



April 2017 – March 2018

Inter-Agency Training Brochure

Bromley Safeguarding Children Board

May 2017

Welcome to the Bromley Safeguarding Children Board Training Programme

April 2017- March 2018



Introduction

This brochure provides details of Bromley Safeguarding Children Board (BSCB) courses for 2017-18 designed to assist agencies to meet their responsibilities in respect of safeguarding children.

Audiences for our training include the whole of the children and young people's workforce in Bromley and those working with adults who are parents or carers (for example, adult psychiatrists and probation staff). It includes paid staff and volunteers working in the statutory, voluntary, community and independent sectors.

Training together can make a significant contribution to a shared understanding of roles and responsibilities, enhancing communication between professionals and others working with children and families, as well as improving effective working together based on sound relationships.

The Bromley Safeguarding Children Board (BSCB) is a statutory body with objectives and responsibilities set out in the Children Act 2004. The LSCB has lead responsibility for coordinating and scrutinising the effectiveness of what is done locally to improve outcomes for children and young people.

The BSCB depends on everyone, whether professionals or volunteers, parents or members of the public having an understanding of their own personal or professional responsibility to safeguard children and being alert and active in carrying this out. The priorities are set out in the BSCB Business Plan which is reviewed and updated annually and is available at www.bromleysafeguarding.org.

Each agency in Bromley is responsible for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare. This includes ensuring staff have access to appropriate training and that the training is regularly updated at least every three years.

The Local Safeguarding Children Board Regulations 2006 set out the functions of the LSCB under section 14 of the Children Act 2004, which includes developing policies and procedures in relation to training of persons who work with children or in services affecting the safety and welfare of children (Regulation 5). In order to fulfil our statutory duties, BSCB must monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children. In Bromley, this responsibility is devolved to the BSCB Training Sub Group which is accountable to the BSCB's main board.

The Training Sub Group monitors the uptake of training and regularly evaluates the BSCB training offer to ensure that it addresses local need and emerging local and national issues. We do this in a number of ways. Everybody attending one of our courses will be asked to complete a short pre course questionnaire at the time of booking. Immediately following the training, attendees will complete an evaluation of their experience of the content, the trainer and the learning environment. The BSCB will then send out a 2 month post evaluation form to those who have attended for feedback on what has been learnt and applied in practice in the workplace. Only after completion of the 2 month post evaluation form and its return to the BSCB for analysis will the BSCB issue the participant with a certificate of attendance. We will send this within four weeks of receipt of the final evaluation.

Bromley Safeguarding Children Board, Civic Centre, Stockwell Close, Bromley, Kent, BR1 3UH

Tel: 020 8461 7816

bscb@bromley.gov.uk

www.bromleysafeguarding.org



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Information for Course Participants

Before you book a BSCB course!

A **prerequisite** for attending any of our training is that participants have received basic single-agency child protection training through their own agencies/or previous employment. If you have not received basic training you need to contact your agency's Safeguarding Team. If you are unsure who this is, contact the following:

Education	LB Bromley Education Welfare Service	020 8313 4152
	Safeguarding in Education Officer – Bianca Hart	020 8461 7669
Health	Sadie McClue – Designated Nurse for Safeguarding	01689 880655 (x 2655)
Children's Social Care	Mary Nash Workforce Development L B Bromley	020 8461 4255
Community & Voluntary Sector	Bromley Children and Families Voluntary Sector Forum	07917 221475
Early Years & Childcare	Yasmin Ahmed, Education & Care Services LB Bromley (See page 45 for further details)	020 8461 7208
Adult Safeguarding and Adult Social Care	Sandra Walters Workforce Development L B Bromley	020 8461 7596
E-Learning	https://bromley.melearning.university/course_centre	020 8461 7799

Basic safeguarding training is available free of charge through the London Borough of Bromley e-learning programme for individuals who work in the borough. Please click on the above link to self-register and access this training.

Applying for BSCB Courses

Before applying for a course you need to ensure that you have checked the course aim, learning outcome, target audience, and entrance requirements, in order to ascertain whether the course is appropriate for you. There are various levels of training need. Please see pages 6- 8 - 'Training that meets learning needs' (groups/levels). This will offer some guidance on what course is best for you.

You also need to talk it through with your manager and if agreed, complete and return the course booking form to LB Bromley Workforce Development (Safeguarding)
safeguarding.training@bromley.gov.uk.



Our courses are filled on a first-come-first serve basis, whilst ensuring that there is a good mixture of agencies. If a date has not been scheduled or the course is full, please email (above address) and asked to be added to the waiting list. You will be contacted as soon as the date is confirmed.

If you have secured a place and given us your email address you will receive confirmation and information about pre-course reading 2 weeks beforehand. If you are unsure, please call Workforce Development on 020 8461 7799 or email on safeguarding.training@bromley.gov.uk

Accessibility

Training is usually provided at the Civic Centre, Stockwell Close, Bromley BR1 3UH (unless otherwise stated). Please notify Workforce Development 020 8461 7799 if you have any special requirements.

Attendees with communication needs or a disability will need to ensure that their agency makes provision for support during training. Please make Workforce Development aware if additional equipment or a person may be accompanying you.

Who pays for courses?

Courses are **free** to the voluntary sector, and to staff working in agencies in Bromley that have contributed financially to the BSCB:

- London Borough of Bromley Staff (LBB)
- Oxleas NHS Foundation Trust
- Bromley Healthcare (BHC)
- NHS Bromley Clinical Commissioning Group (CCG)
- King's College Hospital NHS Foundation Trust (KCH)
- South London and Maudsley NHS Trust (SLAM)
- Metropolitan Police (MPS)
- London Fire Brigade (LFB)
- London Probation (National Probation Service and Community Rehabilitation Company staff working with Bromley residents)
- CAF/CASS

For all other agencies including, private organisations, companies, consultancies, schools and colleges the cost for training is £250.00 per two day course, £150.00 per day course and £90 for a half day course.

- There is a 10% discount for Bromley local authority maintained schools and voluntary aided primary schools
- Significant discounts are available to registered early years providers such as nurseries, pre-schools and child-minders. Courses cost £50 for a half-day/day course, £100 for a two day course

CAF courses are **not** subject to a charge.

Cancellations and No Show Fees – changes for 2017-18

Please note a late cancellation/no show fee applies to all of our courses, even if you have received the place for free. This is because the BSCB has incurred costs for your place. Since introducing a cancellation/no show fee, we have seen a huge rise in attendance (89% of those who booked a place in 2015-16 attended the course) therefore we will continue with this policy in 2017-18 although please note that the notice period and fee charges have been amended since last year:



It is essential that you inform Workforce Development if you are unable to attend. **Five working days' notice** is required in order to avoid a cancellation charge. Cancellations **must** be confirmed by you in writing (e.g. email). This enables us to offer a place to someone on the waiting list.

If you fail to attend without giving five days notification, your agency will be charged £50 for a half-day course, £100 for one day and £150 for a 2 day course. This also applies to individual applicants.

Certification and Evaluation of Training

A Certificate of Attendance will only be issued to participants who are **present for the entire course** and who have completed the pre and immediate post training evaluation.

The Bromley Safeguarding Children Board will then send out a 2 month post evaluation form to those that have attended for feedback on what has been learnt and applied in practice in the workplace. Only after completion of the 2 month post evaluation form and its return to the BSCB for analysis will the BSCB; within 4 weeks of receipt of the 2 month evaluation, issue the participant with a certificate of attendance.

Candidates must sign the register, as without this, the attendance certificate cannot be issued.

