

# ***East Sussex Local Safeguarding Children Board***

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## **ES LSCB TRAINING STRATEGY 2013-15**



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**DECEMBER 2013**



## CONTENTS

	Page
<b>Introduction</b>	<b>2</b>
<b>1. Framework</b>	<b>2</b>
<b>2. National and local drivers</b>	<b>2</b>
<b>3. Purpose of inter-agency training</b>	<b>3</b>
<b>4. Roles and Responsibilities in relation to inter-agency training</b>	<b>3</b>
<b>5. Principles of the LSCB Training Strategy</b>	<b>5</b>
<b>6. Structure and funding</b>	<b>5</b>
<b>7. LSCB training pool</b>	<b>6</b>
<b>8. Evaluation Strategy</b>	<b>6</b>
<b>9. Training Sub Group objectives from April 2013-March 2015</b>	<b>7</b>
<b>Appendices</b>	
<b>Appendix 1 - LSCB Training Sub Group – Terms of Reference</b>	<b>9</b>
<b>Appendix 2 – LSCB Training Charging Policy 1.4.13-31.3.14</b>	<b>10</b>



## INTRODUCTION

The overall purpose of this Strategy is to provide the framework for safeguarding training in East Sussex so that staff and volunteers working with children, young people and adults who are parents/carers, are competent and confident to carry out their responsibilities for safeguarding and promoting the welfare and protection of children.

East Sussex Local Safeguarding Children Board (ESLSCB) have a statutory responsibility to ensure that appropriate safeguarding and child protection training is provided in East Sussex and that it meets local needs. This includes training provided by single agencies to their own staff, and inter-agency training where staff from different agencies come together to train. The LSCB has a role in monitoring and auditing single agency training to ensure that it is appropriate and is reaching the relevant staff.

## 1. FRAMEWORK

The purpose of this two year strategy is to provide a framework for safeguarding training in East Sussex to ensure that staff and volunteers working with children, young people and adults who are parents / carers, are competent and confident to carry out their responsibilities for safeguarding and promoting the welfare of children.

This strategy describes the training and development opportunities that equip those working with children and adults who are parents and carers, with the knowledge and skills to carry out their roles and responsibilities in relation to safeguarding and promoting welfare of children

This strategy provides a means in which inter-agency training will be provided to enable staff and volunteers to work effectively together across boundaries and organisations so that they will be competent and confident in recognising and raising concerns about the safety and welfare of children

In addition, training for specialist skills and knowledge will be developed in relation to the objectives identified in the LSCB Business Plan, along with any training needs identified as a result of Serious Case Reviews and child deaths

This strategy has been developed by the LSCB Training Sub-Group and has been informed by the following legislation and guidance as follows:

## 2. NATIONAL AND LOCAL DRIVERS

### 2.1 National

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2010
- Working Together to Safeguard Children 2013
- National Framework for Children, Young People and Maternity Services (2004)



- Safeguarding Children and Safer Recruitment (2006)
- NSPCC Safeguarding in the Voluntary and Community Sector (2008)
- Common Core of Skills and Knowledge for the children's Workforce (2009)
- Sussex Child Protection and Safeguarding Procedures (2011)

## 2.2 Local

In addition to the above, this strategy has been written in accordance with recommendations from Serious Case Reviews and the Child Death Overview Panel both at a local and national level. The provision of training is also informed by the results of LSCB case file audits, and agency self-evaluation from the regular Section 11 audit.

## 3. Purpose of Inter-agency Training

The purpose of inter-agency training is to promote the achievement of better outcomes for children by bringing people together to explore:

- A shared understanding of the tasks, processes, principles, roles and responsibilities outlined in national guidance.
- More effective and integrated services at both strategic and individual case level.
- Improved communication between professionals including a common understanding of key terms, definitions and thresholds for action.
- Effective working relationships, including an ability to work in multi-disciplinary groups or teams.
- Sound child focussed assessments and decision-making.
- Learning from Serious Case Review's and reviews of child deaths.

