



# **TRAINING PROGRAMME**

**April 2009-March 2010**

**Contents**

<a href="#"><u>Introduction</u></a> .....	3
<a href="#"><u>Training Pathway</u></a> .....	7
<a href="#"><u>Training Group Members</u></a> .....	8
<a href="#"><u>What To Do If</u></a> .....	9
<a href="#"><u>Safeguarding Children Foundation Module 1</u></a> .....	10
<a href="#"><u>Safeguarding Children Foundation Module 2</u></a> .....	12
<a href="#"><u>Safeguarding Children Foundation Module 3</u></a> .....	14
<a href="#"><u>Adult Mental Ill Health Assessing the Impact on Children</u></a> .....	16
<a href="#"><u>Adult Substance Misuse and Its Impact on Children</u></a> .....	17
<a href="#"><u>Children and Young People with Sexually Harmful Behaviour</u></a> .....	18
<a href="#"><u>Effective Inter-Agency Assessment</u></a> .....	19
<a href="#"><u>Engaging Fathers and Male Carers</u></a> .....	20
<a href="#"><u>Fabricated Illness</u></a> .....	21
<a href="#"><u>Managing Allegations</u></a> .....	22
<a href="#"><u>Managing Risk</u></a> .....	23
<a href="#"><u>“Neglect”, Assessment and Intervention</u></a> .....	24
<a href="#"><u>Pre-Birth Risk Assessment</u></a> .....	25
<a href="#"><u>Safeguarding Disabled Children</u></a> .....	26
<a href="#"><u>Safer Recruitment</u></a> .....	27
<a href="#"><u>Serious Case Reviews What We Can Learn</u></a> .....	28
<a href="#"><u>Training the Trainers</u></a> .....	29
<a href="#"><u>Understanding and Working with Sexual Abuse</u></a> .....	30
<a href="#"><u>Application Form</u></a> .....	31
<a href="#"><u>Child Protection Liaison Office Training</u></a> – see Appendix 1 .....	33

**NEW  
REVISED**

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NEW**

# Introduction

Welcome to the Surrey Safeguarding Children Board Training Programme

“It is the responsibility of the LSCB to ensure that single agency and inter agency training on safeguarding and promoting welfare is provided to meet local needs”

(3.22 Working Together to Safeguard Children. Chapter 3.2006).

In order to safeguard and promote the welfare of children and young people, all those working with children and with adults who are parents or carers must have knowledge and skills to carry out their own roles.

The inter-agency training funded by the SSCB, provides a vital opportunity for professionals from a range of agencies to learn from and with each other. Ensuring that staff are familiar with changes in legislation, guidance and best practice.

SSCB training courses are targeted at practitioner groups from voluntary, statutory and independent agencies

Training is based on a four-tier model. Tier one is induction level and the “What To Do If” course should be completed by all staff that have contact with children and or their parents/carers, within three months of appointment. SSCB constituent agencies run this as part of their in house training programme, other organisations can access it through the SSCB programme. “What to do If” is pre requisite for Safeguarding Children Foundation module 1 and Foundation module 1 is a pre-requisite for all SSCB courses other than Safer Recruitment

A pool of trainers, made up of professionals from SSCB member agencies, deliver the Safeguarding Foundation Modules 1,2 and 3. Each member of the training pool has completed the “Training the Trainers” and attends workshops to meet ongoing development needs.

The SSCB Trainer or SSCB Training & Development Manager deliver the majority of other courses. Freelance trainers are also commissioned who work to the SSCB training standards.

We are planning to introduce two further courses during the next few months

Please also look out for additional Training and Development events that will be publicised on the SSCB website throughout the year

[www.surreycc.org.uk/safeguarding](http://www.surreycc.org.uk/safeguarding)

Please contact me if you have any queries or comments about the courses

Angie Tregoning, SSCB Training and Development Manager, 01372 833318

[angie.tregoning@surreycc.gov.uk](mailto:angie.tregoning@surreycc.gov.uk)

## **The purpose of inter-agency training**

'Is to help develop and foster the following in order to achieve better outcomes for children and young people

- A shared understanding of the tasks, processes, principles, roles and responsibilities outlined in national guidance and local arrangements for safeguarding children and promoting welfare.
- Effective and integrated services at both the strategic and individual case level.
- Improved communication between professionals including a common understanding of key terms, definitions and thresholds for action;
- Effective working relationships, including an ability to work in multi-disciplinary groups or teams and sound decision making based on information sharing, thorough assessment, critical analysis and professional judgment.'

## **Principles**

Individual agencies are responsible for ensuring that their staff are both competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare.

4.4 Working Together to Safeguard Children 2006

All training in safeguarding and promoting the welfare of children should create an ethos which values working collaboratively with others, respects diversity (including culture, race and disability), promotes equality, is child centered and promotes the participation of children and families in safeguarding processes.'

4.15 Working Together to Safeguard Children 2006

Inter and multi-agency work is an essential feature of all training in safeguarding and promoting the welfare of children. Single agency training and training provided in professional settings should always equip staff for inter-agency work. All training in this field should be consistent with the Common Core of Skills and Knowledge'

4.17 Working Together to Safeguard Children 2006

The Common Core of Skills and Knowledge for the Children's Workforce sets out six areas of expertise that everyone working with children, young people and families, including those who work as volunteers, should be able to demonstrate:

1. Effective communication and engagement with children, young people and their families and carers
2. Child and young person development
3. Safeguarding and promoting the welfare of the child
4. Supporting Transitions
5. Multi-agency working
6. Sharing information

Common Core of Skills and Knowledge for the Children's Workforce (2005)

## **Allocation Of Places**

The closing date for applications is four weeks before the start of each course. Places on courses are not always allocated on a “first come first served” basis as we endeavour to get a mix of staff from a number of organisations on each course.

