

# Training Together to Safeguard Children

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**Tri Borough Local Safeguarding  
Children's Board Multi Agency  
Training Programme and Guidance  
April 2013- March 2014**

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## Welcome

Welcome to Tri Borough Safeguarding Children Board training programme for April 2013- to March 2014 Hammersmith and Fulham, Kensington and Chelsea and Westminster LSCB's have brought their training programmes together to deliver one programme across the boroughs.

The LSCB Tri Borough Learning and Development programme commenced in April 2011. Since this time we have been looking to steadily increasing the package offered. Furthermore we reflect on the current package and make revisions in line with the feedback from candidates. If you believe that there is a need for a course which is not on offer then please contact the LSCB training department on: [hflscb@lbhf.gov.uk](mailto:hflscb@lbhf.gov.uk) , so that this can be explored.

***This programme is different from previous programmes. We have recently changed our booking system which will make it much easier for the candidates to take responsibility for their own learning. We recommend that you read the introductory pages.***

We hope this programme will add further value to the training events, by being more targeted and therefore more appropriate for professionals at varying levels of skills, knowledge and expertise in their area of work.

**If you have any queries or questions about booking on to a course, please contact the LSCB training team on [hflscb@lbhf.gov.uk](mailto:hflscb@lbhf.gov.uk) or 0208 753 5317**

**Renay Stephens  
LSCB Learning and Development Trainer**

## LSCB TRAINING CALENDAR APRIL 2013 – MARCH 2014

	Date	Course	Time	Venue	Trainer
APRIL 2013	Monday 15 <sup>th</sup>	Working with Domestic violence in relation to Safeguarding Children (Level 3)	9:30am - 4:30pm	Pembroke Road	Renay Stephens and Mandy Harper
	Wednesday 17 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Council House	Renay Stephens
	Friday 19 <sup>th</sup>	Sexual Exploitation: Identifying the need and risks of children and young people in relation to safeguarding (Level 3)	9:30am - 4:30pm	Pembroke Road	Katrina Ogilvy Webb
	Monday 22 <sup>nd</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Wednesday 24 <sup>th</sup>	Introduction to Safeguarding Children (Level 1)	9:30am - 12:30pm	Isaac Newton	Emma Biskupski and Mandy Harper
	Thursday 25 <sup>th</sup>	Safer Recruitment (Level 6)	9am - 5pm		Kati Maskell and Jane Foster
	Saturday 27 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Lilla Huset	Renay Stephens and Emma Biskupski
	Tuesday 30 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Kate Gosh
MAY 2013	Thursday 2 <sup>nd</sup>	Parental Substance Misuse and Safeguarding Children (Level 3)	9:30am - 4:30pm	Pembroke Road	Rebecca Thompson
	Wednesday 8 <sup>th</sup>	Safeguarding Adolescents (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Friday 10 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Jo White
	Tuesday 14 <sup>th</sup>	Introduction to Safeguarding (Level 1)	9:30am - 12:30pm	Pembroke Road	Renay Stephens
	Wednesday 15 <sup>th</sup> and 22 <sup>nd</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	4:00pm - 7:00pm	Lilla Huset	Renay Stephens and Alby Lugetarah
	Thursday 16 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Janet Reynolds and Alex Handford
	Monday 20 <sup>th</sup>	Awareness of Cultural Practices in relation to Safeguarding Children (Level 3)	9:30am - 4:30pm	Isaac Newton	Zee Khan
	Tuesday 21 <sup>st</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Isaac Newton	Emma Biskupski and Renay Stephens

	Date	Course	Time	Venue	Trainer
<b>JUNE 2013</b>	Tuesday 11 <sup>th</sup>	Parental Mental Health and Safeguarding Children (Level 3)	9:30am - 4:30pm	Council House	
	Wednesday 12 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Isaac Newton	Kerry Theodorou
	Thursday 13 <sup>th</sup>	Introduction to Safeguarding Children (Level 1)	9:30am - 12:30pm	Pembroke Road	Emma Biskupski and Pam Tynan
	Thursday 13 <sup>th</sup>	Fabricated and Induced Illness (Level 3)	1:30pm - 4:30pm	Pembroke Road	
	Monday 17 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Pam Tynan
	Tuesday 18 <sup>th</sup>	Serious Case Review (Level 6)	9:30am - 4:30pm		Tim Deacon
	Wednesday 19 <sup>th</sup>	Safer Recruitment	9am - 5pm		Kati Maskell and Jane Foster
	Saturday 22 <sup>nd</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Brook Green	Renay Stephens and Emma Biskupski
	Tuesday 25 <sup>th</sup>	Safeguarding Children who may be involved in Gangs (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Thursday 27 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Pam Tynan
	Friday 28 <sup>th</sup>	Supervision in relation to Safeguarding Children (Level 6)	9:30am - 4:30pm	Pembroke Road	Nicky Brownjohn and Debbie Raymond
<b>JULY 2013</b>	Tuesday 2 <sup>nd</sup>	Abuse and Young People's Relationships (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Friday 5 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Jo White
	Wednesday 10 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	KerryTheodorou
	Thursday 11 <sup>th</sup> and 18 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	4pm - 7pm	Lilla Huset	Alby Lugetarah and Mandy Harper
	Monday 15 <sup>th</sup>	E-Safety (Level 3)	9:30am -12:30pm	Pembroke Road	Jane Foster
	Monday 15 <sup>th</sup>	Introduction to Safeguarding Children (Level 1)	1:30pm - 4:30pm	Pembroke Road	Janet Reynolds
	Tuesday 16 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Rachel Phillips
	Friday 19 <sup>th</sup>	Sexual Exploitation: Be Wise to Sexual Exploitation	9:30am - 4:30pm	Pembroke Road	Katriona Ogilvy-Webb

	Date	Course	Time	Venue	Trainer
<b>SEPTEMBER 2013</b>	Tuesday 10 <sup>th</sup>	Awareness of Cultural Practices in relation to Safeguarding Children	9:30am - 4:30pm	Pembroke Road	Zee Khan
	Friday 13 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Tuesday 17 <sup>th</sup>	Safer Recruitment (Level 6)	9am - 5pm	Pembroke Road	Kati Maskell and Jane Foster
	Wednesday 18 <sup>th</sup>	Safeguarding Adolescents (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Thursday 19 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Kate Gosh and Alex Handford
	Saturday 21 <sup>st</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Lilla Huset	Renay Stephens
	Monday 23 <sup>rd</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Mandy Harper
	Tuesday 24 <sup>th</sup>	Working with Domestic Violence in relation to Safeguarding Children (Level 3)	9:30am - 4:30pm	Pembroke Road	Peta Sissons
	Friday 27 <sup>th</sup>	Introduction to Safeguarding Children (Level 1)	9:30am - 12:30pm	Pembroke Road	Renay Stephens and Caron Russell
<b>OCTOBER 2013</b>	Tuesday 1 <sup>st</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Council House	Rachel Phillips
	Thursday 3 <sup>rd</sup>	Safeguarding Children who may be involved in Gangs (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Wednesday 9 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Kerry Theodorou
	Friday 11 <sup>th</sup>	Safeguarding Children with Special Needs (Level 3)	9:30am - 4:30pm	Pembroke Road	John Kelly and Zee Khan
	Monday 14 <sup>th</sup>	Parental Substance Misuse and Safeguarding Children	9:30am - 4:30pm	Pembroke Road	Rebecca Thompson
	Thursday 17 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Alex Handford
	Wednesday 23 <sup>rd</sup>	E- Safety Course (Level 3)	9:30am - 12:30pm	Pembroke Road	Jane Foster
	Wednesday 23 <sup>rd</sup>	Introduction to Safeguarding Children (Level 1)	1:30am - 4:30pm	Pembroke Road	Rachel Phillips
	Friday 25 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Caron Russell

