



**Kirklees Safeguarding Children Board**



# **Training Strategy 2018– 2020**

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## Introduction

The Kirklees Safeguarding Children Board (KSCB) has a statutory responsibility to ensure appropriate training on safeguarding and promoting welfare for children and young people is provided in Kirklees to meet local needs.

We should know those professionals that need to be trained, ensure they receive training and that the training and learning opportunities have made a positive difference to their practice to support, help reduce risk to children and young people.

The importance of interagency training is reinforced through research and through various Government Reviews. Effective safeguarding is underpinned by multi agency working that is strong, and professionals understanding and acting upon their respective roles and responsibilities in relation to safeguarding children.

The KSCB has a Learning and Improvement framework in place and a core component of this is the learning from front line practice through case audit/evaluation and reviews into cases. The Learning and Improvement Framework is focused around enhancing multi agency practice, ensuring practice is underpinned by research and evidence and that we make a positive difference to children's lives.

This strategy aims to support agencies in fulfilling their statutory responsibility around safeguarding children and training for staff and develop the expertise in practice of frontline practitioners, to ensure that they work confidently within a child centred system.

This strategy will be subject to revision on a three yearly basis and reviewed annually in line with the annual review of the KSCB Business Plan.

Working Together (2018) also states that;

“Practitioners working in universal services have a responsibility to identify the symptoms and triggers of abuse and neglect, to share that information and work together to provide children and young people with the help they need.

Practitioners need to continue to develop their knowledge and skills in this area. They should have access to training to identify and respond early to abuse and neglect, and to the latest research showing which types of interventions are the most effective.”

**‘Reform needs to build on such successes – and ensure that the whole system reaches new levels of consistency in providing high quality education and training’**



Sheila Lock  
Independent Chair  
Kirklees Safeguarding Children's Board

## Purpose

The purpose of this strategy is to support Kirklees Safeguarding Children Board (KSCB) in providing a framework for the training offer to those working with children and young people in the Kirklees area.

The strategy aims to support and assist key agency representatives in the development and management of a comprehensive training programme that meets required standards and locally identified needs. It is not intended to replace individual training strategies rather add value to it.

This strategy will set out key standards and principles for the content and delivery of safeguarding training and outline the strategic objectives planned for the 2018-2020 period that will support the provision of high quality, wide ranging and effective safeguarding children training.

**Multi-Agency Training helps to promote a shared understanding of the tasks, processes, principles, and roles and responsibilities outlined in national guidance and local arrangements for safeguarding children and promoting their welfare**

These objectives are delegated to the KSCB Learning & Development workstream who annually report to the KSCB and also provide a narrative update within the KSCB annual report.

## Key Principles

This Learning & Development Strategy of the KSCB is based upon the following principles that underpin all multi-agency training events to ensure that:

- Safeguarding children is everyone's responsibility
- Training will be respectful of diversity, child centred, focused on outcomes for children encourages partnership working with parents and children
- Informed by evidence
- Recognises the valuable contributions to safeguarding of all those working or volunteering with children and families
- Ensures equality of opportunity and equality of access
- Respects the time commitment learners give to attending training opportunities and ensures that any training offered is of a high standard, appropriately advertised to ensure that the correct people attend and delivered in a way that is stimulating, challenging and practically applicable
- Individual agencies are responsible for ensuring that their staff are appropriately trained for the role they undertake
- Training opportunities will develop knowledge skills and behaviour which encourage greater inter-agency working to improve the effectiveness of safeguarding children
- Complements and does not duplicate training on offer in single agencies

## Responsibilities of partner agencies

All agencies are responsible for the delivery of Level 1 safeguarding Children (though this may be achieved using the KSCB Level 1 e-learning course) and for any induction information given to their staff which may precede or complement this training.

They are further responsible for:

- Ensuring that their staff are appropriately trained for the role they are undertaking
- Identifying an appropriate representative for the KSCB Learning and Development Workstream
- Enabling staff to attend training opportunities as appropriate both internally and through the KSCB
- Ensuring that training needs, attendance on events and implementation of newly gained knowledge into practice are discussed with staff through formal supervision or other appropriate mechanism on a regular basis
- Promoting training events and the importance of keeping skills and knowledge up to date
- Releasing appropriate staff, who have identified an interest in doing so, to deliver or co-deliver on the KSCB multi-agency training
- Ensure that the provision of multi-agency training is adequately funded (through Board contributions or the provision of training venues or other “in kind” contributions)

- Have a system in place to record the training completed by their staff internally and through the KSCB (KSCB can provide access to their course management system in order to facilitate this)
- To address any issues that may arise from their staff members attendance on a KSCB training course including; but not exclusively, disruptive behaviour on the course and concerns about staff practice.