Confirmation of a place and joining instructions will be sent by e-mail 4 weeks before a course wherever possible.

## **Course Fees**

There is no charge for places to employees of agencies that contribute to the SSCB budget. Contributing Agencies are:

- Boroughs and Districts
- CAFCASS
- Central Surrey Health
- Surrey Children’s Service
- Surrey Acute Trusts
- Surrey and Borders Partnership
- Surrey PCT
- Surrey Police
- Surrey Probation

N.B. non-contributing agencies, independent or private organisations will be charged £60 per place, per day, to cover costs. Invoices will be sent on completion of a course. Free places can be negotiated for small voluntary organisations and Early Years providers can apply for a bursary.

## **Cancellation Policy**

Due to the continuing demand for places, a non-attendance fee will be levied, (in exceptional cases the cancellation fee may be waived).

More than two weeks before the first day of the course  
At this stage no charge will be made to your agency.

Less than two weeks before the first day of the course  
At this stage if a substitute participant cannot be found a charge of £60 per day will be made to your agency.

On the morning of the first day of the course: a charge of £60 per day will be made.

When courses are more than one day, participants are expected to attend the full course, non-attendance on second or subsequent days will result in a charge of £60 per day missed, and the whole course will need to be completed at a later date

**N.B. All cancellations must be notified by e-mail to: [sscb.training@surreycc.gov.uk](mailto:sscb.training@surreycc.gov.uk).**

## **Data Protection**

Under data protection legislation, we are required to inform individuals about the information we hold about them.

Please note we keep names and work addresses on a computerised database for the purposes of mailing out the training brochure and other relevant training information

## **Other**

All courses start promptly so please ensure you allow time for parking

All participants will receive copies of course slides

Certificates of attendance will be issued to participants who are present for the whole of the course.

The focus of Inter-agency training is 'Working Together to Safeguard and Promote the Welfare of Children'. All courses are delivered in an interactive and supportive way. Delegates are actively encouraged to participate in discussion and share their knowledge and experience with colleagues from partner agencies

We aim to encourage a safe, constructive learning environment and hope you enjoy these development opportunities and maximise your learning.

Administrative information can be obtained by contacting ☎ 01372 833333, or e-mail: [sscb.training@surreycc.gov.uk](mailto:sscb.training@surreycc.gov.uk).

# SSCB Training Pathway

## Tier 1 - Induction

SSCB member agencies – Please contact your Agency Training Provider for details of in house training. Re “What To Do If”

Non SSCB members agencies access the SSCB – “What to do If” Safeguarding Basic Awareness Training

## Target Group:

For all staff who come into contact with children, and young people or with adults who are parents or carers.  
e.g. staff in voluntary & community groups, private sector organizations, leisure services, hospitals, schools, substance misuse services, adults and children’s services



## Tier 2 - Introductory

Safeguarding Foundation Training- Modules 1, 2 and 3.

Ch and Y.P. with Sexually Harmful Behaviors  
Effective Interi-Agency Assessment  
Engaging Fathers and Male Carers  
Impact of Child Sexual Abuse.  
Introduction to Fabricated or Induced Illness  
Safeguarding Disabled Children

## Target Group:

Staff who work regularly with children or with adults who are parents or carers in statutory and voluntary agencies who have completed Tier 1 induction training

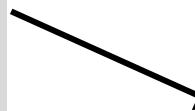


## Tier 3 – Advanced for Practitioners

Adult Mental Ill Health Assessing the Impact on Children  
Adult Substance Misuse and its Impact on Children.  
Assessing Need and Risk to Children  
Living with Domestic Abuse  
Assessing Neglect  
Fabricated or Induced Illness  
Pre-birth Risk Assessments  
Learning from Serious Case Reviews  
Training the Trainers (to deliver Foundation Training modules)

## Target Group:

Specialist training for those with particular responsibility for assessment and intervention to safeguard children



## Tier 4 – Advanced for Managers

Managing Risk  
Safer Recruitment  
Managing Allegations against Staff  
Learning from Serious Case Reviews  
Training the Trainers (to deliver Foundation Training modules)

## SSCB Training Group

Jan Baker	NW Practice Development Group/ Governance Named Nurse, Surrey PCT
Amanda Boodoo	Designated Nurse, Surrey PCT
Marie Berry	SSCB Trainer
Lynn Caven	SE Practice Development Group/ATM Complex Needs
Derek Dowden	Youth Development Services
Allison Enenche	Surrey Community Action Training Manager
Sue Herbert	Children's Service: Allegations Manager Schools
Ann-Marie Ingram	Children and Adults HR Learning and Development
Les Holmes	Surrey Police VPIU
Wendy Jenkins	Borough and Districts: Group Training Project Manager
Frances LeRoy	NSPCC. Manager
Judith Layzell	National Probation Service,
Vacancy	NE Practice Development Group & Named Nurse, Central Surrey
Mayvis Oddoye	Surrey and Borders Trust: Named Nurse
Julie Page	Early Years & Childcare, Training & Recruitment Manager
Elmarie Richardson	Safeguarding Unit: Independent Chair
Angie Tregoning	SSCB Training & Development Manager

Please contact any of the above if you have queries or suggestions in relation to Training and Development needs

# What To Do If

**Facilitator: Marie Berry, Sue Herbert, or Linda Slater**

**NB This course is pre-requisite for Module 1**

**9.30 am – 1.00 pm**

Places on this course are reserved for **non-SSCB** member agencies e.g. voluntary & community groups, and private sector organisations, which do not yet provide their own induction safeguarding training.