	Date	Course	Time	Venue	Trainer
<b>NOVEMBER 2013</b>	Monday 4 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Council House	Jo White
	Friday 8 <sup>th</sup>	Sexual Exploitation: Identifying the need and risks of children and young people in relation to safeguarding (Level 3)	9:30am - 4:30pm	Pembroke Road	Katriona Ogilvy-Webb
	Tuesday 12 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Aileen Hamilton
	Thursday 14 <sup>th</sup>	Parental Mental Health and Safeguarding Children (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Monday 18 <sup>th</sup>	Safeguarding Adolescents (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Tuesday 19 <sup>th</sup>	Introduction to Safeguarding Children (Level 1)	9:30am - 12:30pm	Pembroke Road	
	Monday 20 <sup>th</sup>	Safer Recruitment (Level 6)	9am - 5pm	Pembroke Road	Kati Maskell and Jane Foster
	Friday 22 <sup>nd</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Kate Gosh
	Thursday 28 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	
<b>DECEMBER 2013</b>	Monday 2 <sup>nd</sup>	Awareness of Cultural Practices in Relation to Safeguarding Children	9:30am - 4:30pm	Pembroke Road	Zee Khan
	Wednesday 4 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Kerry Theodorou
	Tuesday 10 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Alex Handford
	Wednesday 11 <sup>th</sup> and 18 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	4:00pm - 7:00pm	Lilla Huset	Janet Reynolds and Emma Biskupski
	Thursday 12 <sup>th</sup>	Introduction to Safeguarding Children (Level 1)	1:30pm - 4:30pm	Pembroke Road	
	Friday 13 <sup>th</sup>	Abuse and Young People's Relationships	9:30am - 4:30pm	Pembroke Road	
	Monday 16 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Aileen Hamilton

	Date	Course	Time	Venue	Trainer
<b>JANUARY 2014</b>	Monday 13 <sup>th</sup>	Introduction to Safeguarding Children (Level 1)	9:30am - 12:30pm	Pembroke Road	
	Tuesday 14 <sup>th</sup> and 21 <sup>st</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	4.00pm – 7.00pm	Lilla Huset	Renay Stephens
	Wednesday 15 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Caron Russell
	Friday 17 <sup>th</sup>	Safeguarding Children who may be involved in Gangs (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Thursday 23 <sup>rd</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Friday 24 <sup>th</sup>	Safer Recruitment (Level 6)	9am - 5pm	Pembroke Road	Kati Maskell and Jane Foster
	Wednesday 29 <sup>th</sup>	Working with Domestic Violence in relation to Safeguarding Children (Level 3)	9:30am - 4:30pm	Pembroke Road	Peta Sissons
	Friday 31 <sup>st</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Jo White
<b>FEBRUARY 2014</b>	Monday 3 <sup>rd</sup> and 10 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	4:00pm - 7:00pm	Lilla Huset	Renay Stephens
	Wednesday 5 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Saturday 8 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Lilla Huset	Janet Reynolds
	Tuesday 11 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Thursday 13 <sup>th</sup>	Safeguarding Adolescents (Level 3)	9:30 - 4:30pm	Pembroke Road	
	Monday 24 <sup>th</sup>	Parental Substance Misuse and Safeguarding Children	9:30am - 4:30pm	Pembroke Road	Rebecca Thompson
	Thursday 27 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Kate Gosh
	Friday 28 <sup>th</sup>	Fabricated and Induced Illness (Level 3)	9:30am - 12:30pm	Pembroke Road	
	Friday 28 <sup>th</sup>	Introduction to Safeguarding Children (Level 1)	1:30 - 4:30pm	Pembroke Road	



	Date	Course	Time	Venue	Trainer
<b>MARCH 2014</b>	Monday 3 <sup>rd</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Wednesday 5 <sup>th</sup>	Supervision in relation to Safeguarding Children (Level 6)	9:30am - 4:30pm	Pembroke Road	Debbie Raymond and Nicky Brownjohn
	Monday 10 <sup>th</sup>	Introduction to Safeguarding Children (Level 1)	9:30am - 1:30pm	Pembroke Road	
	Monday 10 <sup>th</sup>	E-safety (Level 3)	1:30pm - 4:30pm	Pembroke Road	Jane Foster
	Friday 14 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Aileen Hamilton
	Wednesday 19 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	Rachel Phillips
	Friday 21 <sup>st</sup>	Sexual Exploitation: Be Wise to Sexual Exploitation	9:30am - 4:30pm	Pembroke Road	Katriona Ogilvy-Webb
	Tuesday 25 <sup>th</sup>	Parental Mental Health and Safeguarding Children	9:30am - 4:30pm	Pembroke Road	
	Thursday 27 <sup>th</sup>	Multi Agency Safeguarding and Child Protection Training (Level 3)	9:30am - 4:30pm	Pembroke Road	
	Monday 31 <sup>st</sup>	Safeguarding Children with Special Needs (Level 3)	9:30am - 4:30pm	Pembroke Road	John Kelly and Zee Khan

**PLEASE NOTE:  
Dates and venues are subject to change**

Council House= Baker Street  
Isaac Newton = Ladbroke Grove  
Lilla Huset = Hammersmith  
Pembroke Road = Earl's Court  
Brook Green Children's Centre = Broadway Children's Centre, 49 Brook Green, Hammersmith W6 7BJ

## Which Training Should I attend?

### Face to Face training:

“The Introduction to Safeguarding Children” (level one) course is meant for staff members who have infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect, such as librarians, GP receptionists and community advice centre staff.

All level three courses are aimed at members of the workforce who work predominantly with children and young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the need of a child and parenting capacity where there are safeguarding concerns, such as a professional who may be required to contribute to a case conference.

***We would recommend that you attend the Multi Agency Safeguarding and Child Protection Training (level 3), prior to completing any further training.***

### *Health Professionals*

- *Introduction to safeguarding is the equivalent to level two of the health intercollegiate document 2010*
- *Multi Agency Safeguarding and Child Protection training is the equivalent to the Health intercollegiate document 2010 level three and incorporates level two.*

New to this training programme, is training offered for people with direct line management responsibility.

A full table outlining examples of staff that fall into these groups is attached at the back of this booklet. Please read this document so that you are aware of what training is suitable to your work.

## How to apply for a course: the booking process

### Face to face training:

To attend our training courses you will need to book a place online via the Learning Centre. To access the Learning Centre please use the following link:

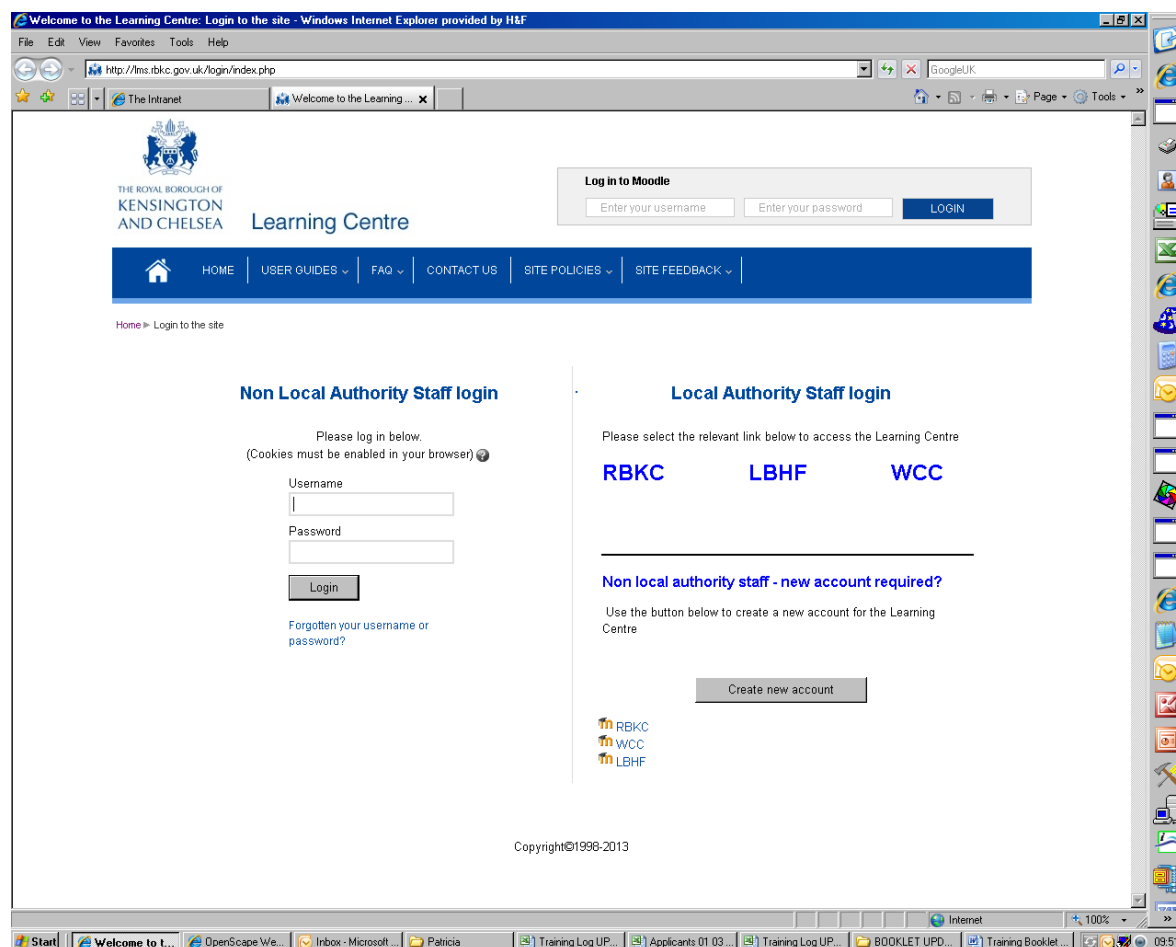
<http://lms.rbkc.gov.uk/>.

### Local Authority Staff

After using the above link Local Authority staff can access the system to the next level by clicking directly onto their relevant borough link (on the right of the screen).

### Non Local Authority Staff

After using the above link, all non Local Authority Staff must first create a new user account. To do this you are required to click on the 'create an account' button, on the right hand side of the screen and complete the new account form. *Please be aware that all non Local Authority Staff must provide an individual email address as a generic office email address will not be sufficient i.e. [Alice@wonderland.co.uk](mailto:Alice@wonderland.co.uk) and not [admin@wonderland.co.uk](mailto:admin@wonderland.co.uk).* Email addresses can only be used once to create an individual account and managers will not be able use their own email address to apply for courses on behalf of their colleagues and/or other staff members. The use of Hotmail accounts etc is accepted.



The screenshot shows a web browser window titled "Welcome to the Learning Centre: Login to the site - Windows Internet Explorer provided by H&F". The address bar shows "http://lms.rbkc.gov.uk/login/index.php". The page features the Royal Borough of Kensington and Chelsea logo and the text "Learning Centre". A navigation menu includes links for HOME, USER GUIDES, FAQ, CONTACT US, SITE POLICIES, and SITE FEEDBACK. The main content area is divided into two sections: "Non Local Authority Staff login" and "Local Authority Staff login". The "Non Local Authority Staff login" section includes a "Please log in below. (Cookies must be enabled in your browser)" notice, fields for Username and Password, a Login button, and a link for "Forgotten your username or password?". The "Local Authority Staff login" section includes a "Please select the relevant link below to access the Learning Centre" notice, three buttons for RBKC, LBHF, and WCC, a "Non local authority staff - new account required?" notice, a "Use the button below to create a new account for the Learning Centre" notice, and a "Create new account" button. At the bottom of the page, there is a copyright notice: "Copyright©1998-2013". The taskbar at the bottom shows several open applications, including "Welcome to t...", "OpenScape We...", "Inbox - Microsoft...", "Patricia", "Training Log UP...", "Applicants 01 03...", "Training Log UP...", "BOOKLET UPD...", and "Training Booklet...". The system clock shows "09:51".

**When entering your details online, please ensure that your email address is correct and complete. We do not accept responsibility for information you do not receive as a result of completing your application inaccurately.**

Once you have created your account you will be able to apply for any course you wish to attend by logging into the Learning Centre by adding your user name and password under Non Local Authority Staff on the left hand side of the screen.

All of our courses can be viewed by clicking onto Local Safeguarding Children's Board (LSCB), which is located under Learning Programmes at the bottom of the webpage.

Once you have applied to attend a course you will receive an Outlook calendar invite by email, which you must accept, to hold the date in your diary. Your Manager will also be cc'd into this email. However, **this is not confirmation that you have been accepted onto the course.**

Three weeks prior to the course date you will receive a further email to confirm or decline your application and provide you with a link to the relevant course materials, which you must print-out and bring with you to the course.

***Your application may be declined prior to this date if your application is not accepted for any reason.***

## Cancellation process

To cancel your place on a course you must follow one of the processes outlined below. Removing the calendar invite from your diary without completing one of these steps does **NOT** constitute a valid cancellation and will result in a charge being applied.

### **Cancellations with ten or more working days notice:**

Cancellations can be completed online by logging into the Learning Centre and cancelling your place on the course.

### **Cancellations with less than ten working days notice:**

Should there be any unforeseen circumstances that require you to cancel your training with less than ten working days notice; you must email [hflscb@lbhf.gov.uk](mailto:hflscb@lbhf.gov.uk) immediately, stating your reasons for being unable to attend. Sending an email to any other email address, or leaving a telephone message will not be accepted and will be subject to a cancellation charge.

***Cancelling at this late stage will normally incur an administrative charge of £100, which will be invoiced to your organisation.***

The LSCB Learning and Development Subgroup state that cancellations can only be made for service user reasons or illness. Management agree to staff attending the course and therefore should manage staff requirements around this. A final decision will be made by the LSCB Manager in relation to whether charges are to be incurred.

Any cancellation charges remaining unpaid by an organisation later than one month following an invoice being issued will result in no further applications from that organisation being accepted until payment is received.

### **Staff/Applicant substitutions**

At whatever point these are made they will not be subject to a cancellation charge providing the alternative nominated person attends the training on the date you originally booked. If you need to provide a substitute to attend in your place you must first email [hflscb@lbhf.gov.uk](mailto:hflscb@lbhf.gov.uk) for approval by the LSCB Training Manager.

## **Cost of Training:**

The training will continue to remain free of charge for all statutory agencies and voluntary organisations. As the training remains free of charge there is no provision for lunch during the courses. However all venues have facilities close by to purchase lunch.

For all private enterprises and profit making organisations there will be a fee for the training e.g. **private** GP's, nurseries, education facilities and hospitals.

The fee will be £70 for a full day training and £40 for a half day

## **Lateness Policy:**

The LSCB Learning and Development Sub Group have agreed that candidates that are late to the course without making contact with the Venue will not be allowed admittance due to disruption to the course and will be charged for non attendance. So please ensure that you arrive 15 minutes prior to the course commencing as the course will commence promptly at the time stated.

