children and young people. These are frontline practitioners who may contribute to assessment, planning, intervention or review of children where there is a safeguarding concern. These people are in a position to identify</p>	<p>Examples of this type of worker: Those completing S47 enquiries, police CPIU, CAMHS workers, social workers, health visitors, CADAS, school nurses, A&E staff, childminders, probation officers, GPs, paediatricians, refuge staff, CMHTs, midwives, psychologists, psychiatrists, children's centre staff, learning disability staff, youth offending team staff, designated senior persons (education), early years designated safeguarding officer</p>	<p>Level of Training: Those in this group should access level 3 multi agency delivered training with some in more specialised roles requiring level 4 multi-agency training</p>

<p>concerns and act upon them. Training at this level is to inform staff of their role and responsibility to safeguard children in a multi-agency context.</p>		
<p>Target Group 4 In addition to target groups 1 and 2, target group 3 is required for staff working in specialist roles including designated and named professionals.</p>	<p>Examples of this type of worker: LSCB Members, Paediatricians, Policy Officers, Dedicated Safeguarding Staff, Supervisors & Managers of Level 3 or their delegates</p>	<p>Level of Training: Those in this group should access level 4 single or multi agency delivered training.</p>

9. Training principles

All training provided by the Dorset Safeguarding Children Board is governed by the following inter-agency principles:

- 9.1. Child Centred - All training reflects that the welfare of the child is paramount and that it incorporates and actively promotes children's rights, children's voice and their needs.
- 9.2. Diversity - All training is informed and governed by equal opportunities and reflects the diversity and cultural needs of the individuals and organisations within Dorset, that have responsibilities for safeguarding and promoting the wellbeing of children.
- 9.3. Accessibility - All people who work with children, young people and / or their carers in the statutory, voluntary and independent sectors have access to the training.
- 9.4. Interagency Collaboration - All training actively promotes interagency working, bringing together people and organisations to effectively ensure children are safeguarded against harm.
- 9.5. Evidence Based - All training will be evidence based containing the latest research, reflective practice and the lessons learned on a local and a national level.
- 9.6. Evaluation - All training is responsive to identified local needs and will be subject to regular rigorous review and evaluation.
- 9.7. Partnership with Parents and Carers - All training recognises and actively promotes the need for working in partnership and engaging with parents and carers. The training recognises the family as a whole when safeguarding children and young people.

10. Standards for single and multi-agency training

All agencies, groups or individuals developing or commissioning safeguarding children training in Dorset should ensure the following standards are met by any training provider:

- 10.1. Training should be delivered by an appropriately qualified trainer.
- 10.2. Irrespective of the area being trained in, there should be an awareness of the diversity in services delivered across other areas of the county.
- 10.3. The training content should reflect:
 - Any relevant national and local learning points
 - Local organisational structures
 - Key contacts across the multi-agency workforce i.e. safeguarding leads in social care, police and health.
- 10.4. Training should reference and adhere to the pan-Dorset Interagency Safeguarding Children procedures.
- 10.5. The organisation will have in place a current individual training strategy.
- 10.6. All training will have explicit aims and objectives outlined.
- 10.7. Training will be delivered in an environment conducive to learning.
- 10.8. Training will reflect anti-oppressive, non-judgemental and anti discriminatory practice.
- 10.9. The training will equip staff for working with, communicating and sharing information with others.
- 10.10. The training covers: What is child abuse and neglect, the signs and indicators of abuse and neglect, normal child development, maintaining a child focus and what to do in response to concerns.
- 10.11. The impact of the training should be measured and evidenced following each course. A Dorset wide evaluation of impact tool can be accessed to support this.
- 10.12. At each training course, candidate information will be recorded by the agency.
- 10.13. To be able to evidence the effectiveness of training to the LSCB by providing if asked:
 - A copy of training plans and/or programmes
 - Records of course attendance
 - Induction documentation/guidance
 - Details of take up and use of distance learning materials
 - Course evaluations and learning transfer

11. Needs Analysis

- 11.1. The Pan-Dorset Training Plan has been developed over many years of needs analysis, conducted in a variety of ways. It is now a stable resource and additions and

adaptation are made through requests and analysis undertaken by the Pan-Dorset Strategic Training Group.

11.2. The Training Plan is adapted each year to address developing needs and changes to policy, practice and learning from reviews.