Send booking forms to:

Workforce Development Safeguarding.

E91 East Wing

Civic Centre

Stockwell Close

Bromley BR1 3UH

020 8461 7799 email: safeguarding.training@bromley.gov.uk Fax: 020 8313 4241

Competence Still Matters

The London Safeguarding Children Board produced guidance for agencies in 2014 on safeguarding training for employees and volunteers setting out responsibilities for all organisations in Competence Still Matters: safeguarding training for all employees & volunteers a guide to the responsibilities of all agencies.

The framework has been designed to assist all employers, voluntary organisations and LSCBs to meet the minimum requirements for the provision of safeguarding children training. It provides a framework for single and multi-agency training to enable professionals, volunteers, agencies, organisations and services to acquire the skills and knowledge to work effectively. It promotes consistency across the London boroughs for the delivery of such training whilst allowing for the degree of flexibility required to meet locally identified needs. Whilst the implementation of Competence Still Matters is not mandatory, it represents a standard of good practice and helps BSCB and our partner organisations fulfil our responsibilities as outlined in Working Together to Safeguard Children.

Training Levels

What training courses best meet your learning needs

BSCB has developed its training courses to be tailored to meet your professional workplace needs based on the amount and nature of your working involvement with children and young people. Every training course advertised stipulates which group (1-8) it is suitable for to ensure that you



are able to identify a course to meet your work needs. This is in line with Competence Still Matters.

The following groups are provided for:

Group1- Staff in infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect.

- **Examples of Jobs:** If you are a librarian, GP receptionist, a community advice centre staff, a parks & premises staff, a recreation assistant, an environmental health officers or any other similarly involved professional then a course graded level 1 will meet your needs
- **Content of Courses:** The courses will tend to focus on Basic Child Protection: child abuse and neglect, signs and indicators of abuse and neglect and what is normal child development. Most of these courses are delivered by BSCB e-Learning.

Group 2- Staff in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers who may be in a position to identify concerns about maltreatment including those that might arise from the use of CAF.

- **Examples of Jobs:** If you are a pre-school and day nursery worker, housing officer, staff member in a hospital, a YOT worker, or secure settings worker, Police officer (not in a specialist child protection role), a sports & leisure development officer, a disability specialist, a member of a faith group, a community youth worker, a play scheme volunteer or any other similarly involved professional then a course graded level 2 will meet your needs
- **Content of Courses:** The courses will tend to focus on Basic Child Protection, Information Sharing, effective multi-agency working, and models for the assessment of children's welfare and safety needs

Group3- Staff working predominantly with children, young people and/or their parents/carers and who could contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns.

- **Examples of Jobs:** If you are a paediatrician, GP, youth worker, early years staff, residential worker, midwife, school nurse, health visitor, sexual health staff, teacher, probation officer, sports welfare officer, workers in a community play scheme, those working with adults in, for example, learning disability, mental health or alcohol and drug misuse services or any other similarly involved professional then a course graded level 3 will meet your needs
- **Content of Courses:** The courses will tend to focus on effective multi-agency working, the impact of parenting issues like domestic abuse, mental health problems and substance misuse, the importance of family history functioning, working with families; the difficulty engaging and superficial compliance with professionals, managing thresholds for need and risk engaging in the child protection process.

Group 4- Members of the workforce who have particular responsibilities in relation to undertaking section 47 enquiries.

- **Examples of Jobs:** If you are a professional from health, education, police or children's social care; and you work with complex cases or are a social worker with responsibility for coordinating assessments of children in need then a course graded level 4 will meet your needs.



- **Content of Courses:** The courses will tend to focus on Section 47 enquiries & collaborative practice, using professional judgement, taking emergency action, working with complexity of need and risk communicating with children.

Group 5- Professionals Advisors, named and designated lead professionals

- **Examples of Jobs:** : Designated Safeguarding Lead (DSL) in a school or early years setting, Named Nurse, Named Doctor, Designated Nurse, Designated Doctor
- **Content of Courses:** The courses will tend to focus on promoting effective professional practice, supervision and advice, managing performance, and other specialist training

Group 6- Operational managers at all levels including: practice supervisors; front line managers and managers of child protection units.

- **Content of Courses:** The courses will tend to focus on promoting effective professional practice, supervision and advice, managing performance, and other specialist training.

Group 7- Senior Managers responsible for Strategic management of services for children, young people

Group 8- Members of Local Safeguarding Children Boards Boards including: board members; independent chairs; directors of children's services; elected members; lay members; members of executive and sub/task groups; business support team; inter-agency trainers.

- **Content of Courses:** Specialist training will be commissioned for Groups 7 and 8..



Safeguarding Children & Adults at Risk E-Learning Courses



Great news!

You can access safeguarding training courses on Me Learning's easy-to-use website – ideal as a refresher or as an induction for new staff and as a supplement to other types of learning.

These courses are aimed at professionals and volunteers who work or have contact with children, young people and their families and/or adults at risk.

Most courses take between 60 to 90 minutes to complete – but you can dip in and out multiple times and it will remember where you left off. You can log in at work or at home.

Successfully complete the simple quiz at the end of a course to gain your certificate, (you can have more than one go to try to get a higher score!). The best bit is these courses are available **FREE** to all within Bromley.

Safeguarding Children

Safeguarding Children Level 1 & 2
Safeguarding Children with Disabilities
Information Sharing & Consent - for People Working with Children
Managing Conflict – Children's Workforce

Safeguarding Adults

Safeguarding Adults Level 1 & 2
Mental Capacity Act 2005
Deprivation of Liberty Safeguards
Managing Conflict – Adult Workforce
Mental Health, Dementia & Learning Disability (Awareness) - for Health & Social Care

General

Safeguarding Awareness
Domestic Abuse
Difficult Relationships and Conflict
Data Protection Act 1998
Autism Awareness
Female Genital Mutilation
E Safety for Parents
E Safety for Children
Safeguarding against Radicalisation: the Prevent Duty
Modern Day Slavery & Human Trafficking
Hate Crime
Gangs



Female Genital Mutilation- to sign up for this free course go to <https://fgmelearning.co.uk>

How to register:-

- 1) Go on line and make sure you have access to your email account to register
- 2) Type in the address: https://bromley.melearning.university/course_centre
- 3) Click on the green 'self-register' button
- 4) Enter all of your details, including creating a username and password for your account that you will remember.
- 5) Enter the correct information in all of the fields using the drop down arrow.
- 6) Click 'Send log-in request'
- 7) You will then receive a welcome email to your registered email account reminding you of your username and password.

Once registration is complete you will be able to log on to complete courses in future with your username and password.

Once registration is complete you will be able to log on to complete courses in future with your username and password.

If you have any general queries or problems accessing the site please email:

safeguarding.training@bromley.gov.uk

providing your name, contact phone number and username

You can also email this address for details on face to face training



BSCB Multi-Agency Safeguarding Courses (class room based)

Introduction to Safeguarding Children

DURATION: Half day

Target Groups^{1/2} -

All staff that have some degree of contact with children and young people during the course of their work and require an understanding of how to identify potential indicators of abuse and neglect and knowledge of how to alert agencies with a statutory responsibility to investigate assess and support.

Professionals who have not yet completed more specialist, safeguarding children, training. Examples: librarians, GP receptionists, community advice centre staff, parks & premises staff, recreation assistants, environmental health officers, housing officers, staff in hospitals, YOT, secure settings. Police (not in specialist child protection roles), sports & leisure development officers, disability specialists, faith groups, community youth groups, play scheme volunteers.