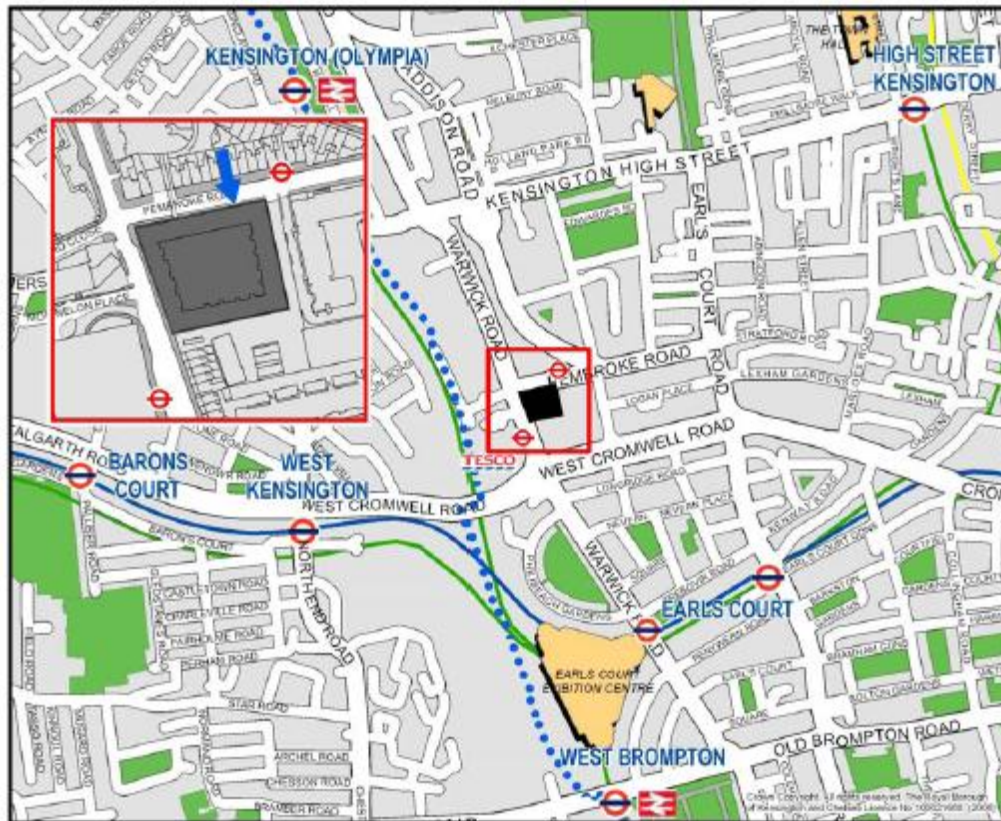
This is also relevant at the end of the course and candidates are not allowed to leave the course early and should they require doing so then contact should be made with the trainer prior to the course and your management agreement given however it may also incur non attendance charges.

## Venues:

The LSCB Learning and development team are committed to ensuring that our training is available to all and we therefore ensure that all the venues are wheelchair accessible. We do request that participants advise us when completing their application of any special requirements.

**Pembroke Road:** Is at **37 Pembroke Road London W8 6PW**. The training and development centre is accessed through the rear entrance (via Warwick Road, not from Pembroke Rd). The Blue Arrow indicated is for wheelchair access which is through the front door.

From the traffic lights at the junction of Cromwell Road, go north along Warwick road beside Tesco, and just before the next set of traffic lights – at far end of Tesco on the other side of the road – is a vehicle entrance. Take the pedestrian walkway to **Door 139A** which is on this south side of the building (the door after 139).



— Circle Line — District Line — Piccadilly Line —••• Borough boundary

### UNDERGROUND



#### Nearest underground stations

Earl's Court (9min walk)	District and Piccadilly Line
West Brompton (14min walk)	District Line
West Kensington (10min walk)	District Line
Kensington Olympia (13min walk)	District Line

### RAIL



#### Nearest rail stations

Kensington Olympia  
West Brompton

### BUS



#### Nearest bus routes

328,C1,C3

Visit <http://www.tfl.gov.uk/buses> for all bus routes in Central London

## Kensington & Chelsea

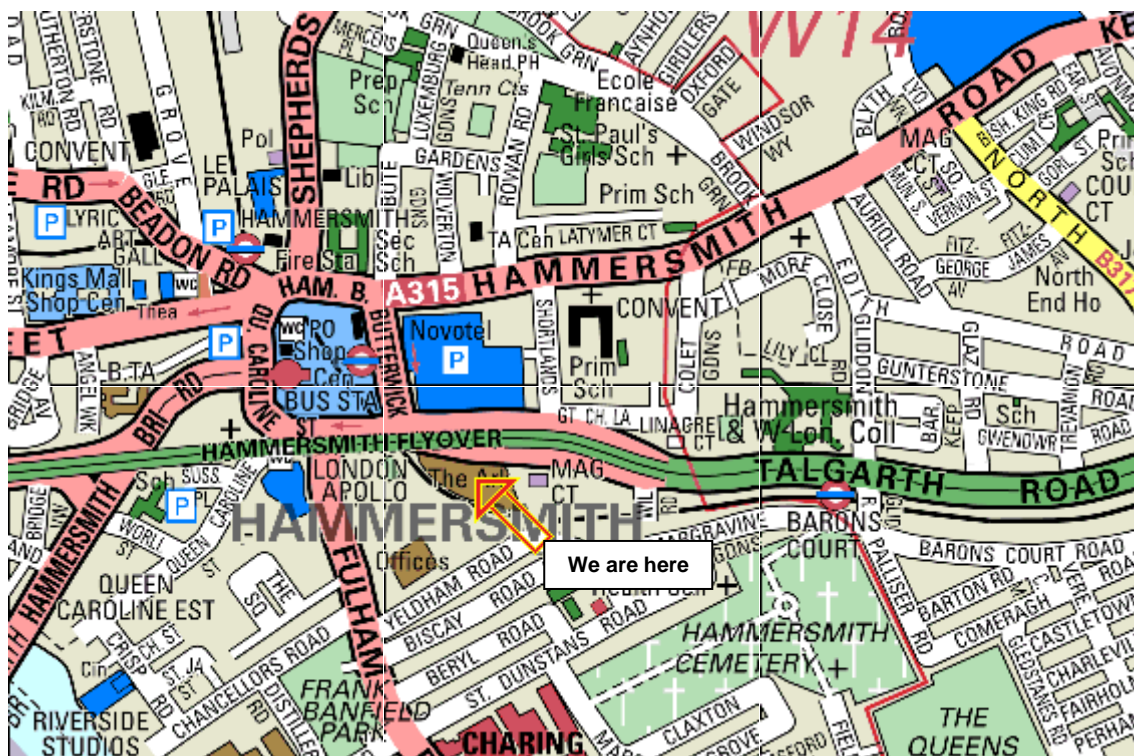
[Isaac Newton Centre](#), 108a Lancaster Road, London W11 1QS