**SSCB constituent agencies run this course internally. Please contact your internal training provider**

## **Target Group**

This course is for **all staff** who have regular contact with children and young people and adults who are parents/carers and should be completed within three months of appointment.

**Aim** - To provide participants with the opportunity to develop awareness of what to do if they have concerns about the safety and welfare of children and young people.

## **Learning Outcomes**

By the end of the course, participants will have:

Gained an understanding of what is meant by “safeguarding” and “promoting children’s welfare”.

Discussed what to do if they have concerns about the welfare of children, including those who are suffering or at risk of suffering significant harm.

Examined the process of how concerns are reported and managed.

<b>Venue</b>	<b>Course Date</b>	<b>Closing Date</b>
Princess Alice, Esher	22 April 2009	22 March 2009
Runnymede Centre, Chertsey	28 April 2009	28 March 2009
Gatton Park, Reigate	16 June 2009	16 May 2009
High Cross, Camberley	23 September 2009	23 August 2009
Quadrant Court, Woking	14 October 2009	14 Sept 2009
Quadrant Court, Woking	7 January 2010	7 December 2009
High Cross, Camberley	27 January 2010	27 December 2009
Gatton Park, Reigate	16 March 2010	16 February 2010

# **Safeguarding Children Foundation Module 1**

**Facilitators: Members of the SSCB Training Pool**

**Target Group**

**9.30 am – 4.30 pm**

It is expected that all staff new to safeguarding children will complete this module. It is aimed at all practitioners and managers in voluntary, independent and statutory agencies who work regularly with children and young people and or adults who are parents or carers.

**N.B. All participants must have completed a “What To Do If” course  
Module 1 is pre requisite for all other SSCB courses**

## **Aims**

To provide staff new to child protection work with an opportunity 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.

## **Learning Outcomes**

By the end of the course participants will have:

Developed an awareness of relevant legislation, guidance and procedures.

Considered interagency roles and responsibilities for safeguarding and promoting the welfare of children.

Discussed what to do if they have concerns about children.

Developed skills in recognising situations where abuse may be occurring.

Examined attitudes and values, which may affect the practice of safeguarding and promoting children’s welfare.

# Foundation Training Module 1

Venue	Course Date	Closing Date
Quadrant Court, Woking	15 May 2009	15 April 2009
Quadrant Court, Woking	3 June 2009	3 May 2009
Quadrant Court, Woking	2 July 2009	2 June 2009
Quadrant Court, Woking	25 September 2009	25 August 2009
Quadrant Court, Woking	8 October 2009	8 September 2009
Quadrant Court, Woking	3 November 2009	3 October 2009
Quadrant Court, Woking	8 December 2009	8 November 2009
Quadrant Court, Woking	15 January 2010	15 December 2009
Quadrant Court, Woking	4 February 2010	4 February 2010
Quadrant Court, Woking	11 February 2010	11 January 2010
Quadrant Court, Woking	25 February 2010	25 January 2010
Quadrant Court, Woking	9 March 2010	9 February 2010
Quadrant Court, Woking	25 March 2010	25 February 2010

Venue	Course Date	Closing Date
Runnymede Centre, Chertsey	27 April 2009	27 March 2009
Runnymede Centre, Chertsey	20 May 2009	20 April 2009
Runnymede Centre, Chertsey	10 June 2009	10 May 2009
Runnymede Centre, Chertsey	8 September 2009	8 August 2009
Runnymede Centre, Chertsey	29 September 2009	29 August 2009
Runnymede Centre, Chertsey	6 October 2009	6 Sept 2009
Runnymede Centre, Chertsey	11 November 2009	11 October 2009
Runnymede Centre, Chertsey	3 December 2009	3 November 2009

Venue	Course Date	Closing Date
Princess Alice, Esher	12 May 2009	12 April 2009
Princess Alice, Esher	15 September 2009	15 August 2009
Princess Alice, Esher	13 January 2010	13 December 2009
Princess Alice, Esher	2 March 2010	2 February 2010
Princess Alice, Esher	24 March 2010	24 February 2010

Venue	Course Date	Closing Date
High Cross , Camberley	24 April 2009	24 March 2009
High Cross, Camberley	3 September 2009	3 August 2009
High Cross, Camberley	12 January 2010	12 December 2009
High Cross, Camberley	10 February 2010	10 January 2010
High Cross Church, Camberley	24 February 2010	24 January 2010

Venue	Course Date	Closing Date
Gatton Hall, Reigate	6 May 2009	6 April 2009
Gatton Hall, Reigate	17 June 2009	17 May 2009
Gatton Hall, Reigate	14 July 2009	14 June 2009
Gatton Hall, Reigate	9 September 2009	9 August 2009
Gatton Hall, Reigate	30 September 2009	30 August 2009
Gatton Hall, Reigate	15 October 2009	15 September 2009
Gatton Hall, Reigate	12 November 2009	12 October 2009
Gatton Hall, Reigate	14 January 2010	14 December 2009
Gatton Hall, Reigate	2 February 2010	2 January 2010
Gatton Hall, Reigate	10 March 2010	10 February 2010
Gatton Hall, Reigate	30 March 2010	30 February 2010

# **Safeguarding Children Foundation Module 2**

**Facilitators: Members of the SSCB Training Pool**

## **Target Group**

**9.30 am – 4.30 pm**

Practitioners and managers in voluntary, independent and statutory agencies who work regularly with children and young people and or adults who are parents or carers, who are likely to contribute to the ongoing assessment of children and families, the implementation of child protection plans and to be part of core groups.