This training corresponds with: Level 2 (Safeguarding Children & Young People: Roles & Competences for Health Care Staff – Intercollegiate Document, March 2014)

Course Aims –

To outline the basic safeguarding children responsibilities of all those who work with children, young people and/or their parents or carers.

Learning Outcomes - By the end of the training session training participants will be able to:

- Define different types of child abuse.
- Recognise potential indicators of child maltreatment – physical, emotional, and sexual abuse, and neglect.
- Take appropriate action, including appropriately reporting concerns and seeking advice.
- Describe their own and colleagues' roles, responsibilities, and professional boundaries.
- Refer to social care if a safeguarding/child protection concern is identified.
- Keep appropriate records of any concerns.
- Share appropriate and relevant information with others.
- Act in accordance with key guidance and legislation.
- Work in a fair and anti-discriminatory way with children, young people and families from culturally and racially diverse backgrounds

Pre-requisite: E-learning Level 1 Child Safeguarding module (free) or equivalent from own agency.

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
19 th October 2017	9.30 – 12.30	Civic Centre	Edify
15 th March 2018	9.30 – 12.30	Civic Centre	Edify



Group 3 Safeguarding Children: A Multi Agency Approach

DURATION: One day

AIM: To develop knowledge, skills and the ability to work together on the processes for safeguarding and promoting the welfare of children, including those who are suffering, or at risk of suffering, significant harm.

TARGET GROUP 3: Staff working predominantly with children, young people and/or their parents/carers and who could contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns. Professionals/staff who have completed BSCB E learning Training Modules 1&2 and/or Introduction to Safeguarding Children course (page 10).

Examples:

Paediatricians, GPs, youth workers, early years staff, residential staff, midwives, school nurses, health visitors, sexual health staff, teachers, probation staff, sports welfare officers, adult workers learning disability, mental health, alcohol and drug misuse services, community play schemes.

OUTCOMES:

By the end of the training session training participants will be able to:

- Demonstrate knowledge of patterns and indicators of child maltreatment and able to identify indicators of risk and need
- Describe the needs of children and young people from culturally and racially diverse backgrounds
- Describe and contribute to the processes outlined in What To Do If You're Worried A Child Is Being Abused, including the purpose of inter-agency activities and the decisions required at each stage
- Demonstrate skills in effective collaboration between agencies
- Contribute to the assessment model used by agencies at the different levels of intervention i.e. CAF, Child In Need and Child Protection
- Refer to and use the guidance and procedures to be followed, including the ways in which information will be shared across professional boundaries, within and between agencies, and how that information will be recorded
- Specify the precise roles and responsibilities of different interagency professionals involved, including the way in which children and other family members will be involved
- Outline the timescales set down in the regulations and guidance that govern the completion of assessments, making plans and timing of reviews
- Be able to respond appropriately and raise concerns if they are unhappy with the response given by agencies following a referral or if they have further worries about a child

PRE-REQUISITES: Completion of Multi-Agency or Single Agency basic/introduction Safeguarding Training and/or the BSCB E-Learning for levels 1 and 2 .

Refresher Training: At least every 3 years

Date	Time	Venue	Trainers
9 th May 2017	9:30 – 4:30	Civic Centre	Training in Practice
12 th July 2017	9:30 – 4:30	Civic Centre	Training in Practice
10 th October 2017	9:30 – 4:30	Civic Centre	Training in Practice
6 th December 2017	9:30 – 4:30	Civic Centre	Training in Practice
8 th February 2018	9:30 – 4:30	Civic Centre	Training in Practice



Group 4/5 Safeguarding Children: A Multi Agency Approach

DURATION: Two days

AIM: To enhance knowledge and skills and the ability to work together on the processes for safeguarding and promoting the welfare of children in complex and challenging situations.

TARGET GROUP Professionals with:

- Particular responsibilities in relation to undertaking Section 47 enquiries including professionals from health, education police and children's social care; those who work with complex cases and social work staff responsible for co-ordinating assessments of children in need. Group 4
- With professional advisers, designated, named and lead professionals. Group 5

This training aligns with: Level 4 & 5 (Safeguarding Children & Young People: Roles & Competences for Health Care Staff – Intercollegiate Document , March 2014).

OUTCOMES: By the end of the training session training participants will be able to:

- Demonstrate a highly developed awareness of their own roles and responsibilities, and those of others, in safeguarding and promoting the welfare of children during the assessment, planning, intervention and review processes
- Describe, and be able to advise others on, when and how to share information on a child about whom they have concerns, with due regard to consent and confidentiality
- Describe the factors that may inhibit the recognition of concerns
- Recognise the impact of anxiety on effective inter-agency working
- Demonstrate skills in inter-agency communication and consultation to promote positive outcomes for children and their families in all circumstances, including those where there is a difference of opinion
- Understand any timescales set down in guidance that govern completion of actions pertaining to children
- Demonstrate capacity for analysis and professional judgment through explaining the purpose and rationale for decision making and helping others to analyse and evaluate concerns, information and assessments when contributing to inter-agency judgments and decision making.

PRE-REQUISITES: Multi-Agency or Single Agency Training at Group 3 level.

Refresher Training: At least every 2 Years for Education Establishments Designated Child Protection and Safeguarding staff, 3 years for other agencies.

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
14-15 June 2017	9:30 – 4:30	Civic Centre	Training in Practice
20-21 November 2017	9:30 – 4:30	Civic Centre	Training in Practice
20-21 February 2018	9:30 – 4:30	Civic Centre	Training in Practice



Group 4/5 Safeguarding Children Refresher: A Multi Agency Approach

DURATION: One day

AIM: To enhance and update knowledge and skills required to work with complex safeguarding issues.

TARGET GROUP Professionals with:

- Particular responsibilities in relation to undertaking Section 47 enquiries including professionals from health, education police and children's social care; those who work with complex cases and social work staff responsible for co-ordinating assessments of children in need. Group 4
- With professional advisers, designated, named and lead professionals Group 5
- Those who have completed the 2 Day Advanced or equivalent course within the past 2/3 years

This training aligns with: Level 4 & 5 (Safeguarding Children & Young People: Roles & Competences for Health Care Staff – Intercollegiate Document, March 2014).

OUTCOMES:

By the end of the training session training participants will be able to:

- Demonstrate an awareness of roles and responsibilities as they apply to complex safeguarding issues
- Understand the application of children protection procedures to safeguarding issues
- Be able to demonstrate through their subsequent advice, decision making, coordination of assessments and interventions that they understand any system or procedural changes in relation to safeguarding and are aware of the latest learning and developments for managers and lead officers i.e an increased coordinated and targeted approach to the sexual exploitation of children and young people in the community
- Demonstrate an increased capacity for analysis and professional judgment through explaining the purpose and rationale for decision making and helping others to analyse and evaluate concerns, information and assessments when contributing to inter-agency judgments and decision making

PRE-REQUISITES: Has attended the Group 4, 2-day course within the last 2-3 years.

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
25 th September 2017	9:30 – 4:30	Civic Centre	Training in Practice
23 rd January 2018	9:30 – 4:30	Civic Centre	Training in Practice



Early Help: Understanding & Using Common Assessment Framework (CAF)

Please note that all CAF training is free of charge

DURATION: Half day

AIM: To understand local CAF arrangements, the key role of the Lead Professional, and how agencies will work together at an early preventative stage of intervention.