## [The Lilla Huset Professional Development Centre](#)

191 Talgarth Road, Hammersmith, London W6 8BJ

Tel: 020 7598 4801



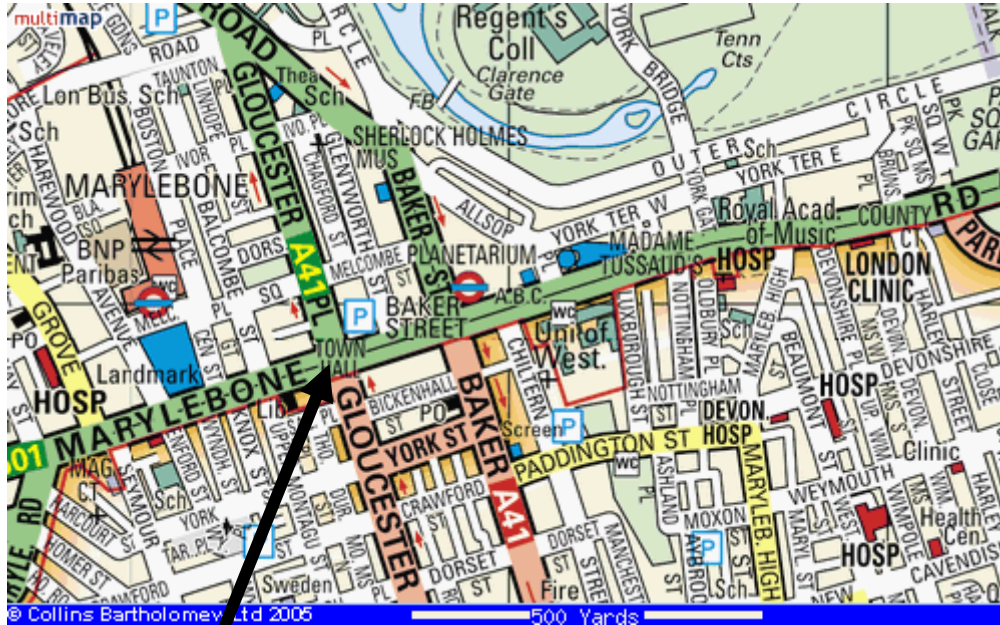


**Westminster Council House (Old Marylebone Town Hall)**

97-113 Marylebone Road

NW1 5PT

Tel: 0207 641 1165/1094



**We are here.**

## Face to Face Course listing:

### Introduction to Safeguarding Children (Level 1)

Applicants per course: 25

**Morning session: 9:30 to 12: 30 – Afternoon Session: 1:30 to 4:30**

Day	Date	Venue
Wednesday	24 <sup>th</sup> April 2013 Morning session	Isaac Newton
Tuesday	14 <sup>th</sup> May 2013 Morning Session	Pembroke Road
Thursday	13 <sup>th</sup> June 2013 Morning Session	Pembroke Road
Monday	15 <sup>th</sup> July 2013 Afternoon Session	Pembroke Road
Friday	27 <sup>th</sup> September 2013 Morning Session	Pembroke Road
Wednesday	23 <sup>rd</sup> October 2013 Afternoon Session	Pembroke Road
Tuesday	19 <sup>th</sup> November 2013 Morning Session	Pembroke Road
Thursday	12 <sup>th</sup> December 2013 Afternoon Session	Pembroke Road
Monday	13 <sup>th</sup> January 2014 Morning Session	Pembroke Road
Friday	28 <sup>th</sup> February 2014 Afternoon Session	Pembroke Road
Monday	10 <sup>th</sup> March 2013 Morning Session	Pembroke Road

#### Learning Objectives:

- An opportunity to address and manage personal attitudes and beliefs
- Gain a basic understanding of the legislative framework
- Gain a basic understanding of how to raise concerns appropriately within each agency
- Have an understanding of possible signs and symptoms of abuse and harm
- Know who to contact about concerns and for making referrals

### Multi Agency Safeguarding and Child Protection Training (Level 3)

Applicants per course: 21

**Day Courses: 9:30am to 4:30pm**

Day	Date	Venue
Wednesday	17 <sup>th</sup> April 2013	Council House
Monday	22 <sup>nd</sup> April 2013	Pembroke Road
Tuesday	30 <sup>th</sup> April 2013	Pembroke Road
Friday	10 <sup>th</sup> May 2013	Pembroke Road
Thursday	16 <sup>th</sup> May 2013	Pembroke Road
Tuesday	21 <sup>st</sup> May 2013	Isaac Newton
Wednesday	12 <sup>th</sup> June 2013	Isaac Newton
Monday	17 <sup>th</sup> June 2013	Pembroke Road
Thursday	27 <sup>th</sup> June 2013	Pembroke Road
Friday	5 <sup>th</sup> July 2013	Pembroke Road
Wednesday	10 <sup>th</sup> July 2013	Pembroke Road
Tuesday	16 <sup>th</sup> July 2013	Pembroke Road
Friday	13 <sup>th</sup> September 2013	Pembroke Road
Thursday	19 <sup>th</sup> September 2013	Pembroke Road

Day	Date	Venue
Monday	23 <sup>rd</sup> September 2013	Pembroke Road
Tuesday	1 <sup>st</sup> October 2013	Council House
Wednesday	9 <sup>th</sup> October 2013	Pembroke Road
Thursday	17 <sup>th</sup> October 2013	Pembroke Road
Friday	25 <sup>th</sup> October 2013	Pembroke Road
Monday	4 <sup>th</sup> November 2013	Council House
Tuesday	12 November 2013	Pembroke Road
Friday	22 <sup>nd</sup> November 2013	Pembroke Road
Thursday	28 <sup>th</sup> November 2013	Pembroke Road
Wednesday	4 <sup>th</sup> December 2013	Pembroke Road
Tuesday	10 <sup>th</sup> December 2013	Pembroke Road
Monday	16 <sup>th</sup> December 2013	Pembroke Road
Wednesday	15 <sup>th</sup> January 2014	Pembroke Road
Thursday	23 <sup>rd</sup> January 2014	Pembroke Road
Friday	31 <sup>st</sup> January 2014	Pembroke Road
Wednesday	5 <sup>th</sup> February 2014	Pembroke Road
Tuesday	11 <sup>th</sup> February 2014	Pembroke Road
Thursday	27 <sup>th</sup> February 2014	Pembroke Road
Monday	3 <sup>rd</sup> March 2014	Pembroke Road
Friday	14 <sup>th</sup> March 2014	Pembroke Road
Wednesday	19 <sup>th</sup> March 2014	Pembroke Road
Thursday	27 <sup>th</sup> March 2014	Pembroke Road

**Twilight Sessions: 4pm to 7pm. Candidates must attend both sessions**

Day	Date	Venue
Thursday	11 <sup>th</sup> and 18 <sup>th</sup> July 2013	Lilla Huset
Wednesday	11 <sup>th</sup> and 18 <sup>th</sup> December 2013	Lilla Huset
Tuesday	14 <sup>th</sup> and 21 <sup>st</sup> January 2014	Lilla Huset
Monday	3 <sup>rd</sup> and 10 <sup>th</sup> February 2014	Lilla Huset

**Saturday Day Sessions: 9:30am to 4:30pm**

Day	Date	Venue
Saturday	27 <sup>th</sup> April 2013	Lilla Huset
Saturday	22 <sup>nd</sup> June 2013	<a href="#">Brook Green Children's Centre</a>
Saturday	21 <sup>st</sup> September 2013	Lilla Huset
Saturday	8 <sup>th</sup> February 2014	Lilla Huset

**Learning Objectives:**

- Have up to date information about the legal and procedural framework for safeguarding children
- Have explored the barriers to effective inter-agency information sharing and decision making and considered what they can personally do to improve the situation
- Know what is required as members of the Child Protection Conferences and Core Groups
- Know some of the lessons for practice from serious case reviews

## **Safeguarding Adolescents (Level 3)**

**Trainers:**

**Applicants per course: 25**

**Day Courses: 9:30am to 4:30pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Wednesday	8 <sup>th</sup> May 2013	Pembroke Road
Wednesday	18 <sup>th</sup> September 2013	Pembroke Road
Monday	18 <sup>th</sup> November 2013	Pembroke Road
Thursday	13 <sup>th</sup> February 2014	Pembroke Road

### **Learning Objectives:**

- Be able to identify and respond to concerns in relation to self harm and suicide
- To be aware of how to respond to a child who is missing
- Consider strategies on how to engage with isolated and vulnerable young people
- To consider threshold requirements and risk assess adolescents in relation to the above issues.