**Employers are responsible for ensuring their employees are confident and competent in carrying out their responsibilities, and for ensuring employees are aware of how to recognise and respond to safeguarding concerns.**



## Role of the Learning and Development Workstream

The Learning and Development Workstream Terms of reference are as follows:

- Contribute to and work in accordance with the Board's business plan. Highlight issues encountered with implementing actions to the Business Planning Group.
- Workstream members should take a lead role in the identification, planning, delivery and evaluation of safeguarding children training (including arrangements for induction) within their own agency and highlight difficulties encountered to the Workstream
- To identify multi-agency safeguarding children training needs.
- To undertake an annual training needs analysis to inform the annual training plan and highlight agencies who are struggling to meet their obligations with regard to staff training.

**The Workstream meets 4 times a year and has representation from all partner agencies and additionally from the voluntary and community sector**

- Workstream members should have the necessary skills, expertise and knowledge to enable them to make informed contributions to the development and evaluation of a training strategy and training plan.
- To produce a three yearly training strategy with reference to the latest research, serious case and child death reviews, local and national developments and a review of recent training needs analyses.
- To contribute to the development of the annual training plan produced by the Learning and Development Officers.

- To promote the KSCB training plan and encourage staff and volunteers to access both single and multi-agency training opportunities. To promote the relevance of ongoing professional development in the work of safeguarding children and monitor that the training is reaching the relevant staff / volunteers.
- To produce an annual report for the board detailing single agency training, multi-agency training, activities of the workstream over the year and projects planned for the upcoming year.
- To quality assure and evaluate the impact of single and multi-agency training (including e-learning packages).
- Those delivering training to feedback issues / concerns raised on training events from participants and the workstream to agree a strategy for dealing with this.
- To keep the workstream up to date with information on staff / agency changes to ensure that training information is distributed accordingly.
- To provide clarity on the level of training required for individuals working with Children and Families.
- Each agency representative will be responsible for maintaining a regular dialogue with the Learning and Development Workstream in relation to Learning and Development issues.
- Responding to KSCB and other workstreams where specific training needs have been identified and liaising with other workstreams as appropriate.
- To provide update reports to the Business Planning Group highlighting work plan progress and challenges

The workstream has recently completed a self-audit against the terms of reference to identify areas that need to be improved. These will be fed into the plan in Appendix 1

## Training Framework

### Identification of training needs

The following will be used to identify training needs

- Working Together 2018
- KSCB Business Plan
- KSCB Learning and Development Workstream
- Other KSCB Workstreams
- Local and National Child Safeguarding Practice Reviews (formerly SCR's), Domestic Homicide Reviews and Single agency reviews
- Audits (completed by KSCB or single agencies)
- Local and national research
- Feedback from trainers on existing courses
- Information from the previous years attendance record

### Development of training opportunities

Training opportunities will be developed that:

- Are inclusive of as many agencies as appropriate to the subject matter
- Are advertised clearly to ensure the correct attendance and minimise wasted practitioner time
- Include the latest research, use evidence based practice
- Are practically useful to practitioners and managers
- Are appropriate for different levels of staff within an organisation
- Respond to local need throughout the year
- Adhere to the principles identified in this strategy

### Delivery of training opportunities

Training opportunities will be delivered that:

- Use suitable qualified or experienced trainers
- Adhere to the principles identified in this strategy



**Multi-Agency Safeguarding Training has been proven to have a positive impact on the partnership working in a local area**

### Monitoring of training and evaluation

Training opportunities will be monitored and evaluated to ensure:

- All agencies are releasing staff to attend
- Training courses are well received by learners across all agencies
- Adhere to the principles identified in this strategy
- Have an impact on individual practice, organisations and on outcomes for children and families
- Lessons from Serious Case Reviews etc. are embedded in practice
- Monitoring and evaluation will be completed by the KSCB Learning and Development Officer and Business Support Officer with support from the KSCB Learning and Development Workstream
- Training attendance figures and other relevant data will be reported to the Board regularly through the KSCB Learning and Development Workstream Chair and annually through a Learning and Development report.

## Accessibility of Kirklees Safeguarding Children Board Courses

KSCB is committed to ensuring equality of accessibility to all learners wishing to undertake multi-agency safeguarding training.

Our course management system asks learners to self identify any additional support requirement they may have and these are accommodated and notified to the trainer undertaking the course applied for.

