



LSCB Training Programme

April 2012 Edition

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INTRODUCTION

Welcome to the Royal Borough of Kingston Local Safeguarding Children Board (LSCB) Training Programme.

The Kingston LSCB recognises that 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 the knowledge and skills to carry out their own roles. This includes being able to recognise and raise concerns about children who may be presenting additional needs and/or who may be vulnerable. They must also be able to work effectively with others both within their own agency and across organisational boundaries. This will be best achieved by a combination of single agency and multi-agency training.

Individual agencies are responsible for ensuring that their staff are competent and confident to carry out their responsibilities for safeguarding and promoting children's welfare. 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. These are:

- Effective communication and engagement with children, young people and their families and carers;
- Child and young person development;
- Safeguarding and promoting the welfare of the child;
- Supporting transitions;
- Multi-agency working;
- Sharing information.
-

'Working Together to Safeguard Children', (HM Government, March 2010) provides guidance in respect of the training and development of staff and volunteers to enable them to effectively safeguard and promote the welfare of children.

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

'Working Together to Safeguard Children' groups audiences together based on their degree of contact with children and/or parents/carers and their levels of responsibility. There are eight groups which are:

1. Those who have occasional contact with children, young people and/or parents/carers.
2. Those in regular or in intensive but irregular contact with children, young people and/or parents/carers.
3. Those who work predominantly with children, young people and/or parents/ carers.
4. Those who have particular specialist child protection responsibilities.
5. Professional advisers and designated leads for child protection.

6. Operational managers of services for children, young people and/or parents/ carers.
7. Senior managers responsible for strategic management of services for children, young people and/or parents/carers.
8. Members of Local Safeguarding Children Boards.

MULTI-AGENCY FOCUS

The framework outlined in this document supports one of the primary duties that the Children Act (2004) creates: to ensure Local Authorities and key agencies work together to improve outcomes for children. In the context of learning skills and developing knowledge to better safeguard children and promote their well-being, “working together” can be translated as multi-agency learning and development activities or training.

‘Working Together to Safeguard Children’ (2010) notes that:

Research for the Department of Children, Schools and Families and the Department of Health has shown that inter-agency training is highly effective in helping professionals understand their respective roles and responsibilities, the procedures of each agency involved in safeguarding children and in developing a shared understanding of assessment and decision-making practices. Further, the opportunity to learn together is greatly valued; participants report increased confidence in working with colleagues from other agencies and greater mutual respect.

The purpose of training for inter-agency work at both strategic and operational levels is to achieve better outcomes for children and young people by fostering;

- *a shared understanding of the tasks, processes, principles, roles and responsibilities outlined in national guidance and local arrangements for safeguarding children and promoting their welfare,*
- *more effective and integrated services at both the strategic and individual case level,*
- *improved communication and information sharing between professionals, including a common understanding of key terms, definitions and thresholds for action,*
- *effective working relationships, including an ability to work in multi-disciplinary groups or teams,*
- *sound child focused assessments and decision-making, and*
- *learning from Serious Case Reviews (SCRs) and reviews of child deaths.*

ROLES AND RESPONSIBILITIES OF EMPLOYERS

'Working Together to Safeguard Children' (2010) places a duty on all employers to ensure that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's and young people's welfare.

This includes:

- Ensuring that all relevant staff and volunteers receive safeguarding child training within any appropriate service framework (for example, Intercollegiate: Safeguarding Children and Young People: Roles and Competences for Health Care Staff (2010); Roles, Skills, Knowledge and competencies for Safeguarding Children in the Sports Sector (2007)).
- Ensuring that all relevant staff receive a mandatory induction, which includes familiarisation with their child protection responsibilities and the policies and procedures to be followed if they have concerns about a child's safety or welfare. Regular refresher training should also be provided at least every three years.
- Ensuring that relevant staff are appropriately trained in child development and in how to recognise and act on potential signs of child abuse and neglect.
- Ensuring that that appropriately qualified staff undertaking specialist roles in both children's and adults' services receive the necessary specialist training.
- Committing resources for inter-agency training, for example through funding, providing venues; providing staff who contribute to the planning and delivery and/or evaluation of inter-agency training.
- Providing staff who have the relevant expertise to support the Kingston LSCB (for example, by actively contributing to the Kingston LSCB training sub-group).
- Releasing staff to attend the appropriate inter-agency training courses and ensuring the time for them to complete inter-agency training tasks and apply their learning in practice.
- Ensuring that staff receive relevant single-agency training that enables them to maximise the learning derived from inter-agency training.

A more comprehensive description of roles and responsibilities of employers can be found in Chapter 4 of 'Working Together to Safeguard Children', (HM Government, March 2010).