## **Awareness of Cultural Practices and Safeguarding Children (Level 3)**

**Trainers: Zee Khan**

**Applicants per course: 25**

**Day Courses: 9:30am to 4:30pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Monday	20 <sup>th</sup> May 2013	Isaac Newton
Tuesday	10 <sup>th</sup> September 2013	Pembroke Road
Monday	2 <sup>nd</sup> December 2013	Pembroke Road

### **Learning Objectives:**

- Be able to understand the difference between forced marriage and arrange marriage
- To have an understanding of children who may be at risk in relation to so called honour based violence
- To be able to safeguard children at risk of so called honour based violence
- To have an increased awareness in relation to witchcraft abuse
- To have an understanding of children at risk of female genital mutilation and the different levels
- To be able to safeguard children at risk of female genital mutilation.
- Be able to make appropriate referrals when concerns are raised in these areas

## **E-Safety (Level 3): New threats in a changing digital environment; it's not just about porn and predators**

**Trainer:** Jane Foster

**Applicants per course:** 25

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Monday	15 <sup>th</sup> July 2013, Morning Session	Pembroke Road
Wednesday	23 <sup>rd</sup> October 2013, Morning Session	Pembroke Road
Monday	10 <sup>th</sup> March 2014, Afternoon Session	Pembroke Road

### **Learning Objectives:**

- **Content** - sexual, racist, violent, unreliable/bigoted and unregulated websites
- **Commerce** - scams, phishing and pharming, bluejacking, downloads which steal information
- **Contact Culture** - including social networking, cyberbullying, blogging, grooming
- **Conduct** - sites promoting self harm, eating disorders, racial hatred, violence
- How adults can engage positively with young people via the digital environment

And will understand

- How children and young people use the digital environment and what are the main areas of risk
- How the internet can be used to target, groom and exploit children and how perpetrators operate
- How online activity impacts on emotional and physical health and well-being – what are the issues involved in living a 'virtual adolescence'
- How professionals and volunteers working with children can avoid putting themselves at risk by identifying practice and conduct issues in relation to their work with children and young people or adults - that uploading is as risky as downloading!
- How to report concerns
- How the main features of legislation, guidance and procedures relevant to safeguarding children and young people within ICT are applied

## **Fabricated and Induced Illness**

**Applicants per course: 25**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Thursday	13 <sup>th</sup> June 2013, Afternoon Session	Pembroke Road
Friday	28 <sup>th</sup> February 2014, Morning Session	Pembroke Road

### **Learning Objectives:**

- What is fabricated and induced illness
- How to identify and recognise fabricated and induced illness
- How to communicate with families and other professionals when dealing with fabricated and induced illness
- To be able to identify the appropriate referral pathways

## **Safeguarding Children who may be involved in Gangs (Level 3)**

**Trainers:**

**Applicants per course: 25**

**Day Courses: 9:30am to 4:30pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Tuesday	25 <sup>th</sup> June 2013	Pembroke Road
Thursday	3 <sup>rd</sup> October 2013	Pembroke Road
Friday	17 <sup>th</sup> January 2014	Pembroke Road

### **Learning Objectives:**

- Be able to identify the difference between peer groups, street gangs and criminal gangs.
- Identify risk factors for involvement with gangs and link this with the national assessment framework
- To have a clear understanding in relation to the threshold for Child in Need and Child protection in relation to children's involvement with gangs
- Be able to identify and complete referrals to appropriate support services for children who are involved or may be at risk of being involved with gangs

## **Sexual Exploitation: Identifying the need and risks of children and young people in relation to Safeguarding**

**Trainer: Katriona Ogilvy- Webb**  
**Applicants per course: 25**

**Day Courses: 9:30am to 4:30pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Friday	19 <sup>th</sup> April 2013	Pembroke Road
Friday	8 <sup>th</sup> November 2013	Pembroke Road

### **Learning Objectives:**

- Develop an understanding of the nature of sexual exploitation by identifying the vulnerability factors and risk indicators.
- Understand key terminology in relation to work on sexual exploitation and gain awareness that sexual exploitation can affect boys and girls and young people from all social and ethnic groups.
- Explore the main themes of the programme and the exercises that cover the identification of sexual exploitation, grooming process, power and control in abusive relationships, reducing risk, keeping safe and the law regarding young people and sexual activity.
- Develop strategies to increase confidence in direct work with young people regarding sex and relationships
- Receive guidance on how to make a referral if concerns arise about a young person is being sexually exploited

## **Be Wise to Sexual Exploitation**

**Trainer: Katriona Ogilvy- Webb**  
**Applicants per course: 25**

**Day Courses: 9:30am to 4:30pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Friday	19 <sup>th</sup> July 2013	Pembroke Road
Friday	21 <sup>st</sup> March 2014	Pembroke Road

### **Learning Objectives:**

- Develop an understanding of the nature of sexual exploitation by identifying the vulnerability factors and risk indicators.
- Understand key terminology in relation to work on sexual exploitation and gain awareness that sexual exploitation can affect boys and girls and young people from all social and ethnic groups.
- Explore the main themes of the programme and the exercises that cover the identification of sexual exploitation, grooming process, power and control in abusive relationships, reducing risk, keeping safe and the law regarding young people and sexual activity.
- Develop strategies to challenge sexism, homophobia and normalized violence.
- Develop strategies to increase confidence in direct work with young people regarding sex and relationships

- Have the opportunity to develop ideas on how the resource can be adapted to suit different individuals, groups or settings.
- Receive guidance on how to make a referral if concerns arise about a young person is being sexually exploited

### **Parental Mental Health and Safeguarding Children (Level 3)**

**Trainers: Renay Stephens and Miriam Sohoraye**

**Applicants per course: 25**

**Day Courses: 9:30am to 4:30pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Tuesday	11 <sup>th</sup> June 2013	Council House
Thursday	14 <sup>th</sup> November 2013	Pembroke Road
Tuesday	25 <sup>th</sup> March 2014	Pembroke Road

#### **Learning Objectives:**

- To be aware of common diagnoses and underlying issues/symptoms
- To understand the impact on children of Parental Mental Health on Children
- To have an understanding of the risks involved
- To gain knowledge of the services thresholds and processes
- To be able to undertake and support joint working (attitudes to cover: opinions, barriers to working well together)

### **Parental Substance Misuse and Safeguarding Children (Level 3)**

**Trainers: Renay Stephens, Rebecca Thompson and Naznin Ali**

**Applicants per course: 25**

**Day Courses: 9:30am to 4:30pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Thursday	2 <sup>nd</sup> May 2013	Pembroke Road
Monday	14 <sup>th</sup> October 2013	Pembroke Road
Monday	24 <sup>th</sup> February 2014	Pembroke Road

#### **Learning Objectives:**

- Understand why different people might use drugs
- Identify the potential impact of parental use on children across a range of ages, including young carers
- Explore the cycle of change and how this may impact on an assessment
- Identify sources of further support for parents and the professionals working with them
- Have greater clarity about the thresholds for safeguarding children
- Address your own attitudes and beliefs regarding parenting and substance misuse
- Develop an understanding of how to make an effective assessment with reference to the national assessment framework and identify good practice methods.



## **Working with Domestic Abuse in relation to Safeguarding Children (Level 3)**

**Trainers: Mandy Harper, Peta Sissons and Renay Stephens**

**Applicants per course: 25**

**Day Courses: 9:30am to 4:30pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Monday	15 <sup>th</sup> April 2013	Pembroke Road
Tuesday	24 <sup>th</sup> September 2013	Pembroke Road
Wednesday	29 <sup>th</sup> January 2014	Pembroke Road

### **Learning Objectives:**

- Be able to define Domestic Abuse
- Aware of the level of domestic abuse both nationally and locally
- Recognise and indicators of domestic abuse in both survivors, perpetrators and children
- Understand the power and control wheel
- Understand the impact of domestic violence on child development
- Be able to identify the referral pathways both for Early intervention, Child Protection and Children In Need

## **Abuse and Young People's Relationship (Level 3)**

**Trainers: Renay Stephens**

**Applicants per course: 25**

**Day Courses: 9:30am to 4:30pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Tuesday	2 <sup>nd</sup> July 2013	Pembroke Road
Friday	13 <sup>th</sup> December 2013	Pembroke Road

### **Learning Objectives:**

- To have a greater understanding of intimate partner violence
- To gain an understanding of the power and control wheel and how this relates to young people.
- To be able to engage young people (survivor or perpetrator) in discussion about intimate partner violence
- To be able to identify the appropriate level of intervention and make a safeguarding referral for people either perpetrating or suffering from intimate partner violence.