## 4. Roles and Responsibilities in relation to Inter-agency Training

### 4.1 Role of the LSCB

**1** The LSCB is responsible for developing policies for safeguarding and promoting the welfare of children in the area of the authority, in relation to the training of people working with children, or in services affecting the safety and welfare of children. This includes training in relation to child death review processes and serious case reviews.

**2** The Training Strategy is congruent with, and contributes to the Development Strategies within all LSCB agencies. The LSCB monitors and evaluates single and inter-agency training to ensure that it is meeting local needs

**3** The LSCB Training Sub-Group is responsible for the co-ordination, commissioning, delivery and evaluation of the inter-agency safeguarding children training programme and is accountable to the LSCB Steering Group



## 4.2 East Sussex LSCB Training Sub-Group

The Training Sub-Group is responsible on behalf of the LSCB, to ensure that both single and inter-agency training is delivered to a consistently high standard, and that a process exists for evaluating the effectiveness of training (Working Together to Safeguard Children 2010 and 2013)

### Terms of Reference of the LSCB Training Group

- To ensure the Sub Group has representation from all agencies requiring training on inter-agency practice in relation to their role in safeguarding children.
- To identify inter-agency training needs.
- To devise a training strategy, and implement and publicise an annual training programme.
- To develop, commission and deliver training to provide staff with the skills and knowledge required to keep children safe and run safe organisations.
- To advise agencies on the learning needs of their workers for single agency training.
- To monitor and evaluate courses, quality and standards to inform the planning of future training, ensuring training continues to meet the outcomes required to enable staff to safeguard children within an inter agency context.
- To ensure the delivery of non-discriminatory training.
- To steer the management of training resources, including administrative support to deliver the training programme.
- To promote, develop and support the role of the LSCB Training Consultant.
- To develop and manage the inter agency Training Pool.

See Appendix 1 for the full Terms of Reference

### 4.3 Role of all LSCB Agencies

**1** Individual agencies are responsible for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children

**2** Employers should ensure that their employees are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment. Employers should ensure that employees undertake single agency child protection training before they attend inter-agency training

**3** Employers also have a responsibility to identify adequate resources and support for inter-agency training by:

- Providing staff with relevant expertise to support the LSCB by delivering training or sitting on the Training Sub-Group
- Allocating the time required to complete inter-agency tasks appropriately



- Releasing staff to attend the appropriate inter-agency training courses
- Ensuring that members of staff receive relevant single agency training which enables them to maximise the learning derived from inter-agency training, and have opportunities to put their learning into practice
- Contributing to the planning, resourcing, delivery and evaluation of training
- Monitoring compliance with the training delivered

## 5 Principles of the LSCB Training Strategy

The Training Strategy of the LSCB is based upon the following principles that underpin all training events to ensure that:

- All training is child focussed so that the voice of the child and the child's welfare remain paramount
- To work towards involving children and young people in the design, delivery and evaluation of training
- Training is delivered by trainers who are knowledgeable about safeguarding, child protection and promoting welfare. When delivering on complex areas, trainers have relevant specialist skills and knowledge
- Training is informed by current research, lessons from serious case reviews, child deaths, national and local policy and practice developments
- Training is underpinned by the values contained within Working Together 2010
- Training is regularly reviewed and evaluated to ensure that it meets the agreed learning outcomes and has a positive impact on practice

## 6. Structure and funding

6.1 Member agencies of the LSCB contribute towards the delivery of inter-agency training in the following ways:

- Membership of the Training Sub-Group
- Financial contribution to the LSCB
- Providing facilities such as venues for training
- Contributing to the delivery of training through the Training Pool

6.2 All LSCB training is at no cost to those agencies who make a financial contribution to the LSCB budget.

- For agencies who do not contribute financially there is a Charging Policy that is reviewed on an annual basis.