USING THE FOLLOWING TABLES

The following tables detail the eight staff groups identified in 'Working Together to Safeguard Children' (2010) and the minimum training requirements in respect of each group.

Employers should use the tables to ensure that all relevant employees and volunteers receive timely, appropriate training whether provided in-house, by the Kingston LSCB or by other training providers.

When using the tables to design single or multi-agency programmes or training events, the focus should be on the outcomes indicated against the content for each of the eight groups.

When designing training programmes, employers and the Kingston LSCBs should ensure that specific or specialist topics are covered (for example, impact of parental mental health, domestic violence, substance misuse, sexual exploitation). Training programmes should be continually revised to ensure the inclusion of ongoing lessons from research, serious case reviews and government inquiry reports.

TARGET 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, groundsman, 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 co-ordinating 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 KLSCB including: board members; independent chair; directors of children's services; elected members; lay members; members of executive and sub/task groups; business support team; inter-agency trainers.

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.	✓		✓	✓	✓			
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.	✓		✓					✓

CHARGES

It is Kingston LSCB policy that courses forming part of its multi-agency training programme are delivered at no charge except for those from private for profit organisations who will be charged £50 per participant. However, those from private Early Years settings will not be charged. This ensures that child protection training is accessible to all those working with children, young people and families in the borough and that cost is not a barrier to attendance.

Please note that failure to provide 10 days notice of cancellation will result in a £50 cancellation charge except for voluntary and not-for-profit organisations who will be charged £30. A charge will not be levied if another representative from the organisation attends as a replacement.

All monies accrued through cancellation charges will be reinvested into funding future KLSCB training.

Single Agency In-House Training

It is anticipated that most organisations will send their staff on courses contained within this programme, However in exceptional circumstances LSCB training events can be commissioned, depending on trainer availability, by agencies at the following rates:

- £500 per day for single agency in-house events
- £350 for half day single agency events.

Payments

Invoices will be generated by Royal Borough of Kingston upon Thames for charges incurred. If an organisation has financial difficulties in meeting the above charges they should contact the Learning and Development Team to discuss.

**LSCB Training Programme, Learning and Development, Room 235 Guildhall 2,
Kingston upon Thames, Surrey, KT1 1EU**

email: www.evolve@rbk.kingston.gov.uk.

Telephone: 0208 547 6046

THE APPLICATION PROCESS

Applications to each training course will be accepted on a 'first come first served' basis, whilst ensuring balanced representation amongst the various agencies.

Prior to booking, staff and their manager should ensure that the chosen course is appropriate to the level and nature of the person's roles and responsibilities and their involvement with children and families (see page 4).

Some of the training is a mandatory requirement for social care staff and this will be made explicit in the induction and appraisal process.

Times of start and end of each training course will be specified in the relevant programmes and there is an expectation that applicants commit to attend the whole of the training session. Applicants are expected to arrive in good time for the start of the course and maybe refused admission to the course if they arrive after the start time.

At the end of each training session, participants will be asked to complete an evaluation form. This is to assist us in ensuring that the training delivered is meeting the set objectives and that its quality and standards are constantly reviewed.

Certificates of attendance will be given to all participants following completion of each training session.

Local agencies are able to book training places via an on-line booking system, hosted on the council's learning and development e-portal 'evolve'. The website address is www.learningpool.com/rbk . Registration guidance can be found on the following page.

Alternatively, please copy the application form found at the back of this programme and send to:

Kingston LSCB Learning and Development

Room 235 Guildhall 2

Kingston upon Thames, Surrey

KT1 1EU

email: www.evolve@rbk.kingston.gov.uk.

Telephone: 0208 547 6046

evolve

Using the on-line booking system on 'evolve':

The council's learning and development website

Firstly, ensure you complete self-registration on **evolve – Your 'one stop shop' to Learning and Development** at Kingston Council. You only need to register once, after that you and can then log in with your password to access the system.

To register:

1. Go to evolve via the internet www.learningpool.com/rbk
2. Click the 'Partner Organisation' button to register
(Note: if you are a Kingston Council employee, you do not need to register)
3. Create your own username and password
4. Provide your name, contact email address
5. Select 'Partner Organisation', then choose the type of organisation you belong to (public, private or voluntary sector). Then pick your organisation's name from the next drop down list.

If your organisation is not listed, enter the name in the box labelled 'please enter your partner organisation'. This will send a request to add this to Evolve and further information will follow.
6. Finally, click 'create my account'.

After you have logged into 'evolve' you then need to access the training programme:

Access to on-line booking

1. On the 'evolve' home page, click on the 'SPECIALIST' button
2. Click on the Children's Services button.
3. Click on the workshop you wish to book and follow instructions.

Unlike paper versions of the programme, it will always give you access to the most 'up to date', latest additions to the programme and where you can book instantly.