12. Quality Assurance and Evaluation

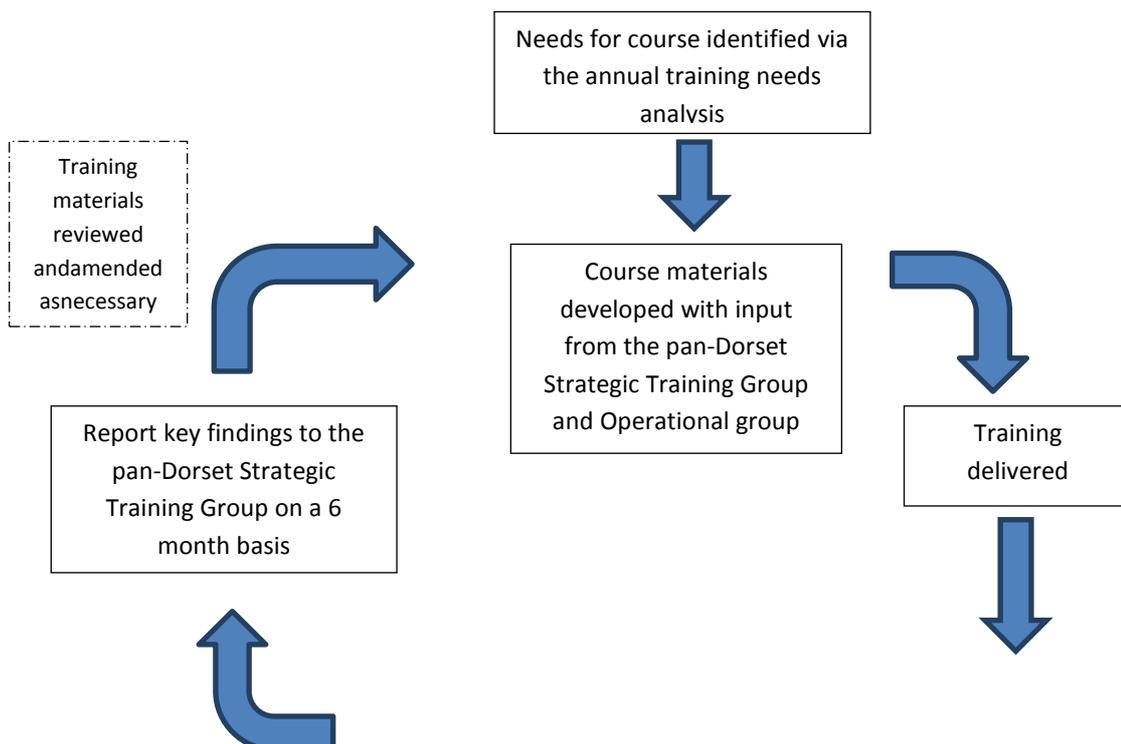
12.1. Both LSCBs, through the Pan Dorset Strategic Training Group are required to evaluate:

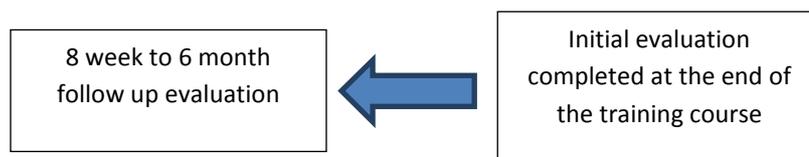
- the quality of both single and multi-agency training,
- that it is provided within individual organisations,
- that relevant training is reaching all staff.

12.2. Quality of Single agency training - whilst single agency training is the responsibility of the particular agency and is carried out by the agency for its own staff, it is important that certain standards are adhered to. This Strategy provides Standards that should be adhered to (section 10). The Section 11 audit undertaken in each LSCB partner has questions about single agency training which are analysed by the Pan-Dorset Training Strategy Group and responses made to agencies, where needed.

12.3. Quality of Multi agency training- the commissioning process for any training is the starting point of ensuring quality. All courses commissioned by DSCB for the multi-agency programme have been scrutinised and are on the L&D procurement framework which is quality assured. New courses are subject to a competitive tendering exercise. Attendees at training are asked to complete evaluations at the end of any multi-agency training and these are collated and analysed to identify any quality issues. These issues are addressed with trainers and collated. Evaluation at this level measures knowledge acquired, concepts and values understood, skills gained or improved, attitudes and behaviours changed, or a mixture of all, which leads to improved practice in the workplace.

12.4. A Good Practice Model of Evaluation for Safeguarding Training





12.5. The findings from the evaluation process will also be used to inform the review of the training materials (which will be amended if necessary) and to feedback to the commissioned trainers.