**All participants must have completed. Module 1**

## **Aims**

To provide staff with an opportunity to develop knowledge and skills and sustain the ability to work collaboratively on the processes of safeguarding through the effective implementation of child protection plans.

## **Learning Outcomes**

By the end of the course participants will have:

Considered inter-agency roles and responsibilities for safeguarding and promoting the welfare of children.

Examined and contribution they may be asked to make to the process of assessment, planning, working with children and reviewing that work.

Explored the process of decision making in the Child Protection Conference

Developed an understanding of their own and other agency roles and contributions to inter-agency collaboration and planning.

## Foundation Training Module 2

Venue	Course Date	Closing Date
Gatton Hall, Reigate	11 June 2009	11 May 2009
Gatton Hall, Reigate	7 October 2009	7 September 2009
Gatton Hall, Reigate	19 November 2009	19 October 2009
Gatton Hall, Reigate	3 February 2010	3 January 2010
Gatton Hall, Reigate	4 March 2010	4 February 2010

Venue	Course Date	Closing Date
High Cross, Camberley	16 September 2009	16 August 2009
High Cross, Camberley	23 February 2010	23 January 2010
High Cross, Camberley	23 March 2010	23 February 2010

Venue	Course Date	Closing Date
Princess Alice, Esher	22 September 2009	22 August 2009
Princess Alice, Esher	20 January 2010	20 December 2009

Venue	Course Date	Closing Date
Quadrant Court, Woking	7 May 2009	7 April 2009
Quadrant Court, Woking	10 September 2009	10 August 2009
Quadrant Court, Woking	24 November 2009	24 October 2009
Quadrant Court, Woking	21 January 2010	21 December 2009
Quadrant Court, Woking	4 February 2010	4 January 2010

Venue	Course Date	Closing Date
Runnymede Centre, Chertsey	23 April 2009	23 March 2009
Runnymede Centre, Chertsey	9 July 2009	9 June 2009
Runnymede Centre, Chertsey	17 September 2009	17 August 2009
Runnymede Centre, Chertsey	18 November 2009	18 October 2009

# **Safeguarding Children Foundation Module 3**

**Facilitator: Members of the SSCB Training Pool**

**Target Group**

**9.30 am – 4.30 pm**

Practitioners and managers in voluntary, independent and statutory agencies who work regularly with children and young people and or adults who are parents or carers, who are likely to contribute to the ongoing assessment of children and families, the implementation of child protection plans and to be part of core groups

All participants must have completed Module 1 and 2

**Aims**

To provide staff with an opportunity to develop knowledge and skills and to sustain the ability to work collaboratively on the processes of safeguarding through the effective implementation of child protection plans.

**Learning Outcomes**

By the end of the course participants will have:

Gained an understanding of the role and responsibilities of the key worker and members of the core group.

Developed skills and confidence in their ability to contribute effectively to the development and implementation of child protection plans.

Considered ways of engaging family members who may be labelled as “reluctant” or “resistant”.

# Foundation Training Module 3

<b>Venue</b>	<b>Course Date</b>	<b>Closing Date</b>
Gatton Hall, Reigate	15 July 2009	15 June 2009
Gatton Hall, Reigate	17 March 2010	17 February 2010

<b>Venue</b>	<b>Course Date</b>	<b>Closing Date</b>
High Cross , Camberley	13 October 2009	13 September 2009

<b>Venue</b>	<b>Course Date</b>	<b>Closing Date</b>
Princess Alice, Esher	9 February 2009	9 January 2009

<b>Venue</b>	<b>Course Date</b>	<b>Closing Date</b>
Quadrant Court, Woking	21 September 2009	21 August 2009
Quadrant Court, Woking	4 November 2009	4 October 2009
Quadrant Court, Woking	26 January 2010	26 December 2009

<b>Venue</b>	<b>Course Date</b>	<b>Closing Date</b>
Runnymede Centre, Chertsey	5 May 2009	5 April 2009
Runnymede Centre, Chertsey	20 October 2009	20 September 2009

# **Adult Mental Ill Health**

## **Assessing the Impact on Children**

**Facilitators: to be confirmed**

**Target Group**

**9.30 am – 4.30 pm**

Practitioners and Managers from Children's Service, Health, Police, Schools, Mental Health, Substance Misuse, Adults with Learning Disability and Domestic Abuse services.

**N.B. Modules 1, and 2 are pre-requisite**

**Aim**

To provide participants with an opportunity to develop knowledge and skills for safeguarding children whose parents have mental ill health

**Learning Outcomes**

By the end of the course participants will have:

Discussed how mental illness can affect parenting capacity and children's development

Considered models of assessment that maintain a child focus

Explored roles, responsibilities and issues of working collaboratively with colleagues who have specialist knowledge

Considered Research and learning from Serious Case Reviews

Examined their own practice of assessing risk to children whose parents experience Mental ill health

**Venue**

**Course Date**

**Closing Date**

To be confirmed

# Adult Substance Misuse the Impact on Children

**Facilitators: Marie Berry, Jude Ivanoff, Stevie Maxwell  
Elaine Welch or Lynda Wynn,**

## **Target Group**

**9.30 am – 4.30 pm**

Practitioners and Managers from Children's Service, Health, Police, Schools, Mental Health, Substance Misuse, Adults with Learning Disability and Domestic Abuse services.