- The charges vary depending upon whether individuals attending the training are from a small local group; a Primary Academy; a Secondary Academy: or from a large organisation.
- For agencies who would usually have to pay for individual training places – if these agencies deliver courses, they are given 5 free future training places for their agency for every one day training that they provide.
- Charges are made to all prospective attendee's agencies for cancellation or non-attendance of any training.
- There is also flexibility with LSCB training being provided to agencies where there are 2 or more agencies requesting particular focused training in an area of practice.

See Appendix 2 for the LSCB Training Charging Policy

## 7. LSCB Training pool

7.1 The LSCB training pool includes practitioners, clinicians, advisers and managers who commit to contributing to the delivery of LSCB training. The training pool is a vital element in the delivery of the LSCB agenda, and the commitment and skill of pool members is key to the success of the training programme.

Currently there are over 40 individuals who deliver training from a wide variety of services. This gives many services the opportunity of delivering training from their own specialist areas of expertise, to raise the level of practice across all agencies, and to ensure enhanced multi-agency working and co-operation.

Members of the Training Pool Development Group attend 3 half day workshops a year to keep their knowledge and skills up to date, through the presentation of current issues relating to Safeguarding. In these sessions there are discussions about changes in policy, procedure, legislation and regulations, as well as organisational structures.

## 8. Evaluation Strategy

8.1 *Working Together 2010* states that “the LSCB, or the training sub-group acting on its behalf, has a responsibility to ensure that both single and inter-agency training is delivered to a consistently high standard, and that a process exists for evaluating the effectiveness of training. The LSCB, or the training sub-group acting on its behalf, has a responsibility to ensure that both single and inter-agency training is delivered to a consistently high standard and that a process exists for evaluating the effectiveness of training”.

8.2 Monitoring arrangements are in place to ensure that:

- training is available for the target groups of workers
- opportunities for refresher training are available and utilised
- regular review and updating of training programmes takes place in line with the training strategy and local and national developments

8.3 The LSCB agrees an evaluation strategy and determines the appropriate level at which evaluation of training courses takes place. The focus of the evaluation should be on the extent to



which training is contributing to improving the knowledge and skills of the workforce with regard to working together to safeguard and promote the welfare of children. Evaluation should include the following:

- relevance, currency and accuracy of course content
- quality of training delivery
- short and longer term outcomes
- the impact on working together and inter-professional relationships.

#### 8.4 Current evaluation processes include:

- Practitioners delivering LSCB training are expected to attend three half day training pool development workshops to update their knowledge and skills
- Trainers complete a paper evaluation at the end of each course
- Participants complete a paper evaluation at the end of the course
- The training consultant reviews all evaluation forms and raises any significant issues with the Training Group
- Training materials are updated regularly to ensure content is up to date, relevant and current
- An Impact Survey is undertaken on targeted courses in order to capture outcomes from the training provided in assessing the impact from the training on staff behaviour

### Training Sub Group Objectives from April 2013 – March 2015

- Training Group Work Plan.
- Accountability to the LSCB Steering Group.
- Maintain delivery of a high quality training programme.
- Training programme reflects the needs of member agencies.
- Training delivered in accordance with values and content outlined in Working Together 2010 and 2013. Training needs analysis undertaken.
- Quality assurance & evaluation processes in place to monitor effectiveness of LSCB training.
- Multi-agency standards in place.
- Content of all courses reviewed annually and updated regularly as appropriate.
- Develop ways of evaluating the impact LSCB training has on developing practice.
- Consider how training transfer (getting learning into the workplace) takes place within each agency.
- Resources, budgets and spending monitored.
- Statistical data on attendance on training provided to LSCB member agencies.
- Information provided to LSCB Board annually.