## **Safeguarding Children with Special Needs (Level 3)**

**Trainer: John Kelly and Zee Khan**

**Applicants: 25**

**Day Courses: 9:30am to 4:30pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Friday	11 <sup>th</sup> October 2013	Pembroke Road
Monday	31 <sup>st</sup> March 2014	Pembroke Road

### **Learning Objectives:**

- To understand the eligibility criteria for Children with Disabilities Services
- To explore the complexities of communication
- To better understand the child protection misconceptions of Children with Special Needs
- To be aware of the referral pathways and services available within tri borough

## **Training For People with Line Management Responsibility:**

### **Safer Recruitment (Level 6)**

**Trainers: Kati Maskell and Jane Foster**

**Applicants per course: 25**

**Day Courses: 9:00am to 5:00pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Thursday	25 <sup>th</sup> April 2013	Lilla Huset
Wednesday	19 <sup>th</sup> June 2013	Lilla Huset
Tuesday	17 <sup>th</sup> September 2013	Pembroke Road
Monday	20 <sup>th</sup> November 2013	Pembroke Road
Friday	24 <sup>th</sup> January 2014	Pembroke Road
Wednesday	12 <sup>th</sup> March 2014	Pembroke Road

#### **Learning Outcomes:**

- Have an awareness of the need for safer recruitment
- Be aware of the means by which unsuitable people can gain access to children and vulnerable people
- Be aware of the means by which safer recruitment can be achieved
- Be aware of the processes for handling allegations against staff in order that staff have confidence to identify those who may pose a risk to children and vulnerable people and so that staff will know what to do if/when they have to deal with these issues.

### **Serious Case Reviews (Level 6):**

**Trainers: Tim Deacon, Paul Hargreaves**

**Applicants per course: 25**

**Day Courses: 9:00am to 5:00pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Tuesday	18 <sup>th</sup> June 2013	Pembroke Road

#### **Learning Outcomes:**

- Enable applicants to understand the process involved in Serious Case Reviews
- Understand the impact of Serious Case Reviews
- Enable participants to understand the key messages
- How best to learn from Serious Case reviews

## **Supervision in relation to Safeguarding (Level 6)**

**Trainers: Nicky Brownjohn and Debbie Raymond**

**Applicants per course: 25**

**Day Courses: 9:00am to 5:00pm**

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Friday	28 <sup>th</sup> June 2013	Pembroke Road
Wednesday	5 <sup>th</sup> March 2014	Pembroke Road

### **Learning Outcomes:**

- Have an awareness of the purpose of supervision
- Be aware of the functions of Supervision in relation to Safeguarding Children
- To explore the roles and responsibilities of the supervisor in Safeguarding Children
- To explore the impact of Safeguarding children and this can be resolved within supervision



# **Competence Still Matters: Safeguarding training for all employees and volunteers**

**(A guide to the responsibilities of  
all organisations)**

**Produced by London Safeguarding Children  
Board Training Subgroup**

London Safeguarding Children Board  
London Councils  
59½ Southwark Street  
London SE1 0AL

[www.londonscb.gov.uk/training\\_subgroup/](http://www.londonscb.gov.uk/training_subgroup/)

## Groups

Working Together to Safeguard Children (2010) groups audiences together based on their degree of contact with children and/or parents/carers and their levels of responsibility, in order to assist with the identification of training and development needs. These groups are:

Group	Description
1	Staff in infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect.  For example, librarians, GP receptionists, community advice centre staff, grounds men, recreation assistants, environmental health officers.
2	Those in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers including all health clinical staff, who may be in a position to identify concerns about maltreatment, including those that may arise from the use of CAF.  For example, housing, hospital staff, YOT staff and staff in secure settings, the police other than those in specialist child protection roles, sports development officers, disability specialists, faith groups, community youth groups, play scheme volunteers.
3	Members of the workforce 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.  For example, paediatricians, GPs, youth workers, those working in the early years sector, residential staff, midwives, school nurses, health visitors, sexual health staff, teachers, probation staff, sports club welfare officers, those working with adults in, for example, learning disability, mental health, alcohol and drug misuse services, those working in community play schemes.
4	Members of the workforce who have 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 coordinating assessments of children in need.
5	Professional advisors named and designated lead professionals.
6	Operational managers at all levels including, practice supervisors, front line managers and managers of child protection units.
7	Senior managers responsible for the strategic management of services, NHS board members.
8	Members of the LSCB 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.

N.B these are illustrative examples of the audiences for each target group.

## Training requirements for each group

Many groups are required to undergo training related to their level of responsibility in addition to some of the training aimed at the lower level groups. For example, a worker from group 7 is required to undergo the training outlined for group 7 but is also required to undergo training outlined for groups 1, 2 and 3.

The following chart provides an overview of the training requirements for all groups.

	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Employees and volunteer workers in group 1 should undergo training for each group ticked	✓							
Employees and volunteer workers in group 2 should undergo training for each group ticked	✓	✓						
Employees and volunteer workers in group 3 should undergo training for each group ticked	✓	✓	✓					
Employees and volunteer workers in group 4 should undergo training for each group ticked	✓	✓	✓	✓				
Employees and volunteer workers in group 5 should undergo training for each group ticked	✓	✓	✓		✓			
Plus employees and volunteer workers in group 5 if advising staff from group 4.				✓				
Employees and volunteer workers in group 6 should undergo training for each group ticked	✓	✓	✓			✓		
Plus employees and volunteer workers in group 6 if advising staff from group 4				✓				
Employees and volunteer workers in group 7 should undergo training for each group ticked	✓	✓	✓				✓	
Employees and volunteer workers in group 8 should undergo training for each group ticked	✓	✓	✓					✓

The following tables provide more detail in respect of the training requirement for each group.

## Group 1

- The following training received within one week of commencement of employment.
- Refresher training provided at least every three years.

Content	Delivery Method	Outcome
Definitions of abuse.	1 to 1 supervision/induction or group induction.	<p>The employee is aware of the definitions of significant harm and abuse and neglect (Working Together to Safeguard Children, 2010)</p> <p>The employee has received a written copy of the definitions of significant harm and abuse and neglect (possibly contained within the organisation's basic safeguarding children procedures) and has signed to confirm that they have read this.</p>
Child development	1 to 1 supervision/induction or group induction.	<p>The employee understands:</p> <ul style="list-style-type: none"> <li>• how the quality of care that children receive can have an impact on their health and development,</li> <li>• that plans and interventions to safeguard and promote the child's welfare should be based on a clear assessment of the child's developmental progress and the difficulties the child may be experiencing,</li> <li>• that planned action should be timely and appropriate for the child's age and stage of development.</li> </ul>
Awareness of the possible signs and symptoms of abuse and neglect.	1to 1 supervision/induction or group induction.	<p>The employee is aware of the possible signs of abuse and neglect.</p> <p>The employee understand that the presence of some factors is not proof that the abuse has occurred, but:</p> <ul style="list-style-type: none"> <li>• may be regarded as indicators of the possibility of significant harm;</li> <li>• may indicate a need for careful assessment and discussion with the agency's nominated child protection person;</li> <li>• may require consultation with and/or referral to the LA children's social care and/or the police.</li> </ul>