**N.B. Modules 1, and 2 are pre-requisite.** Participants should also have previously attended a training course re Substance Misuse Awareness and have a basic knowledge of:

The most commonly misused substances including street names and legal status

Effects of misusing substances

## **Aim**

To provide participants with an opportunity to develop knowledge and skills for safeguarding children whose parents misuse substances

## **Learning Outcomes**

By the end of the course participants will have:

Discussed national and local best practice guidance

Examined their own experiences of assessing risk to children whose parents misuse substances

Explored issues of working collaboratively with colleagues who have specialist knowledge

Considered public perceptions of substance misusing parents

## **Venue**

## **Course Date**

## **Closing Date**

Princess Alice

1 June 2009

1 May 2009

Runnymede Centre

16 October 2009

16 September 2009

Quadrant Court

28 January 2010

28 December 2009

# Children and Young People with Sexually Harmful Behaviour

**Facilitator: Amanda Carpenter and Charangit Gill**

## **Target Group**

**9.30 am – 4.30 pm**

Staff in all agencies who work regularly with children and young people and adults who are parents or carers, who may be asked to contribute to assessments of children in need

**NB Modules 1 and 2 are pre-requisite**

## **Aim**

To provide an opportunity to develop a knowledge base in relation to the recognition and response to children and young people who display sexually harmful behaviour

## **Learning Outcomes**

By the end of the course participants will have:

Considered research evidence and best practice models for working with children and young people who sexually harm and their families

Developed an understanding of how to evaluate sexual behaviours

Explored how this fits with SSCB procedures

Gained an understanding of when and how to involve other agencies

<b>Venue</b>	<b>Course Date</b>	<b>Closing Date</b>
Runnymede Centre, Chertsey	3 July 2009	3 June 2009
Quadrant Court, Woking	22 January 2010	22 Dec 2009

# Effective Interagency Assessment and Analysis

**Facilitator: Yvonne Shemmings**

NB: Modules 1 and 2 are pre-requisite

## **Target Group**

**9.30 am – 4.30 pm**

Practitioners who have responsibility for collaborating in the process of undertaking assessments of vulnerable children. and their families.

## **Aim**

To increase practitioner skills and confidence in contributing to the process of multi-agency assessment and analysis, with the aim of improving judgments and decision-making practice in the area of safeguarding children.

Modules 1 and 2 are prerequisite.

## **Learning Outcomes**

To examine the process of assessment and analysis

To consider the principles which underpin effective assessment practice

To highlight the particular difficulties in multi-agency assessment work and explore ways of overcoming them

To introduce models and approaches that will strengthen multi-agency assessment practice with children and young people

## **Venue**

## **Course Date**

## **Closing Date**

Princess Alice  
High Cross, Camberley  
Gatton Park, Reigate

2 June 2009  
3 November 2009  
9 March 2010

2 May 2009  
3 October 2009  
9 February 2010

# Engagement and Assessment of Fathers and Male Carers

**Facilitators: Richard Swann and Angie Tregoning**

NB: Modules 1 and 2 are pre-requisite

## **Target Group**

**9.30 am – 4.30 pm**

Staff who have responsibilities for engaging and sustaining relationships with fathers and male carers of vulnerable children and young people.

## **Aim**

To enable practitioners to gain an understanding of their legal duties and statutory responsibilities in relation to engaging, assessing and supporting fathers.

## **Learning Outcomes**

By the end of the course participants will have:

Explored the contribution fathers and male carers can make to improving outcomes for children

Considered potential barriers to effective engagement

Gained a father inclusive focus to safeguarding practice

Reflected on how effectively father/male carers are engaged in local practice

## **Venue**

## **Course Date**

## **Closing Date**

New dates to be confirmed

# Fabricated or Induced Illness in Children and Young People

**Facilitator, Gretchen Precey**

## **Target Group**

**9.30 am – 4.30 pm**

Those who have particular responsibility for undertaking core assessments/sec. 47 enquiries and participating in CP Conferences where there are concerns re fabricated or induced illness in children and young people. E.g. police social care staff and their managers and named and designated health professionals

NB: Modules 1 and 2 are pre-requisite

## **Aim**

To provide participants with an opportunity to increase their knowledge of fabrication or induction of illness in a child by a carer and improve interagency response.

## **Learning Outcomes**

By the end of the course participants will have:

Explored some dynamics and carers behaviours associated with fabricated or induced illness

Considered responding to concerns and the management of individual cases

Discussed strategies for assessment and intervention

Gained an understanding of roles and responsibilities of organisations and practitioners in effective collaboration to safeguard children and young people

## **Venue**

Gatton Park, Reigate

## **Course Date**

6 October 2009

## **Closing Date**

6 September 2009

# Managing Allegations

**Facilitators: Geraldine Allen and Sue Herbert**

## **Target Group**

**9.30 am – 4.30 pm**

Managers who employ staff who work with children in a paid or unpaid capacity

## **Aim**

To advise those employing adults to work with children in a paid or unpaid capacity, of their duties in respect of dealing with child protection allegations against them

## **Learning Outcomes**

By the end of the course participants will have:

Gained an understanding of national and local guidance in relation to managing allegations

Discussed how vetting and barring for suitability works currently, and how this will change from 2008

Considered the employers role and responsibilities and be clear about what to do when such an allegation or concern is received

Explored how the three processes of social care enquiries, police criminal process, and the employers responsibilities work together,

## **Venue**

## **Course Date**

## **Closing Date**

Runnymede Centre

01 October 2009

01 Sep 2009

Gatton Park, Reigate

16 March 2010

16 February 2010

# Managing Risk

**Facilitator: Jane Wonnacott**

## **Target Group**

**9.30 am – 4.30 pm**

Staff who supervise practitioners, who are undertaking assessment of need, risk and intervention on an inter-agency basis.