12.6. An annual evaluation report will be compiled and submitted to both Boards through the Annual Report.

13. Pan Dorset Strategic and Operational Groups

13.1. The Pan-Dorset Strategic Group key areas of responsibility:

- To ensure that single-agency and multi-agency training on safeguarding is provided in order to meet local needs.
- To ensure that there are more effective links with adult safeguarding training.
- To deliver management information which will provide evaluation of the effectiveness of multi-agency training.
- Require partner agencies to develop systems to measure and report the effectiveness of training, in particular in terms of sustained improvement to practice and outcomes for children.
- Develop mechanisms with partner agencies for quality assurance and endorsement of Safeguarding Training.
- Develop a Pan Dorset Training Strategy.
- Review the use of E-academy and consider de-commissioning.
- Develop mechanisms for co-commissioning, delivery and assessment with children and families in relation to training.
Develop mechanisms to increase the capacity to deliver the work of the Strategic Training Group.

13.2. Pan-Dorset Operational Training Group key areas of responsibility:

- To identify within each organisation the core training requirements in line with Working Together to Safeguard Children (2010/13), the Royal Colleges Intercollegiate Document (2014) and the Bournemouth University Safeguarding Children Competency Framework.
- To identify within each organisation staff groups which require the level of training appropriate to their job.
- To assist employers in monitoring the provision, attendance, quality and impact of single and multi-agency training.
- To agree the aims, learning objectives and content of all safeguarding courses delivered in the LSCB whether through single or multi-agency delivery. This applies particularly when new courses are devised or old courses are amended to meet the changing needs of the audience or local/national priorities.
- To agree the agenda for the Operational Training Group.

The Terms of Reference for these groups can be found at Appendix 1 and 2.

14. Training programme

- 14.1. A Pan-Dorset Safeguarding Training Programme is created each year and is available to staff.
- 14.2. From this programme you can access a range of high quality training from essential introductory sessions for those who are new to safeguarding to the more complex training which is aimed at lead practitioners working with children, young people and their families. All of the courses are delivered by highest quality national and local training providers.
- 14.3. We encourage multi-agency learning and value the networking that colleagues are able to engage in from partner agencies. Some of the courses that we provide not only have a multi-agency sign up from the Children's Workforce but also include practitioners from Adults Services to ensure that we are promoting co-operation and joint working across services to achieve outcomes.

15. Communication / Publicity

Information about training provision is available:

- On the LSCB websites of Bournemouth and Poole LSCB and Dorset LSCB
- Through CPD on-line.
- Through individual training officer in each agency.

16. Commissioning

- 16.1 To ensure consistency and quality of training will be delivered by trainers. who have been quality assured via a procurement framework or competitive tendering process
- 16.2 Some trainers will be experts in their own right and will be well known in their field. Nationally and internationally. These individuals will not be subject to the same rigorous procurement however the evaluation processes will still measure value added and impact/outcome evidence. When commissioning training, a commissioning agreement will be drawn up between the LSCB business team and the provider.

17 Resourcing

- 17.1 Training delivered through the LSCB is charged to the agency attending on an individual unit cost basis.
- 17.2 There is no LSCB budget for training and so all training must be cost-neutral, i.e.the charge must cover the cost of trainer, resources, venue and administration.
- 17.3 Any profit achieved is used to augment the training programme or increase the capacity to deliver the programme.

18 Competence in working with Children and delivering safeguarding services

- 18.1 Safeguarding competencies for professionals working at training levels 1-4 have been defined by Bournemouth Universities' National Competence Framework for Safeguarding Children. Supporting the development of competencies can occur by

participating in formal training including professional and vocational awards. However there are many opportunities for staff to learn and develop within the workplace including meetings, work shadowing, coaching and mentoring opportunities and by way of line managers enabling and supporting learning. These less formal learning pathways should be captured for professional evidence portfolios and for agencies to report learning and competence when required to do so for inspection purposes or for LSCB audits.

19 Strategy developments

19.1 The Pan Dorset Strategic Training Group recognises that there are developments which would further enhance this strategy:

- Develop a clear framework for training needs analysis collation.
- Build a more cohesive pan-Dorset programme.
- Consider the benefits of pooling resources to enable a training co-ordinator post within the Boards structures.