Content	Delivery Method	Outcome
		<p>The employee understands that the absence of such indicators does not mean that abuse or neglect has not occurred.</p> <p>The employee has received a written copy of the guidance regarding 'Recognition of Abuse and Neglect' given in part 4 of the London Child Protection Procedures (possibly contained within the organisation's basic safeguarding children procedures) and has signed to confirm that they have read this.</p>
<p>Awareness of the organisation's basic safeguarding children procedures.</p>	<p>1 to 1 supervision/induction or group induction</p>	<p>The employee is aware of the organisation's basic safeguarding children procedures.</p> <p>The employee has received a written copy of the organisation's basic safeguarding children procedures and has signed to confirm that they have read this.</p>
<p>Awareness of who within the organisation should be contacted regarding any concern about a child's safety or welfare (including who to contact if that person is unavailable).</p>	<p>1 to 1 supervision/induction or group induction.</p>	<p>The employee is aware of who within the organisation should be contacted regarding any concern about child's safety or welfare.</p> <p>The employee is aware of who to contact if the main contact is not available.</p> <p>The employee is aware that contact should be made without the delay whenever the concern involves possible significant harm to a child.</p> <p>The employee has received written information about who to contact regarding safeguarding concerns (possibly contained within the organisation's basic safeguarding children procedures) and has signed to confirm that they have read this.</p>
<p>Awareness of who within the organisation should be contacted regarding any concern about a colleague's behaviour towards a child or potential risk that they may present.</p>	<p>1 to 1 supervision/induction or group induction.</p>	<p>The employee is aware of the organisation's codes of conduct.</p> <p>The employee has received a written copy of the organisation's codes of conduct and has signed to confirm that they have read this</p>

### Group 3

- Training outlined for Group 1 received within one week of commencement of employment.
- Training outlined for Group 2 provided within six months of commencement of employment.
- The following training provided within twelve months of commencement of employment.
- Refresher training regarding the above provided at least every three years.

Content	Delivery Method	Outcome
<p>Working together to identify, assess and meet the needs of children where there are safeguarding concerns.</p>	<p>Multi-agency training delivered by, or on behalf of, the Local Safeguarding Children Board.</p> <p>In addition, single-agency training and professional development related to specific role.</p>	<p>The employee is aware of the historical context (e.g. messages from research, lessons from SCR; government inquiry reports) emphasising the need for organisations to work together.</p> <p>The employee is aware of current legislation and government guidance regarding their responsibility to co-operate with the local authority and other agencies where there are safeguarding concerns.</p> <p>The employee is aware of the ways in which such concerns may arise and the various resulting ways in which they and their agency will become involved.</p> <p>The employee is aware of the processes that are activated following referral to the local authority under S17/S47 of the Children Act 1989 and their contribution to these processes in terms of:</p> <ul style="list-style-type: none"> <li>• providing information and professional opinion;</li> <li>• carrying out any necessary specialist assessment;</li> <li>• providing reports;</li> <li>• attending meetings;</li> <li>• contributing to decision making;</li> <li>• contributing to plans;</li> </ul> <p>Managing disagreements or conflict with other organisations.</p> <p>The employee is aware of the barriers to inter-agency</p>

Content	Delivery Method	Outcome
		cooperation and of strategies to overcome them.
The impact of parenting issues, such as domestic abuse, substance misuse on parenting capacity.	<p>Multi-agency training delivered by, or on behalf of, the Local Safeguarding Children Board.</p> <p>In addition, single-agency training and professional development related to specific role.</p>	<p>The employee is aware of factors that impact on the vulnerability of children including –</p> <p>Individual factors such as:</p> <ul style="list-style-type: none"> <li>• babies and very young children;</li> <li>• disabled children;</li> <li>• children who are picked on as being different;</li> <li>• children who are already thought of as a problem.</li> </ul> <p>Social factors including families:</p> <ul style="list-style-type: none"> <li>• living in poverty;</li> <li>• facing racism and other forms of social isolation;</li> <li>• Living in areas with a lot of crime, poor housing and high unemployment.</li> </ul> <p>Parental/other adult factors such as:</p> <ul style="list-style-type: none"> <li>• domestic violence</li> <li>• mental illness;</li> <li>• learning disability;</li> <li>• misuse of drugs or alcohol.</li> </ul> <p>The employee is aware of the dimensions of parenting capacity as described in The Framework for the Assessment of Children in Need and their Families and the impact of the above parental factors.</p> <p>Employees working with the adult as their client are aware of their responsibility to also ensure the welfare and safety of children.</p>
Recognising the importance of family history and functioning.	Multi-agency training delivered by, or on behalf of, the Local	The employee understands the need to fully assess family history and functioning including:

Content	Delivery Method	Outcome
	<p>Safeguarding Children Board.</p> <p>In addition, single-agency training and professional development related to specific roles.</p>	<ul style="list-style-type: none"> <li>• who is living in the household and how they are related to the child;</li> <li>• significant changes in family/household composition;</li> <li>• history of childhood experiences of parents;</li> <li>• chronology of significant life events and their meaning to family members;</li> <li>• nature of family functioning, including sibling relationships and its impact on the child;</li> <li>• parental strengths and difficulties, including those of an absent parent, and the relationship between separated parents.</li> </ul> <p>The employee understands the importance of analysis of previous referrals and interventions, particularly those relating to child in need or child protection.</p>
<p>Working with children and family members, including addressing lack of cooperation and superficial compliance within the context of role.</p>	<p>Multi-agency training delivered by, or on behalf of, the Local Safeguarding Children Board.</p> <p>In addition, single-agency training and professional development related to specific role.</p>	<p>The employee is aware of worker and agency factors that may impact on family cooperation.</p> <p>The employee understands the nature of resistance in some families, including:</p> <ul style="list-style-type: none"> <li>• ambivalence;</li> <li>• denial;</li> <li>• unresponsiveness / superficial compliance;</li> <li>• hostility or violence.</li> </ul> <p>The employee is able to distinguish between families that are:</p> <ul style="list-style-type: none"> <li>• cooperative;</li> <li>• uncooperative;</li> <li>• hostile;</li> <li>• dangerous.</li> </ul> <p>The employee is aware of strategies to overcome or respond to a lack of engagement or cooperation.</p>

## Group 6

- Training outlined for Group 1 received within one week of commencement of employment.
- Training outlined for Group 2 provided within six months of commencement of employment.
- Training outlined for Group 3 provided within twelve months of commencement of employment.
- Training outlined for Group 4 (only if advising staff from Group 4) provided within twelve months of commencement of employment.
- The following training provided within twelve months of commencement of employment.
- Refresher training regarding the above provided at least every three years.

Content	Delivery Method	Outcome
<p>Supervising child protection cases.</p> <p>Managing performance to promote effective inter-agency practice.</p>	<p>Multi-agency training delivered by, or on behalf of, the Local Safeguarding Children Board.</p> <p>In addition, single-agency training and professional development related to specific role.</p>	<p>The employee understands their role in supervising, supporting and monitoring the actions of staff working with child protection cases, particularly regarding:</p> <ul style="list-style-type: none"> <li>• identifying and responding to concerns;</li> <li>• following up referrals;</li> <li>• keeping comprehensive and accurate records;</li> <li>• working with others;</li> <li>• attending (and contributing to) meetings;</li> <li>• discharging responsibilities under child protection plans;</li> <li>• providing timely reports and assessments;</li> <li>• contributing to decisions regarding risk;</li> <li>• challenging decisions where there is disagreement.</li> </ul>
<p>Specialist training to undertake key management and/or supervisory roles in, for example, intake/duty teams.</p>	<p>Single-agency training and professional development related to specific role.</p>	<p>The employee is competent in managing staff engaged in conducting S47 enquiries and staff holding key-worker responsibility for children who are subject to child protection plans.</p>

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