We strive to book training venues which are accessible to all and where a venue is not accessible to a learner we will seek to re-book a more suitable venue. We have worked with interpreters, signers, provided training materials in advance of the course and in different formats and languages, welcomed support workers and animals and are proud to be inclusive.

**The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.**



## Single Agency Safeguarding Children Training

### Training Pool (Level 1)

KSCB will support trainers within single agencies (and private providers) to deliver Level 1 Safeguarding Children Training through the maintenance of a training pool

The training pool provides the agreed standard Level 1 course which trainers can tailor to meet the needs of the learners in their setting

The training pool will meet a minimum of twice a year. One of these meetings will seek to ensure that the Level 1 courses of all trainers is aligned with the agreed KSCB Level 1 course and the second seeks to develop the knowledge, skills and confidence of trainers.

## Standards

Recommended Standards for Single Agency Safeguarding Training\*

### Standard One

The organisation has a named professional responsible for the identification and prioritisation of training, learning and development within the agency/organisation.

### Standard Two

The agency/organisation will have in place a current Training Strategy in relation to safeguarding children, which is reviewed on a bi-annual basis.

### Standard Three

All safeguarding children training is linked to current and evolving local, regional and national standards.

### Standard Four

All safeguarding children training has clear aims and objectives.

### Standard Five

All safeguarding children training content is well researched and evidence based.

### Standard Six

Training materials are clear, accurate, relevant and up to date.



**\*The term training has been used, but these standards cover any learning intervention including training courses, e-learning, seminars, conferences, briefings etc.**

**(Adapted from Kent, York and Bradford LSCB Training Standards)**

### Standard Seven

Training will be delivered by appropriately qualified and experienced trainers and is child focused and linked to child development.

### Standard Eight

Training will be delivered in an environment, which is conducive with learning.

### Standard Nine

Training will reflect anti-oppressive, non-judgemental and anti-discriminatory practice.

### Standard Ten

All training will be evaluated to ensure that standards are being maintained and that it enhances practice in the long and short term.



# Multi Agency Safeguarding Children Training

## Annual Training Plan

**KSCB will produce an annual training plan which sets out clearly:**

- The courses, course outlines, dates and venues of the courses running over the next year
- The intended target audience and any pre-requisites for attending the course
- The expectations we have of learners booking and attending training courses
- What learners can expect from trainers delivering KSCB courses
- Additional events planned for the year beyond the core training offer such as conferences, safeguarding briefings, regional events etc.

For the latest courses, briefings and events, go to [www.kirkleessafeguardingchildren.co.uk](http://www.kirkleessafeguardingchildren.co.uk) and log into our Training Course Management System



## Target Audiences / Training Levels

KSCB recognises that many agencies will have guidance documents, sometimes produced nationally, which sets out the expectations in relation to safeguarding training these include but are not restricted to the Safeguarding children and young people: roles and competences for health care staff Intercollegiate Document and the College of Policing Guidance.

Wherever possible KSCB will endeavour to match up its own courses with these documents though this may not always be possible. KSCB has for many years identified its courses as Level1-4. These levels are described below:

### Level 1

Basic safeguarding knowledge suitable for all including members of the general public

### Level 2

Foundation safeguarding knowledge suitable for everyone who has significant contact with children and / or families whether in a safeguarding context or not. These courses are also the pre-requisite for designated safeguarding leads within organisations such as schools.

### Level 3

Advanced safeguarding knowledge suitable for all practitioners working with children and families

### Level 4

Advanced Safeguarding knowledge suitable for senior practitioners and managers.

## Delivery of Multi-Agency Training

KSCB Multi-Agency training is delivered by a wide range of trainers and practitioners from across the partnership, commissioned providers and the KSCB learning and Development Officer. KSCB greatly appreciates the commitment and dedication of local practitioners who support the delivery of its training programme. This is managed through the use of a trainers agreement form which sets out the expectations of both the trainer and the KSCB and ensures continued high standards in the training we deliver and that the time commitment away from their front-line work is kept to a minimum.

Training that is delivered by local practitioners ensures that the most up-to-date and relevant information is given to learners and also that links between partner agencies are strengthened.

KSCB is grateful to all trainers, co-trainers and guest speakers who have supported the multi-agency training programme, past and present, we couldn't do it without you!

## Quality Assurance

It is vital that all safeguarding training across Kirklees including the training delivered or commissioned by KSCB is of the highest quality.