APPENDIX 1

	<p>Bournemouth and Poole Local Safeguarding Children Board Dorset Safeguarding Children Board</p> <p>Group Terms of Reference</p>	
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Name	Strategic Training Group
Type of Group	Pan Dorset Working Group
Purpose	To deliver on Core Objectives CO2 from the B&PLSCB Business Plan 2014-15 and Development Objectives 4.1 – 4.7 of the DSCB Business Plan 2014-15/15/16
Accountability	<p>The Group, through the Chair of the Group, is accountable to the LSCB/DSCB Independent Chair and LSCB/DSCB Executive Board. The chair of the group is accountable for attendance, progress of work and achieving planned outcomes.</p> <p>Individual agencies retain responsibility for meeting their own particular statutory duties and responsibilities.</p>
Areas of responsibility	<ul style="list-style-type: none"> • To ensure that single-agency and multi-agency training on safeguarding is provided in order to meet local needs • To ensure that there are more effective links with adult safeguarding and domestic violence training • To deliver management information which will provide evaluation of the effectiveness of multi-agency training • Require partner agencies to develop systems to measure and report the effectiveness of training, in particular in terms of sustained improvement to practice and outcomes for children • Develop mechanisms with partner agencies for quality assurance and endorsement of Safeguarding Training • Develop a Pan Dorset Training Strategy • Review the use of E-academy and consider de-commissioning • Develop mechanisms for co-commissioning, delivery and assessment with children and families in relation to training • Develop mechanisms to increase the capacity to deliver the work of the Strategic Training Group
Fully delegated decision making responsibilities	The group is empowered by the DSCB to make decisions, where this is consistent with the achievement of the agreed work plan.
Fully delegated budgets	None

Name	Strategic Training Group
Membership	
Reporting	<p>The Chair of Pan Dorset Strategic Training Group should prepare an annual and half year report, on behalf of the LSCB Independent Chair, for each Executive Board, Children’s Trusts, Health and Wellbeing Boards, Chief Executives and Leaders.</p> <p>The Chair of the Pan Dorset Strategic Group should give an oral report on the activities of the Group to each meeting of both Group Chairs Meeting, with a written supplement (exception report) where the Pan Dorset Strategic Training Group Chair believes particular issues need to be drawn to the attention of the Executive Boards.</p>
Frequency of meetings	Four meeting dates are set annually and members should set these dates aside for the work of the Group.
Administration	The group will be administered by the DSCB Administrator
Review	<p>These terms of reference should be reviewed annually in line with the LSCB/DSCB Planning Cycle.</p> <p>When the Key Objectives of the LSCB/DSCB are established for the next planning cycle, the Chair of the Group should propose a revision of these terms of reference and a forward workplan to the Group Chairs Meeting on behalf of the Group.</p>



**DORSET SAFEGUARDING CHILDREN BOARD
BOURNEMOUTH & POOLE LOCAL SAFEGUARDING CHILDREN BOARD
Pan-Dorset Operational Training Group
Terms of Reference**

1. Purpose:

- To meet regularly in order to review the specific safeguarding training delivery.
- To implement the agreed work plan of the Pan Dorset Strategic Training Group

2. Key areas of responsibility:

- To identify within each organisation the core training requirements in line with Working Together to Safeguard Children (2015), the Royal Colleges Intercollegiate Document and the Bournemouth University Safeguarding Children Competency Framework.
- To identify within each organisation staff groups which require the level of training appropriate to their job.
- To assist employers in monitoring the provision, attendance, quality and impact of single and multi-agency training.
- To agree the aims, learning objectives and content of all safeguarding courses delivered in the LSCB whether through single or multi-agency delivery. This applies particularly when new courses are devised or old courses are amended to meet the changing needs of the audience or local/national priorities.
- To agree the agenda for the Operational Training Group.

3. Membership:

Chair: Mike Henry, Dorset County Council

Members:

- Helen Duncan-Jordan, Dorset Clinical Commissioning Group
- Janet Kelsall, Poole General Hospital
- Lynne Lourence, Poole General Hospital
- Alison Ryder, Dorset County Hospital
- Dee Watkins, Dorset County Hospital
- Pippa Knight, Royal Bournemouth Hospital
- Liz Balfe, Dorset HeathCare
- Annie Draper, Poole Borough Council
- Fiona McKinnon, Poole Borough Council
- Coral Hatton, Bournemouth Borough Council
- Jean Haslett, Bournemouth Borough Council
- Toni Baptiste, Probation
- John Merrick, Police

Nicola Pengelly, Dorset County Council *
Lisa Dowery, Bournemouth Borough Council*

* to be included in circulation of minutes and invited for specific items related to DV.

Other members will be co-opted onto the group as appropriate.

4. Administration:

- Meetings will be held quarterly
- The agenda and supporting papers will be circulated at least one week in advance of meeting.
- Minutes will be taken and circulated within 4 weeks of the meeting.

5. Review:

- The chair of the group will ensure co-ordination with the Strategic Training Group and other working groups as necessary.

6. Dispute:

- In the event of a dispute or conflict of interest arising between agencies across or within groups, which cannot be resolved, the chair will draw this to the attention of the relevant LSCB chair for appropriate action.