NB: Modules 1 and 2 are pre-requisite

## **Aim**

To provide an opportunity to consider the complexities of inter-agency collaboration to safeguard children and the impact on the development and support needs of staff

## **Learning Outcomes**

By the end of the course participants will have:

Reflected on how process issues can impact on safeguarding children,

Explored lessons for practice from serious case reviews

Discussed the role of supervision and explored how it enables staff to share and explore anxiety, uncertainty and risk taking

Considered how staff can be supported in decision-making

## **Venue**

Gatton Park, Reigate

## **Course Date**

12 November 2009

## **Closing Date**

12 October 2009

# “Neglect” Assessment and Intervention

**Facilitator: Jane Wonnacott**

## **Target Group**

**9.30 am – 4.30 pm**

Practitioners and Managers from Children’s Service, Health, Police, Schools, Mental Health, Substance Misuse, Adults with Learning Disability and Domestic Abuse services.

**N.B. Modules 1, 2 and 3 are pre-requisite**

## **Aim**

To increase understanding of the serious consequences of child neglect and improve inter agency assessment and intervention

## **Learning Outcomes**

By the end of the course participants will have:

Reflected on personal attitudes and practice in relation to neglect

Developed an overview of theories and tools to improve assessment of risk

Gained an understanding of the importance of chronologies, analysis and decision making when working with neglect

Considered, vulnerability, resilience and parental motivation to change, to assist in understanding the needs of children where there are concerns about neglect

<b>Venue</b>	<b>Course Date</b>	<b>Closing Date</b>
Runnymede Centre, Chertsey	30 September, 2009	30 <sup>th</sup> Aug 2009
Quadrant Court, Woking	3 February, 2010	3 Jan 2010

# Pre Birth Risk Assessment

**Facilitator: Martin Calder**

9.30 am – 4.30 pm 2 day course

## **Target Group**

Practitioners in all agencies who work with adults or children and young people who may be asked to contribute to a pre-birth risk assessment.

N.B Module 1 and 2 are pre-requisite.

## **Aim**

To provide an opportunity to develop enhanced knowledge and competence in relation to collaborative working re pre-birth risk assessments.

## **Learning Outcomes**

By the end of the course participants will have:

Gained an understanding of ethical difficulties re pre-birth assessment

Considered the concept of risk in relation to unborn children

Discussed working in partnership when undertaking a pre-birth assessment

Explored the main types of case which trigger pre-birth assessment

Explored multi-agency roles in planning pre-birth assessment

Considered planning for placement

<b>Venue</b>	<b>Course Date</b>	<b>Closing Date</b>
Princess Alice	14 & 15 September 2009	14 August 2009

**NB: This is a two day course**

# Safeguarding Disabled Children

**Facilitator: Anne Patmore**

**9.30 am – 4.00 pm**

## **Target Group**

Staff in all agencies who work regularly with children and young people and adults who are parents or carers, who may be asked to contribute to assessments of children in need

**NB Modules 1 and 2 are pre-requisite**

## **Aim**

To consider the complex issues and dilemmas raised and increase participant's ability to safeguard disabled children, both in the community and in residential homes

## **Learning Outcomes**

By the end of the course participants will have:

Examined the vulnerability of children who are disabled

Considered the potential for confusion of signs and indicators of abuse in children who are disabled

Discussed thresholds of abuse for disabled children

Explored how stereotyped perceptions can impede effective working together to safeguard and protect disabled children

<b>Venue</b>	<b>Course Date</b>	<b>Closing Date</b>
Gatton Park, Reigate	20 October 2009	20 September 2009
Princess Alice, Esher	4 February 2010	4 January 2010

# Safer Recruitment

**Facilitator: Marie Berry, Donald Findlater or Chris Pummel**

## **Target Group**

**9.30 am – 4.30 pm**

All those who are involved in recruiting and selecting adults to paid or unpaid positions to work with children.

It is a statutory requirement that organisations working with children and young people fulfil their responsibility to have in place safe recruitment and selection practice, Sect. 11 of The Ch. Act and Sects.157 and 175 of the Ed Act 2002. This course is based on DfES training.

NB Head Teachers and Governors must undertake an assessment at the end of the course.

## **Aim**

Identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people and help participants to review their own and their organisation's recruitment policies and practices.

## **Learning Outcomes**

By the end of the course participants will have:

Considered how safer recruitment fits within the wider context of safeguarding and the Every Child Matters agenda

Gained an awareness of some aspects of the characteristics of abusers and how they typically operate within organisations

Considered the importance of planning a recruitment exercise and following a consistent process to obtain relevant information about each applicant

Examined the need for ongoing awareness and vigilance and considered how organisations can develop and maintain an environment that deters and prevents abuse and challenges inappropriate behaviour

<b>Venue</b>	<b>Course Date</b>	<b>Closing Date</b>
Princess Alice, Esher	21 April 2009	21 March 2009
Gatton Park, Reigate	14 May 2009	14 April 2009
Runnymede Centre, Chertsey	14 September 2009	14 August 2009
Princess Alice, Esher	5 November 2009	5 October 2009
Runnymede Centre, Chertsey	18 January 2010	18 Dec 2010

# Serious Case Reviews

## What We Can Learn

Influencing Practice – Safeguarding Children

Facilitators: Ron Lock and Angie Tregoning

### Target Group

9.30 am – 4.30 pm

Operational managers, supervisors, named and designated staff.