TARGET GROUP 3/4/5 –

- Who work predominantly with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns to identify when there is a concern about the welfare of a child. Group 3
- With particular responsibilities in relation to undertaking Section 47 enquiries including professionals from health, education police and children’s social care; those who work with complex cases and social work staff responsible for co-ordinating assessments of children in need. Group 4
- With professional advisers, designated, named and lead professionals Group 5

CAF corresponds with Level 3, 4 and 5 (Safeguarding Children & Young People: Roles & Competences for Health Care Staff – Intercollegiate Document, March 2014).

OUTCOMES: By the end of the training session training participants will be:

- Able to understand the CAF and the role of the Lead Professional
- Able to complete an assessment using the current CAF arrangements and know how to seek consent from a family/young person
- Familiar with the CAF and relevant legislation
- Familiar with the role of the Lead Professional and be able to take on this role
- Aware of the process for undertaking a CAF within Bromley
- Able to confidently explain to a family the benefits of a CAF
- Be familiar with the domains of the Common Assessment
- Able to understand where the CAF sits in relation to Bromley’s Safeguarding Continuum of Need and Intervention

PRE-REQUISITES: Completion of Multi-Agency or Single Agency basic/introduction Safeguarding Training. The BSCB E-Learning for levels 1 and 2 is available free of charge (see page 9 for access instructions).

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
18 th May 2017	9.30 – 12.30	Civic Centre	CAF Team



Common Assessment Framework: Developing Confidence in Chairing Team Around the Child Meetings

Please note that all CAF training is free of charge

DURATION: Half day

AIM: To enable participants to confidently and effectively chair Team Around the Child Meetings as part of the CAF process.

TARGET GROUP 3, 4 & 5: - Those who work regularly with children and young people and adults who are parents/carers and those with a particular responsibility for safeguarding children.

This training aligns with Level 3, 4 & 5 (Safeguarding Children & Young People: Roles & Competences for Health Care Staff – Intercollegiate Document, 2014)

OUTCOMES: By the end of the training session training participants will be able to:

- Describe Bromley’s safeguarding continuum of need and intervention and at which thresholds CAF/TAC interventions should take place
- Recognise and describe the role of the Team Around the Child Meetings in planning for the welfare of vulnerable children with additional needs
- Be confident and able to describe when to initiate a TAC
- Be confident and able to specify the aims and purpose of the TAC meeting
- Be able to set the agenda for the CAF meeting
- Be confident and effective in chairing CAF meetings
- Take appropriate action, including reporting concerns to Children Social Care if a safeguarding/child protection concern is identified
- Keep appropriate records of what was discussed and decided at meeting
- Act in accordance with key guidance and legislation.
- Work in a fair and anti-discriminatory way with children , young people and families from culturally and racially diverse backgrounds

PRE-REQUISITES: To have attended the Early Help: Understanding & Using the CAF Course within the last 3 years.

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
6 th July 2017	9.30 – 12.30	Civic Centre	CAF Team



Effective Supervision: Successfully Safeguarding Children & Young People

DURATION: One day (with half day follow up three months later)

AIM: To improve outcomes for children by ensuring that multi-agency professionals are able to deliver safe practice by enhancing their opportunities in formal supervision for professional reflective practice and critical thinking.

TARGET GROUP 3,4,5,6

This course is aimed at those who have a supervisory role and work predominantly with children young people, their parents/carer, including health clinical staff, who may be in a position to identify concerns about maltreatment, including those that arise from the use of the CAF. For example early years sector, community play schemes, midwives, schools nurses, youth workers, welfare offices, those working with adults for example in learning disability, mental health, alcohol or drug misuse services

OUTCOMES: By the end of the course attendees will be able to:

- To use their professional supervision time to focus on reflective practice and enhance the quality and accuracy of their professional judgements
- To identify what factors may block or inhibit the development of supervision that is based on reflective practice
- Describe the importance of effective supervision ; using messages from research and lessons learnt from enquires and serious case reviews
- Use and apply research to identify messages about what works well in terms of effective supervision practices and when intervening with families in pressurised and stressful working environments
- Recognise and advocate for supervision to focus on their professional and personal development needs
- Identify and describe why practitioners from diverse backgrounds may experience individual and or institutional discrimination which may be played out in supervision

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
7 th February 2018	9:30 – 4:30	Civic Centre	Janet Lee



Domestic Violence Level 1 Foundation

DURATION: One day

AIM:

- To raise awareness of domestic abuse to a multi-agency audience.
- To enable professionals to understand their role, in effectively working with families where there is a domestic abuse including responding to perpetrators

TARGET GROUP: 1,2,3,8 as well as any staff in Groups 4,5,6 who wish to refresh their basic DV training before undertaking the intermediate or advanced courses staff.

All frontline staff and managers including administration staff and receptionists who often have first contact with service users. Staff who regularly work with families where there is domestic abuse and who already have a basic awareness of domestic abuse. This may include staff working in the area of health, housing, legal advice, police, social care, benefits, early years/childcare, voluntary sector, education, vulnerable adults, substance misuse and probation.

OUTCOMES - By the end of the Course participants should be able to:

- For professionals to develop an understanding of the different types of domestic abuse.
- To improve identification of domestic abuse and awareness of risk.
- To understand the dynamics of domestic abuse, the methods used by abusers to maintain power and control and to recognise domestic abuse as a continuum of abusive behaviour.
- To understand that abusers are solely responsible for the abuse and the harm it causes to the primary and secondary victims and that domestic abuse is intentional, functional and instrumental.
- To understand their roles and responsibility to safeguard the children and vulnerable adults.
- To understand why leaving an abusive relationship is difficult.
- To understand the barriers to leaving an abusive relationship including those faced by LGBT victims, victims from BME backgrounds and of the complex challenges of vulnerable adults and other special needs of victims of domestic abuse.
- To raise awareness of the services available to those experiencing domestic abuse and their families and the role of relevant local agencies both statutory and voluntary.
- To understand the importance of multi-agency working.
- To understand the duty and limits of information sharing.
- For agencies to be aware of one standardised tool CAADA DASH (Domestic Abuse, Stalking, harassment and Honour based violence) risk assessment and the risk indicators.
- To understand the Multi Agency Risk Assessment Conference (MARAC) process, their agencies role and referral process.
- To be aware of services available to people who are abusive to their partners and the necessity to work with the victim when perpetrator work is undertaken.
- To have an awareness of the legislative framework surrounding domestic abuse including the role of specialist domestic violence courts (where in place), staff guidance and local services.

DATES, TIME & VENUE:

Date	Time	Venue	Trainers



Domestic Violence Level 2 Intermediate

DURATION: One day

AIM: To improve participants' skills and build on their knowledge of the issues surrounding domestic abuse enabling them to support victims and their families effectively in a multi-agency environment.

TARGET GROUP 2/3/4/5

Staff who regularly work with victims and their families, such as housing, education, voluntary agencies, staff working with at risk adults, probation, CPS, substance misuse teams, children's services.

This training aligns with: Level 3 (Safeguarding Children & Young People: Roles & Competences for Health Care Staff – Intercollegiate Document, March 2014).

OUTCOMES - By the end of the course participants should:

- Carry out routine enquiry with relation to domestic abuse and respond effectively to disclosures
- Carry out a MARAC risk assessments and advise victims on safety planning
- Understand the importance of record keeping, information sharing and legal responsibilities
- Recognise the links between substance misuse, mental health and domestic abuse
- Gain an understanding of the particular issues that victims in different community groups may face.
- Be aware of the criminal and civil remedies that are available to victims of domestic abuse
- Be familiar with the support services that are available in Bromley and referral pathways

DATES, TIME & VENUE:

Date	Time	Venue	Trainers



Domestic Violence Level 3 Advanced

DURATION: One day

AIM: To promote a common, shared understanding of the roles and responsibilities of different professionals working closely with victims of domestic abuse and their children. To achieve effective working relationships and consistency in assessments and responses to families.