Quality Assurance of training courses occurs in a number of different ways:

- Level 1 Awareness of Child Abuse and Neglect (KSCB approved package) checked through training pool once a year
- Single Agency training courses and KSCB classroom courses through the Learning and Development Workstream (content only)
- KSCB classroom course (delivery) - KSCB Learning and Development Officer observations
- Review of learner feedback forms



## Charging Policy

KSCB have a clear charging policy for both classroom and e-learning. This includes charging private businesses operating in Kirklees, and all organisations operating outside of Kirklees.

The charging policy is advertised on the KSCB website and the course management system also asks learners to accept the terms when they sign up for an account.

The course management system is also being fitted with a “shopping cart” to ensure payment is taken before those who are liable for charging access the training.

## Options for safeguarding training opportunities

### Safeguarding Briefing

Safeguarding briefings showcase local services and increase practitioners knowledge about specialist safeguarding areas.

They cater for 40-50 learners at any one time. They are typically 60-90 minutes long and typically cover:

- An outline of local services including referral criteria and contact details
- Examples of the work done / case studies
- Questions and answers from the audience

### Course

Courses are either half or full day and cater for 25 learners they are a mix of direct input, case studies, skills development and practical exercises.

## Conference

Conferences may be full or half day usually have a number of speakers as well as workshops and cater for over 100 learners.

## Workshops/ Seminars

Workshops / Seminars are normally half a day and are typically used to impart learning from serious case reviews or audits that might arise during the training year.

**Over 53,000 e-learning courses have been completed through our Course Management system in the last 7 years. With Learners from all around the world!**

## E-learning

KSCB has a number of in-house e-learning courses which are embedded into the course management system which is complemented by additional e-learning courses that are provided from a variety of third sector agencies, government departments and partner agencies.



## Strategic Partnerships

### West Yorkshire Trainers

The KSCB LDO maintains links with the other LSCB trainers in order to share practice, resources and organise West Yorkshire wide events. West Yorkshire trainers also organise 5 Train the Trainers events a year to support partners who deliver safeguarding training within their local authority areas.

### Yorkshire and Humber Multi Agency Safeguarding Trainers (YHMAST)

KSCB is also a member of the YHMAST which is a network of LSCB trainers from across the Yorkshire and Humber region. It meets 4 times a year to share good practice, resources and organises a regional event every 18 months and funds a county masterclass once a year.

### Kirklees Safeguarding Adults Board and Community Safety Partnership (3 Board)

KSCB works with the other 2 local Boards on issues of joint concern both in relation to joining up policies, audits and learning events.



Strategic partnerships help to use our resources more effectively and reach wider audiences



Kirklees **Safeguarding Adults** Board  
Partners in preventing abuse and neglect



## Appendix 1 - Plan—This plan will be actively worked on by the Learning and Development Workstream over the next 2 years

Key Action	Work Required	Timescale	RAG	Progress
<b>Strategic Objective 1 - KSCB has a clear and robust understanding of the Workforce training needs in relation to safeguarding children and meets these needs</b>				
Join up agency training plans with KSCB training plan to minimise duplication (bus plan 3.1.6)				
Gather information from agencies with regard to training needs analysis completed by single agencies (bus plan 3.1.4)				
Develop a process for the annual collation of safeguarding training needs across the partnership to inform forward planning				
<b>Strategic Objective 2— KSCB safeguarding training is evaluated and demonstrates clear impact in improving individual practice, the practice of an organisation and outcomes for the children and families that partner agencies are supporting (KSCB Business Plan 2.1.2)</b>				
Task and Finish group to consider options for training evaluation				
Training to be evaluated as per Task and Finish Groups recommendations				
<b>Strategic Objective 3— Learning from Serious Case reviews, both local and National, as well as learning from Learning Lessons Reviews and Serious Incidents is embedded in practice across the workforce</b>				
Improve the quality of SCR recommendations in relation to training and development and embed lessons from SCR's (bus plan 3.1.2)				
Training courses to be reviewed to ensure key messages from SCRs are highlighted as relevant				

Key Action	Work Required	Timescale	RAG	Progress
<b>Strategic Objective 4—The KSCB Training Pool is diverse, resilient, confident and well supported</b>				
Increase the resilience of the training pool for multi-agency training (bus plan 3.1.5)				
Opportunities for development of pool trainers regularly scheduled				
Further recruitment of trainers for the pool				
<b>Strategic Objective 5—Concerns about professional practice are addressed swiftly and effectively</b>				
Ensure all trainers are briefed in using the trainer feedback form to log where prac-				
Safeguarding practice issues that could be addressed through training to be discussed in Learning and Development Workstream				