<b>Membership of the ES LSCB Training Sub Group</b>	
<b>Agency/Organisation represented</b>	<b>Title</b>
East Sussex LSCB	LSCB Board Manager LSCB Training Consultant
East Sussex CCG	Designated Nurse Primary Care Safeguarding Trainer
East Sussex County Council	Child Protection Trainer Organisational Development Manager Practice Change Manager – Early Intervention Workforce Development Manager
Sussex Police	Child Protection & Safeguarding Manager
Youth Offending Team	Education and Training Manager
Probation	Training Manager



## Appendix 1

### LSCB Training Sub Group Terms of Reference

#### Function:

- To ensure the Sub Group has representation from all relevant agencies requiring training on inter-agency practice in relation to their role in safeguarding children.
- To identify inter-agency training needs.
- To devise a training strategy, and implement and publicise an annual training programme.
- To develop, commission and deliver training to provide staff with the skills and knowledge required to keep children safe and run safe organisations.
- To advise agencies on the learning needs of their workers for single agency training.
- To monitor and evaluate courses, quality and standards to inform the planning of future training, ensuring training continues to meet the outcomes required to enable staff to safeguard children within an inter agency context.
- To ensure the delivery of non-discriminatory training.
- To steer the management of training resources, including administrative support to deliver the training programme.
- To promote, develop and support the role of the LSCB Training Officer.
- To develop and manage the inter agency Training Pool.

#### Membership:

- East Sussex - Designated Nurse
- Children's Services – Head of Safeguarding
- LSCB - Training and Development Consultant
- LSCB - Business Manager
- Sussex Police - Child Protection/Safeguarding Manager
- Probation - Training Consultant
- Children's Services - Operations Manager, Safeguarding
- Children's Services - Workforce Development Manager
- Children's Services - Information Sharing and Assessment Trainer
- Sussex Partnership Trust
- Other LSCB members as required

**Chair** - Designated Nurse – from within the Group

**Frequency of Meetings** - Every three months

**Administration** - The LSCB Business Manager and the LSCB Administrative Assistant will support the group.

**Accountability** - The Group is accountable to the LSCB, and will report annually to the Board.



## Appendix 2

### East Sussex Local Safeguarding Children Board Training Charging Policy (01.04.13 to 31.03.14)

The following table indicates the charges that apply depending which agency/organisation you work for. Please identify the charge relevant to you and indicate this on your nomination form.

Organisation/ Agency	Full day course *	Half day course *
<b>LSCB contributing member.</b> <ul style="list-style-type: none"> <li>NHS staff</li> <li>East Sussex County Council staff in Children's Services</li> <li>Adult Social Care</li> <li>ESCC maintained schools</li> <li>CAFCASS</li> <li>Fire service</li> <li>Probation</li> <li>Police</li> <li>CRI</li> </ul>	£0	£0
<b>Small local groups</b> <ul style="list-style-type: none"> <li>Local Charities</li> <li>Small Voluntary Community Groups,</li> <li>Private, voluntary or independent Early Years sector providers</li> </ul>	£35.00	£17.50
<b>East Sussex Primary Academy Schools</b>	£70.00	£35.00
<b>East Sussex Secondary Academy Schools</b>	£110.00	£55.00
<b>OTHER ORGANISATIONS</b> <ul style="list-style-type: none"> <li>Large child/adult focussed charities working in East Sussex</li> <li>Private or public local organisation</li> <li>Other Local Authorities and County Councils</li> </ul>	£110.00	£55.00

\*Charges per person/ per training day

***The tutor will hold the right to turn away delegates who have not completed the training pre requirements detailed in the course flyer and booking confirmation email. There will also be a charge levied.***

#### **Charges for Cancellation**

Cancellations made after course is closed (two weeks before course date) will incur a charge of **£50 (full day) / £25 (half day)** per person. This charge applies to all agencies including those that contribute to the LSCB budget.

If another appropriate member of staff from the same team/service can be substituted, then this charge would not be applicable.

#### **Non-Attendance**

Failure to attend a course will incur a charge of **£65 (full day) / £30 (half day)** per person. This charge applies to all agencies including those that contribute to the LSCB budget. If there is an exceptional operational situation, supported by the relevant line manager, these charges would not be applicable.

For any other queries about LSCB Training, please contact Giovanna Simpson, LSCB Training and Development Consultant on [giovanna.simpson@eastsussex.gov.uk](mailto:giovanna.simpson@eastsussex.gov.uk)