TARGET GROUP 3/4/5/6:

Practitioners who are key agencies in the core support group for domestic abuse victims and their families, such as social workers, family liaison workers, designated staff for child protection, teachers, housing caseworkers, domestic violence specialists and CAF/CASS.

This training aligns with: Level 3 (Safeguarding Children & Young People: Roles & Competences for Health Care Staff – Intercollegiate Document, March 2014).

OUTCOMES - By the end of the course participants should:

- Increase their understanding of the impact of domestic violence on children and young people by revisiting some of the child developmental theories and recent research evidence
- Be able to carry out level 2 risk assessments and advise on safety planning with both parents and children
- Become familiar with the range of options for intervention in order to improve safety for victims and their families
- Understand the BSAB and BSCB procedures (Adults and Children’s Safeguarding boards) with relation to domestic violence and Bromley guidelines for implementation.
- Be able to define their own responsibilities within the legal and procedural framework
- Have a clear understanding of the legislation and guidance with respect to information sharing
- Have a good knowledge of the criminal and civil law in relation to domestic abuse
- Provide and understanding of engaging with perpetrators and how to refer perps to our local DVIP Perpetrator programme

DATES, TIME & VENUE:

Date	Time	Venue	Trainers



Child Sexual Exploitation

DURATION: One day

AIM: To improve multi agency working in identifying and intervening at an early stage with children and young people vulnerable to child sexual exploitation in the community and ensuring that the general workforce is aware of how to alert and refer to other professionals both within and outside of their own organisations.

TARGET GROUP 2 & above: Multi-agency professionals (social workers, teachers, Police, YOT, youth and health workers, voluntary sector, Bromley Y, JusB)

OUTCOMES: By the end of the course attendees will be able to:

- Identify situations where CSE is likely to be occurring and alert appropriate agencies,
- Know what the indicators of CSE are and what approaches are available locally to help prevent and respond
- Understand the role of the Barnardo's Programme in Bromley and be able to share with them information when appropriate and assist them with their interventions
- Have a full understanding of the family environmental factors which increase vulnerability.
- Work in partnership with other professionals to prevent CSE and safeguard children and young people currently being exploited.
- Identify and support trafficked young people
- Understand how perpetrators and organised groups of individuals groom and attract children and young people and avoid professional attention.
- Use the Escalation Procedure
- Understand and use the referring pathway

PRE-REQUISITES: To have completed Group 1 and 2 Safeguarding Children via BSCB E-Learning course (see page 9 for instructions) or equivalent Introduction to Safeguarding Children modules in own agency.

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
TBC			



Parental Mental ILL Health: Working Better Together to Safeguard the Child & the Adult

DURATION: One day

AIM: Ensuring participants understand the child and adult safeguarding principles behind working with parents with mental health conditions and their children.

Enabling professionals to intervene appropriately with children and adults and equipping them with the skills to keep safe by alerting others to oncoming mental health episodes.

TARGET GROUP: 3 and above. May be suitable for some Group 2 who work with parents, discuss with your Safeguarding Lead.

OUTCOMES: By the end of the Course participants should be able to:

- Be aware of the major diagnosed conditions of mental ill health and the behaviours and presentations associated with them
- Describe the risks that are posed to children and adults from deteriorating parental mental ill health
- Describe the principles behind approaches to working with children and parents/carers where there are adult mental health concerns
- Describe which approaches are more and less successful in achieving sustained improvements in safety for both children and adults in home environments where one or more parent has a mental health condition
- Intervene with multi agency professionals in a safe and non-blaming way to help children and adults feel confident about alerting others and seeking help
- Help children and parents to learn how to notice when they are becoming mentally unwell and how to identify the triggers and alert others promptly
- explored how mental illness can effect parenting capacity and the child's development
- Examine their own practice of assessing risk to children whose parents experience mental ill health
- Discuss how professionals from adult and children's services can work together to ensure the best outcomes for children affected by parental mental ill health
- Describe the referral pathway to alert agencies to deteriorating parental mental health and child safety /welfare concerns
- Describe what local support services are available for the children and adults involved
- Refer to Bromley Safeguarding Children Board and Oxleas health Trust for further information and signposting

PRE-REQUISITES: To have completed Group 1 and 2 Safeguarding Children via BSCB E-Learning course (see page 9 for instructions)

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
26 th May 2017	9:30 – 4:30	Civic Centre	Training in Practice
10 th January 2018	9:30 – 4:30	Civic Centre	Training in Practice



Working with Parental Substance & Alcohol Misuse

DURATION: One day

AIM: To develop professional knowledge and skills to enable professionals to effectively intervene with children who experience neglect and abuse as a result of having parents/carers who misuse alcohol and drugs.

TARGET GROUP 3 and above

3-Staff working predominantly with children, young people and/or their parents/carers and who could contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns. Examples: paediatricians, GPs, youth workers, early years staff, residential staff, midwives, school nurses, health visitors, sexual health staff, teachers, probation staff, sports welfare officers, adult workers learning disability, mental health, alcohol and drug misuse services, community play schemes

4- Members of the workforce who have particular responsibilities in relation to undertaking section 47 enquiries. Examples: professionals from health, education, police and children's social care; those who work with complex cases and social work staff responsible for coordinating assessments of children in need

5-Professional with responsibility for leading on safeguarding and providing advice and those running operational units Examples: professional advisers, named and designated lead professionals.

6- Operational managers, practice supervisors

This training aligns with Level 3, 4 & 5 (Safeguarding Children & Young People: Roles & Competences for Health Care Staff – Intercollegiate Document, 2014)

OUTCOMES: By the end of the training session training participants will be able to:

- Demonstrate a knowledge of the patterns and indicators of serious parental substance misuse and be able to identify indicators of risk and need for the child/young person
- demonstrate skills in effective collaboration between child protection agencies and those involved in addressing parental substance Misuse,
- describe how substance misuse can affect parenting capacity and the key stages of a child's development that may be effected,
- reflect on trends from research and learning from Serious Case Reviews and the relationship between substance misuse, domestic violence and parental mental ill health.
- explore the process of assessing risk and be able to describe ways to intervene effectively
- awareness of local services for parents with substance abuse difficulties and referral pathways
- describe the needs of children and young people from culturally and racially diverse backgrounds who are exposed to parents with substance misuse difficulties.

PRE-REQUISITES: Basic CP Training and acquainted with 'What to Do' and Assessment Framework. Single Agency Training (see pg. 5). E- Learning available via BSCB see page 9 for access instructions.

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
13 th July 2017	9:30 – 4:30	Civic Centre	Talking Life



6 th February 2018	9:30 – 4:30	Civic Centre	Talking Life
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Safeguarding Disabled Children: Protecting our Most Vulnerable Children

DURATION: One day

AIM: To recognise the particular vulnerabilities and risks faced by disabled children and to be able to separate their needs from those of their carers

TARGET GROUP 3 and above: Those who work regularly with children and young people and those with a particular responsibility for safeguarding children. In particular, health professionals, social workers, borough police and CAIT, voluntary and community organisation staff, education staff.