**NB Foundation Modules 1, 2 and 3 are pre-requisite**

### Aim

To consider the learning from 45 Serious Case Reviews and the implications for first line managers and supervisors

### Learning Outcomes

By the end of the course participants will have:

Explored and Identified how child protection errors occur and developed strategies to address them.

Considered how to promote child-focussed interventions for safeguarding practice

Developed strategies and relevant skills to effectively monitor and challenge safeguarding practice

### Venue

### Course Date

### Closing Date

**New dates to be confirmed**

# Training the Trainers

**Facilitator: Angie Tregoning**

## **Target Group**

**9.30 am – 4.30 pm  
4 day course**

Practitioners and Managers with a minimum of two years experience of safeguarding children who wish to deliver SSCB Safeguarding Training Modules 1 and 2.

**NB Foundation Modules 1, 2 and 3 are pre-requisite**

## **Aim**

To enable participants to develop the knowledge and skills to deliver the Safeguarding Children Foundation Course.

## **Learning Outcomes**

By the end of the course participants will have:

Considered how to create a safe constructive learning environment

Examined the adult learning cycle and different learning styles

Demonstrated and shared skills in relation to the presentation of material and facilitation of discussion

Discussed strategies to ensure that issues relating to anti-discriminatory practice are integrated into training

Familiarised themselves with the content of the Safeguarding Children Training Pack

## **Venue**

Princess Alice, Esher

## **Course Date**

12-15 October 2009

## **Closing Date**

12 September 2009

# Understanding and Working with Child Sexual Abuse

**Facilitators: Frances Le Roy & Natasha Dean**

## **Target Group**

**9.30 am – 4.30 pm**

Staff who work regularly with children and young people and adults who are parents or carers, who may be asked to contribute to assessments of children in need

**NB Modules 1 and 2 are pre-requisite**

## **Aim**

To develop understanding and knowledge of child sexual abuse and its effects on children, young people, their families and on professionals working in this field

## **Learning Outcomes**

By the end of the course participants will have:

Considered definitions and prevalence of child sexual abuse and links with other abuse

Developed an understanding of the signs, symptoms and behaviours that may be linked to experiences of child sexual abuse

Gained an understanding of how difficult it is for children to speak about their experience

Discussed the need to identify issues of race, culture, language or disability, which may need to be addressed

Gained an understanding of how abusers operate

Developed an awareness of the services in Surrey provided by the NSPCC

## **Venue**

## **Course Date**

## **Closing Date**

Venues to be confirmed

15 October 2009  
2 March 2010

15 September 09  
2 February 2009

# SSCB Inter-agency Training Application Form

Please select course options

Please select venue

Course Date:

Applicant's Title: Please select title

First Name:

Surname:

Job title/designation:

Team:

Agency/organisation:

Work address:

Postcode:

\* E-mail:

Telephone No:

*Joining instructions are sent out electronically whenever possible to ensure delivery; please print your e-mail address clearly.*

Invoice address (for private/independent organisation only):

Please indicate any dietary, access or other requirements you may have:

*SSCB Safeguarding Children Foundation Training is a prerequisite for attendance on all other courses; if you are applying for a place on any course other than Foundation Training, please confirm that SSCB Safeguarding Children has been completed. Please select*

Signed:

Date:

## To be completed by line Manager

I confirm that the candidate has completed the prerequisite requirements for this training and is familiar with the SSCB procedures and guidance in relation to safeguarding children.

I confirm that the course outcomes will meet the candidate's learning and development needs and I anticipate the following practice outcome for:

The candidate:

My team/service:

- i) I will release the applicant from his/her duties to attend the whole course.
- ii) I agree to evaluate the outcomes of this course with the applicant 4-6 weeks following completion of the course using the Post Course Evaluation Form

Signed:

Date:

## Equal Opportunities

Please complete the following, as we are required to monitor the allocation of training places.

**Gender** : Male

**Ethnicity** :

Asian - please select from

Chinese - please select from

Black - please select from

Mixed - please select from

White - please select from

Other – please specify here:

Thank you

**Please return to:** *Surrey Safeguarding Children Board,*  
Training, Fairmount House, Bull Hill, Leatherhead, Surrey. KT22 7AH

☎: 01372 833333, fax: 01372 833355,

e-mail: [sscb.training@surreycc.gov.uk](mailto:sscb.training@surreycc.gov.uk)

## **Safeguarding Children (Child Protection) – Training for Schools and Colleges Surrey**

“Safeguarding Children and Safer Recruitment in Education” DfES 2006 outlines the requirements for training for CPLOs and other staff in education. Surrey follows that guidance in setting training, and all courses will provide a certificate for Ofsted purposes.

### ***The Designated Senior Person or CPLO***

The designated senior person for child protection, known as the child protection liaison officer, or CPLO in Surrey, should undertake basic child protection and interagency training provided by, or to standards agreed by, the Surrey Safeguarding Children Board (SSCB)<sup>1</sup>. In Surrey the basic training is known as “What to do if you’re worried a child is being abused,” and inter agency training as “Safeguarding Children Foundation Training,” which is delivered in three modular days. Details of courses, venues, and the application form, are available at [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding).

The SSCB delivers a range of other courses, e.g. “Children and Young People with Sexually Harmful Behaviour”, “Safeguarding Disabled Children”, and “Managing Allegations” that are also relevant and can be accessed as required.