This training aligns with Level 3, 4, & 5 (Safeguarding Children & Young People : Roles & Competences for Health Care Staff – Intercollegiate Document, September 2014)

OUTCOMES: By the end of the training session training participants will be able to:

- Describe the barriers to safeguarding disabled children
- Describe what makes disabled children and young people more vulnerable to abuse
- Describe the impact of abuse on the disabled child's and young person's development and care
- Describe the specific difficulties that children and young people with disabilities may have in communicating what they are experiencing
- Assess risk when protecting disabled children and young people from harm and separate issues relating to their specific disability and the role of their carer from child protection and welfare issues

PRE-REQUISITES: Single Agency or Multi-Agency Safeguarding Training to level 3

DATE, TIME & VENUE

Date	Time	Venue	Trainers
22 nd May 2017	1:30 – 4:30	Civic Centre	Talking Life
18 th January 2018	1:30 – 4:30	Civic Centre	Talking Life



Working with Complexity & Risk (Engaging Hard to Reach Families)

Duration: Half day

AIM: To improve multi agency working with families who may be either unable or reluctant to engage for a variety of reasons.

TARGET GROUP 3/4/5/6: This course is aimed at those who work predominantly with children young people, their parents/carer, including health clinical staff, who may be in a position to identify concerns about maltreatment, including those that arise from the use of the CAF. Team Leaders/managers, lead/named officers and those who supervise child protection cases. For example early years sector, community play schemes, midwives, schools nurses, youth workers, welfare offices, those working with adults for example in learning disability, mental health, alcohol or drug misuse services

This training aligns with Level 3, 4 & 5 (Safeguarding Children & Young People: Roles & Competences for Health Care Staff – Intercollegiate Document , March 2014).

OUTCOMES: By the end of the course attendees will be able to:

- To describe the reasons why some families are either indifferent or hostile to professional involvement
- To apply an understanding of the family's history and background to explain the lack of engagement
- Describe the contribution that attachment disorders, mental ill health, substance misuse and learning difficulties can make in presenting blocks to effective engagement; using messages from research and lessons learnt from enquires and serious case reviews
- Use research to identify messages about what works well in terms of joint working practices in intervening with hard to reach families
- Describe effective communication approaches in working with hard to reach families
- Describe effective collaborative working and the impact of the professional's on families
- Describe why families from diverse backgrounds who have experienced past individual and or institutional discrimination may be avoidant or hostile
- Use the local referring pathways
- Describe organisational obstacles that can prevent effective intervention

PRE-REQUISITES: To have attended Safeguarding Children Group 3 equivalent multi-agency course.

DATE, TIME & VENUE

Date	Time	Venue	Trainers
13 September 2017	9:30 – 4:30	Widmore Centre	Janet Lee



Introduction to Safeguarding Neglected Children

DURATION: One day

AIM: To improve multi agency working in identifying and intervening at an early stage with children and young people vulnerable to neglect in the community and ensuring that the children's workforce is aware of how to alert and refer to other professionals both within and outside of their own organisations.

TARGET GROUP 2, 3 and 8

This course is aimed at those who are in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers and who may be in a position to identify concerns about maltreatment. As well as those staff working predominantly with children, young people and/or their parents/carers and who could contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns.

Examples: Housing officers, staff in hospitals, YOT, secure settings. Police (not in specialist child protection roles), sports & leisure development officers, disability specialists, faith groups, community youth groups, play scheme volunteers, youth workers, early years staff, residential staff, midwives, school nurses, health visitors, sexual health staff, teachers, probation staff, sports welfare officers, adult workers learning disability, mental health, alcohol and drug misuse services, community play schemes.

OUTCOMES: By the end of the course attendees will be able to:

- to describe the signs, symptoms and definitions of neglect
- to describe the impact upon the developing child of neglect and how future life opportunities are impaired
- Understand local thresholds for professional involvement and be able to refer serious and persistent neglect concerns to children social care for investigation
- describe the contribution that mental ill health, substance misuse and domestic violence can make in creating neglectful parenting situations
- Describe the obstacles that prevent effective early intervention with children who are experiencing neglect and practical approaches that can be taken to assist families and promote positive outcomes

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
10 th July 2017	9:30 – 12:30	Civic Centre	Training in Practice
9 th October 2017	1:30 – 4:30	Civic Centre	Training in Practice
24 th January 2018	9:30 – 12:30	Civic Centre	Training in Practice



The Challenge of Safeguarding Neglected Children in Families with Complex Needs

DURATION: One day

AIM: To improve multi agency working in identifying and intervening at an early stage with children and young people vulnerable to neglect in the community and ensuring that the general workforce is aware of how to alert and refer to other professionals both within and outside of their own organisations.

TARGET GROUP 3/4/5/6

This course is aimed at those who work predominantly with children young people, their parents/carer, including health clinical staff, who may be in a position to identify concerns about maltreatment, including those that arise from the use of the CAF. Team Leaders/managers, lead/named officers and those who supervise child protection cases. For example early years sector, community play schemes, midwives, schools nurses, youth workers, welfare offices, those working with adults for example in learning disability, mental health, alcohol or drug misuse services

OUTCOMES: By the end of the course attendees will be able to:

- to describe complex family environments where neglect of children is occurring.
- to describe the impact upon the developing child of neglect using research from attachment theory and brain development and explore why professionals should respond early
- to set out the legal and procedural framework for responding to neglect with reference to the Bromley Thresholds document and the Bromley guidance for practitioners – working with neglectful families
- describe the contribution that mental ill health, substance misuse and domestic violence can make in creating neglectful parenting situations using messages from research and lessons learnt from enquires and serious case reviews
- using research to identify messages about “What Works” in intervening with neglectful families
- Understand and use the local referring pathways
- Describe effective professional interventions and the organisational obstacles that can prevent effective intervention

PRE-REQUISITES: To have attended Safeguarding Children Group 3 equivalent multi-agency course.

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
21 st June 2017	9.30 – 4.30	Civic Centre	Janet Lee
5 th October 2017	9.30 – 4.30	Civic Centre	Janet Lee
5 th March 2018	9.30 – 4.30	Civic Centre	Janet Lee



Teenagers Self-Harming: Responding to Risk & Managing Professional Anxiety

DURATION: One day

AIM: Enable participants to recognise deliberate self-harming teenage behaviours and respond appropriately and proportionately to risk in a way that does not escalate the behaviour further. Manage professional and public anxiety.

TARGET GROUP 3 and above

Staff working predominantly with children, young people and/or their parents/carers and who could contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns.

Examples:

Paediatricians, GPs, youth workers, social workers, residential staff, school nurses, sexual health staff, teachers, probation staff, sports welfare officers, , mental health workers, alcohol and drug misuse services, community play schemes

OUTCOMES: By the end of the training session training participants will be able to:

- Demonstrate knowledge of patterns and indicators of self-harming amongst teenagers and methods to assess risk
- Describe the pressures and identity issues that result in teenagers being more vulnerable to self-harming behaviours
- Describe the significant role of internet and electronic communication in escalating self-harming behaviours
- Describe the meaning and significance of peer and sub-group pressure
- Describe proportionate and appropriate responses to particular incidents of self-harming behaviour and manage professional anxiety.
- Confidently use practical approaches in working with teenagers to address their self-harming behaviours
- Describe local referral pathways and the role of the local safeguarding board
- Demonstrate knowledge of local Bromley resources that can support teenagers that self-harm and their families

PRE-REQUISITES: To have attended Safeguarding Children Group 3 equivalent course

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
28 th September 2017	9:30 – 4:30	Civic Centre	Talking Life



Safeguarding Young Carers

DURATION: Half day

AIM: To recognise the needs and vulnerabilities of young carers and how their roles impact on their welfare and development.