**New CPLO’s** should attend an additional half day course which will cover aspects of the school/college role, such as record keeping, dealing with parents, case studies, and information to enable you to deliver the induction and whole school training pack

**All trained CPLO’s** should attend update training at 2 yearly intervals to meet the requirements of the Education Act 2002. For either New to Role CPLO or Update CPLO training, see the dates and venues attached.

Trained CPLO’s are expected to deliver the basic “What To Do If” course to all school staff. A presentation and support pack (called Safeguarding Awareness) can be found by going to [www.surreycc.gov.uk/safeguardingchildren](http://www.surreycc.gov.uk/safeguardingchildren) and then choosing the link to ‘Safeguarding children including child protection – training’ in the ‘Find Out More’ section.

### ***Governing Bodies***

As safeguarding is the Governing Body’s responsibility, it is recommended that a governor is nominated to take the lead. This person should seek induction from the CPLO, and attend any whole school/college training provided where possible. Either this person, or the Chair, should also complete and pass the NCSL “Safer Recruitment Training” online, by application through the Headteacher for a password, at [www.ncsl.org.uk/saferrecruitment](http://www.ncsl.org.uk/saferrecruitment) or selecting the course in the SSCB training programme available at [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding) All members of the governing body should have basic awareness induction from the CPLO.

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<sup>1</sup> Please note you will be asked whether you have undertaken the “What to do if” basic awareness course before you can access SSCB training. CPLO’s should be delivering this to new staff in schools and colleges from materials available. IF you have attended basic awareness training in the past two years, eg NSPCC or other accredited course, please ensure you have read the “What to do if” book, and say that you have done suitable basic training already.

### ***The Head teacher and all other staff who work with children***

Headteachers are required to "undertake appropriate training to equip them to carry out their responsibilities for child protection effectively" and should update at three yearly intervals. The CPLO should provide this using the presentation and support pack called Safeguarding Awareness materials (see above), either for groups at induction (joining across confederations or with other schools may be worthwhile), or to inform other staff at whole school inset.

Head teachers and one Governor are required to complete and pass the NCSL "Safer Recruitment Training" either online at <http://www.ncsl.org.uk/saferrecruitment> or as a multi-agency group day training in the SSCB training Programme. Ofsted will be checking this, as it was a requirement following the Bichard recommendations following Soham. The date for this requirement has been delayed, but September 2008 is the DCSF advice at the time of writing.

Details of SSCB training courses and the application forms are available at [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding) - follow the link "Safeguarding Children – Training Programme", then "SSCB Training Programme from April 2008 to March 2009" near the bottom of this page. Another document with details of venues is also available there. Others who recruit in schools may also attend the SSCB course, which can provide an NCSL graded pass if the optional paper is taken within the day. I recommend the paper is taken.

Headteachers may also choose to access the multi-agency Managing Allegations course in the SSCB Training programme

### ***Temporary staff and volunteers who work with children***

All staff before they start, should be made aware of the school/college's arrangements for child protection and their responsibilities by being issued with the school or college statement on safeguarding. This can be found by going to [www.surreycc.gov.uk/safeguardingchildren](http://www.surreycc.gov.uk/safeguardingchildren) and then choosing the link to 'Safeguarding children including child protection – training' in the 'Find Out More' section. The CPLO name and contact details must be clearly marked. All staff and volunteers should be included in whole school awareness sessions where possible.

### ***Fees***

SSCB training courses are charged at £60 per day to all schools and colleges

CPLO, and other courses provided by Sue Herbert, are free to maintained schools, sixth form colleges, PRUs. Independent schools and FE Colleges are required to pay £30 for a half day course or £60 for a full day. See the booking form for details.

Sue Herbert, Service Manager, Safeguarding in Education and Employment

Surrey County Council, June 2008

01372 833341 [sue.herbert@surreycc.gov.uk](mailto:sue.herbert@surreycc.gov.uk)

## **EDUCATION SAFEGUARDING CPLO TRAINING DATES**

## **2009 SUMMER TERM**

### **22 APRIL – 22 JULY (HALF TERM 25-29 MAY 2009)**

14 May	9-12pm	Runnymede	CPLO Update	(50 max)
10 Jun	9-12pm	Park House	CPLO Update	(30 max)
18 Jun	1-4pm	Runnymede	CPLO Update	(50 max)
2 July	9-12.30pm	Park House	CPLO New to Role	(30 max)

# **EDUCATION SAFEGUARDING CPLO: BOOKING FORM**

## **Course Title:**

(Please use a new Booking form for each course)

**1<sup>st</sup> Preference Course date & time:**

**2<sup>nd</sup> Preference Course date & time:**

(If Applicable)

## **Personal Details:**

First Name:	
Surname:	
Job Title:	
Designated CPLO:	Yes/No
Dietary or other needs	

## **School Details:**

School:	
DFES Number:	
School Address:	
Telephone Number/Ext:	
Fax Number:	
Email:	

These workshops are free to maintained schools, but for Independent Schools and FE Colleges, there is a charge of £30 part day/£60 full day per attendee. Please post your application, (enclosing your cheque Independent Schools and FE Colleges made payable to Surrey County Council where applicable), to: Sue Herbert .Service Manager, Safeguarding in Education and Employment Fairmount House,Bull Hill.Leatherhead, KT22 7AH

**Completed forms need to be received no later than one week prior to the course**

Return to [sue.herbert@surreycc.gov.uk](mailto:sue.herbert@surreycc.gov.uk) or fax to Sue Herbert at 01372 833355