TARGET GROUP 3 and above

- Those who work predominantly with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns to identify when there is a concern about the welfare of a child. Group 3
- Those with particular responsibilities in relation to undertaking Section 47 enquiries including professionals from health, education police and children's social care; those who work with complex cases and social work staff responsible for co-ordinating assessments of children in need. Group 4
- Professional advisers, designated, named and lead professionals and those with managerial responsibility at an operational level such as recruitment of staff, team management and decision making. Group 5/6

OUTCOMES: – By the end of the training session participants will be able to:

- Identify the attributes of a young carer
- Describe the signs that a child or young person may be a young carer
- Describe the needs of young carers and their families
- Describe how to respond to the needs of young carers and their families
- Identify and offer resources available to young carers and their families
- Describe their individual and agency roles and responsibilities
- Work with colleagues across agencies to support young carers

PRE-REQUISITES: To have attended Safeguarding Children Group 3 equivalent multi-agency course.

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
TBC			



Safeguarding Training for Designated Teachers

DURATION: Two days (two weeks apart)

AIM: Designated teachers to have a full understanding of their roles and responsibilities to assess initial incidents and concerns, confidently advising and instruct other educational staff and sharing information appropriately with children social care and other agencies.

TARGET GROUP 5

All staff working with children and young people in schools, academies and colleges who have a designated responsibility for child protection and safeguarding.

OUTCOMES: This includes being able to:

- Identify cases of suspected abuse and neglect and know how to respond
- Identify concerns specific to working with children from diverse cultural and racial backgrounds .i.e. F.G.M.
- Identify and implement strategies to support vulnerable children
- Provide other staff in the school with advice on safeguarding matters
- Understand the role of other agencies in safeguarding children and contribute to risk assessments working in partnership with families and multi- agency professionals in delivering subsequent interventions
- Have knowledge of and ensure the existence of relevant safeguarding policies and procedures
- Maintain an overview of the safeguarding policies, procedures and processes within the school
- Access further safeguarding training, information and materials and be able to share their learning with others in the workplace via workshops and training events
- Ensure staff are aware of policies and procedures and are appropriately trained to identify signs and indicators of abuse and neglect.
- Maintain an overview of and monitor all vulnerable children and young people within the school
- Monitor and evaluate the effectiveness of the safeguarding processes within the school and contribute to changes when needed

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
16 & 29 June 2017	9:30 – 4:30	Civic Centre	Tailormade Training
10 & 17 November 2017	9:30 – 4:30	Civic Centre	Tailormade Training
23 February & 2 March 2017	9:30 – 4:30	Civic Centre	Tailormade Training



Safeguarding Training for Designated Teachers REFRESHER

DURATION: One day

AIM: Designated teachers to continue to have a full understanding of their roles and responsibilities to assess initial incidents and concerns, confidently advising and instructing other educational staff, on specific concerns and the lessons learnt from serious case reviews and research. To be able to share information appropriately with children social care and other agencies.

TARGET GROUP 5

All staff working with children and young people in schools, academies and colleges who have a designated responsibility for child protection and safeguarding and need updating on recent local and national safeguarding developments.

OUTCOMES: At the end of the training attendees should be being able to:

- Identify cases of suspected abuse and neglect and know how to respond
- Identify concerns specific to working with children from diverse cultural and racial backgrounds i.e. F.G.M.
- Identify and implement strategies to support vulnerable children
- Provide other staff in the school with advice on safeguarding matters
- Understand the role of other agencies in safeguarding children and contribute to risk assessments working in partnership with families and multi- agency professionals in delivering subsequent interventions
- Have knowledge of and ensure the existence of relevant safeguarding policies and procedures
- Maintain an overview of the safeguarding policies, procedures and processes within the school
- Access further safeguarding training, information and materials and be able to share their learning with others in the workplace via workshops and training events
- Ensure staff are aware of policies and procedures and are appropriately trained to identify signs and indicators of abuse and neglect.
- Maintain an overview of and monitor all vulnerable children and young people within the school
- Monitor and evaluate the effectiveness of the safeguarding processes within the school and contribute to changes when needed.
- Understand lessons learnt from serious case reviews and the latest research

PRE-REQUISITES: To have attended Safeguarding Training for Designated Teachers and/or Group 4/5 Safeguarding Children within the past 2 years.

DATES, TIME & VENUE:

Date	Time	Venue	Trainers
7 th July 2017	9:30 – 4:30	Civic Centre	Tailormade Training
1 st December 2017	9:30 – 4:30	Civic Centre	Tailormade Training
9 th March 2018	9:30 – 4:30	Civic Centre	Tailormade Training



Safeguarding Children: A Basic Induction - Commissioned Training for Schools

DURATION: Half day

AIM: To outline the basic safeguarding children responsibilities of all those who work with or have contact with children, young people and/or their parents or carers in schools or school managed sites.

TARGET GROUPS 1,2,3

All School staff that have some degree of contact with children and young people during the course of their work and require an understanding of how to identify potential indicators of abuse and neglect and knowledge of how to alert agencies with a statutory responsibility to investigate assess and support.

Examples: All teaching staff, premises officers, cleaners, lunch providers.

OUTCOMES: By the end of the training session training participants will be able to:

- Define different types of child abuse
- Recognise potential indicators of child maltreatment – physical, emotional, and sexual abuse, and neglect
- Take appropriate action, including appropriately reporting concerns and seeking advice
- Describe their own and colleagues' roles, responsibilities, and professional boundaries
- Know how to refer to their lead professional and social care if a safeguarding/child protection concern is identified
- Keep appropriate records of any concerns
- Share appropriate and relevant information with others
- Act in accordance with key guidance and legislation

PRICE: £239 per half day session

DURATION: Half day

TRAINER: Edify Training

Schools are responsible for the payment of this training provided by the contractor (Edify Training) you are responsible for the payment of training properly provided within 30 days.

The contractor may have a right to claim for additional costs where payment is made late or not processed.

To book this training please contact: Peter Hewitson, Edify Training on 01622 766078.



Safeguarding Course Application Form

April 2017 - March 2018



To be completed by the Applicant

Part 1 PLEASE USE BLOCK CAPITALS

Sector Type: Please select	
Course Name:	
Preferred Date:	
Applicant Personal Details	
Surname:	Title:
First Name(s)	Sex: Please select
Disability and details of any special requirements:	
Applicant's Work Address:	Living Address (if different from Work Address):
Applicant's Contact Details: Mobile Number: Home Tel Number: Office Tel Number: Home E-mail Address Office E-mail Address <i>Joining instructions will be sent to this email address</i>	

Name of Organisation:	
Job Title:	
Division:	Team:
BSCB only - Are you the Child Protection Lead: Yes <input type="checkbox"/> No <input type="checkbox"/>	
BSCB only - You must complete your agency's Child Protection Training before applying for a place on a BSCB Course.	Date Training Completed:
Name of Line Manager:	Cost Code:

Contact Details for Line Manager (phone, e-mail and address of organisation):

Sector (please note - this information is essential):

Education: Please select sector type:

Early Years Community: Please select sector type:

**London Borough of Bromley:
Employee No:** Please select sector type:

**Private/ Commercial
Providers:** Please select sector type:

**Voluntary/Charity/Community
Sector:
Registered Number:** Please select sector type:

Health: Please select sector type:

Justice: Please select sector type:

Other (please state):

IMPORTANT INFORMATION – please read before signing and returning this form:

- If you are allocated a place on the course of your choice, you will receive an email confirmation sent to the address you have specified above.
- If there are no places available, you will be notified accordingly and placed on a waiting list.
- If you need to cancel your place, please ensure that you give us 5 working days' notice (Monday to Friday) by e-mail so that we can allocate your place to someone else. We will accept a substitute up to the course date. If you fail to do this, your agency will be charged £50 for a half day, £100 for one day and £150 for a two day course
- Delegates need to be aware that they should arrive 15 minutes before the start time for registration and that there will be no admittance after 15 minutes of the start time.
- If you leave early a certificate will not be issued and this will be recorded as non-attendance.
- You agree to complete any pre-course work before attending this course if required.
- You agree to complete pre and post evaluation reports as requested for this course.
- **Your Manager has seen your pre evaluation questionnaire (below) and agreed that you can attend this training course.**

Applicant's Signature Date:

PTO to complete part 2

Safeguarding Children in Bromley Multi Agency Training Programme Participants Pre Training Evaluation Questionnaire

Agency:		Place of Work:	
Name:			
Course Title:			
Course Date/Time:			
Trainer(s):			
Venue:			

1. Have you had any other Safeguarding Children Training within the last 6 months?
- Last year
- Last 2 years
- Previous Course Name

How would you rate your current level of knowledge and understanding of the following course content? Please specify a rating by putting <input type="checkbox"/> in the appropriate box below	Not at all	Not very	Quite	Very	Totally
	1	2	3	4	5
1. I am aware of the knowledge areas to be covered and specified in the learning objectives for this Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. In my professional role, I know what my responsibilities are in order to address any area of concern relating to this specific work with children and young people in Bromley.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I feel confident in reflecting on my practice and working in partnership with children, families and other professionals, challenging others about the issues being raised in this course and in turn being challenged myself.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I am confident and know when and how and with whom, to share information about children and families who experience the issues covered in this Course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I can specify the roles and responsibilities of other professionals in the area of work covered by the Course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I understand the BSCB protocol for resolving inter-agency disputes and escalating concerns about a case.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I understand how safety and welfare concerns will be assessed and I understand my role in contributing to the development and implementation of any planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You will receive this form back from your trainer at the end of the course allowing you to complete a comparative 'post course' questionnaire of the programme

General Comments:

Please return the completed application form to:

Workforce Development (Safeguarding), E91 East Wing, Civic Centre, Stockwell Close, Bromley, BR1 3UH
 Fax: 020 8313 4241 Tel: 020 8461 7799 Email: safeguarding.training@bromley.gov.uk



Child Protection Courses Provided by Other Agencies

**These are not BSCB courses.
See individual course details for booking
information**



Safer Recruitment Training **A Guide to the Safer Recruitment of School Staff**

Date: 14 June, 5 July, 28 September, 18 October, 16 November & 6 December 2017

Time: 9:30am - 4:30pm

Venue: The Warren

Cost: £185 for the schools purchasing either a full or advisory service. £215 for all other delegates

Aimed at:

- Head Teachers
- Members of Senior Leadership Teams
- Chairs of Governors
- School Business Managers and Bursars

Course Leaders:

- Tracey Warne

Cancellations – Please note that we require 48hours notice of a cancellation. Your School will be charged a cancellation fee of £100 (per person) if a delegate fails to send in apologies when they cannot attend. Substitutions can be made at any time to avoid being charged. We will not routinely send reminders of course dates therefore you are advised to diarise the course once your place has been confirmed.

The Course will cover:

- Identifying the key features of staff recruitment that help deter or prevent the appointment of unsuitable people.
- Considering policies and practices that minimise opportunities for abuse or ensure its prompt reporting.
- Helping participants begin to review their own and their organisations' policies and practices in recruitment with a view to making them safer.

At the end of the course delegates will undertake a formal assessment and if successful will receive a certificate of accreditation in Safer Recruitment.

NB. This is not a comprehensive workshop on staff recruitment and selection.

Booking Instructions

Please email for a booking form SchoolServices.Training@liberata.com

For further information, please contact Tracey Warne on 020 8603 3569
tracey.warne@liberata.com



Single Agency Child Protection Training delivered by Bromley Early Years & Childcare Service

Bromley Early Years and Childcare Service recommend that all providers attend the following single agency training.

The content of these training courses meets the standards required by the Bromley Safeguarding Children Board (BSCB) and the requirements from the Early Years Foundation Stage and Ofsted.

If you are unable to get a place on any of the courses, you can complete the free child protection e-learning course available from the BSCB website, but you must book the next available place on the Bromley Early Years course. Attendance at these courses is a pre-requisite for attending BSCB multi-agency training.

Child Protection for Designated Leads. Delivered over three half days.

- Child Protection for Newly Registered Childminders.
- Child protection for the newly appointed first and second Designated Lead in pre-schools, day nurseries and out of school provision.

Refresher Child Protection Training delivered over one full day or two half day sessions

- Child Protection for the Designated Lead in pre-schools, day nurseries and out of school provision
- Child Protection for Childminders
- Child Protection for Practitioners in pre-schools, day nurseries and out of school provision

To book a place visit: www.bromleyedonline.org.uk



The Pathway to BSCB Child Protection Training.

STEP 1- BASIC LEVEL-SINGLE AGENCY

Complete the Basic Child Protection Training provided by your own agency.

All work organisations and agencies have a responsibility to provide basic child protection training for appropriate staff.

The **aim** of this training:

To recognise and respond appropriately to a 'child in need' and a child at risk of 'significant' harm.

The BSCB has agreed that basic single agency training should cover the following areas:

Content:

- **Signs and symptoms of abuse**
- **Categories of abuse**
- **Normal child development**
- **Basic safe practice**
- **Key guidance and legislation**
- **How to make a referral**
- **Importance of inter- agency working.**

The **Target Groups** for this training should be staff in infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect **or**

Staff in regular contact or who have a period of intense but irregular contact, with children, young people and/or parents/carers who may be in a position to identify concerns about abuse and neglect.

Groups 1 & 2 identified in **this** BSCB Inter-Agency Training Brochure

If you have any doubts about your suitability for this internal training discuss it with your manager / supervisor who will ultimately need to agree and authorise your attendance.

STEP 2- INTERMEDIATE LEVEL TRAINING

This could be:

a) Training Provided by your own Single Agency to address your child protection responsibilities in relation to particular work you carry out with children

Entrance requirements: Normally completion of your internal basic child protection training and /or the BSCB E Learning Course **or,**

b) Multi-Agency-Safeguarding Children Training provided by the BSCB .-

Entrance Requirements: You will normally need to have completed your internal basic child protection training and the BSBC e-learning basic child protection course. Groups 3 & 4 will also need knowledge of the Framework for the Assessment of Children.

This training is targeted to meet the particular training needs of different groups (see '**Training that meets learning needs**' in this training Brochure)



STEP 3- SPECIALIST LEVEL TRAINING

This could be:

a) Specialised Training Provided by your own Single Agency to update or explore in more depth a particular subject/practice area, to enhance knowledge or competence in this area.

Target group and Entrance requirements: to be determined from within your agency **or,**

b) Multi-Agency Specialist Child Protection Courses provided by the BSCB to update or explore in more depth a particular area of child protection to enhance competence and capacity to work together with other agencies.

These Courses are aimed at training Groups from 3 and above. Some are targeted at managers, those with responsibilities for leading or contributing to Section 47 Investigations/ child in need assessments, and named lead/ designated/ professionals.

Please read the published details for each course carefully and discuss the appropriateness of attending a course with your manager/supervisor to ensure that the course you apply for is best suited to your learning needs.