Note: For on-line booking, each learner's manager must also be registered on EVOLVE in order that bookings can be confirmed

ANNUAL TRAINING PLAN	April 2012	May '12	June '12	July '12	Aug '12	Sept '12	Oct '12	Nov '12	Dec '12	Jan 2013	Feb '13	Mar '13
Action learning for Practitioners	x	x	x									
Action learning for Managers and Supervisors						x	x	x				
Child Development	x					X						
Child Protection Basic Awareness			x					x				
Difficult, Dangerous and Evasive							x					
Domestic Abuse Awareness	x		x			X		X		x		X
Female Genital Mutilation briefing		x										
Honour-based Violence	X									x		
Neglect :Impact on Children		x				X				x		
Pre-birth Assessment				x					X			
Safeguarding Children: Awareness for Kingston Voluntary & Community Partners								X				
Safeguarding Children: Awareness for KVA Update		x										
Safeguarding Children: Multi-agency Level 2		x				x		x			x	
Safeguarding Children: Multi-agency Level 3	x	x	x	x		X	X	X	X	x	X	X
Safeguarding Children: Multi-agency Training update			x			X				x		
Safeguarding Children: School Governors Training							x					
Safeguarding Disabled Children			x								X	
Safer Recruitment Workshops for Children's Services				x					X			
Sexual Exploitation				x							x	
The Child Protection Process			X			X			X			x
The Child Protection Process – Messages from Research	x						x					
Working with Black and Ethnic Minority Children and Their Families							x					
Working with Domestic Abuse and Sexual Violence		x		X		X		X		X		X

Course Title:	ACTION LEARNING FOR PRACTITIONERS: SAFEGUARDING CHILDREN
Target group:	Group 4 (see page 5 for details)

Inter-colligate Health Ref: **Level 3**

Increasingly research into the pervasive and long term effect on children of living in neglecting families highlights the corrosive effect on children's outcomes. Often for workers it is a challenge to know when and how to intervene to make a difference.

This is an opportunity for staff to be involved in action learning. The interactive learning sets will run for six sessions and you will have the opportunity to be involved in a closed group focusing on developing your own knowledge and practice around different aspects of neglect. The agenda will be set by the group with direction from a facilitator with each session having a particular focus on aspects of neglect from the impact of early attachment to the particular needs of older children. You will be asked to commit to all sessions.

These sessions will give you the chance to reflect on your practice and discuss with colleagues in a safe environment how to develop and improve how we work with children and their families.

Objectives:

By the end of the course, participants will have:

- Had the opportunity to share knowledge and evidence based practice across disciplines.
- Developed effective ways of working across agencies.
- Had an opportunity to examine their own practice and current work and share their own expertise.
- Had the opportunity to learn and develop in a new and exciting way.
- Increased their confidence in working with children and families where neglect is affecting both the child's physical and emotional well-being.

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin :: 0208 547 6092 Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max no	Min no
20 April 2012	9.30-11.30	Will be within the Royal Borough of Kingston	15	10
3 May	9.30-11.30			
15 May	2.30-4.30			
30 May	2.30-4.30			
15 June	9.30-11.30			
20 June	9.30-11.30			

Course Title:	ACTION LEARNING FOR MANAGERS AND SUPERVISORS: SAFEGUARDING CHILDREN
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Target group:	Group 5&6 (see page 5 for details)
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Inter-colligate Health Ref: [Level 4/5/6](#)

Increasingly research into the pervasive and long term effect on children of living in neglecting families highlights the corrosive effect on children's outcomes. As supervisors and managers you are helping your workers make good evidence based assessments.

This is an opportunity for managers and supervisors to be involved in action learning. The interactive learning sets will run for six sessions and you will have the opportunity to be involved in a closed group focusing on developing practice around different aspects of neglect. The agenda will be set by the group with direction from a facilitator with each session having a particular focus on aspects of neglect from the impact of early attachment to the particular needs of older children. You will be asked to commit to all sessions.

Objectives:

By the end of the course, participants will have:

- Had the opportunity to share knowledge and evidence based practice across disciplines.
- Developed effective ways of working across agencies.
- Had an opportunity to examine their own supervision practice and current work and share their own expertise.
- Had the opportunity to learn and develop in a new and exciting way.
- Increased their confidence in managing staff working with children and families where neglect is affecting both the child's physical and emotional well-being.

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin :: 0208 547 6092
Email: evolve@rbk.kingston.gov.uk

Dates	Time
5th September	9.30-11.30
18 September	2.30-4.30
4 October	9.30-11.30
17 October	2.30 -4.30
31 October	9.30-11.30
15 November	9.30-11.30

Venue	Max no	Min no
Will be within the Royal Borough of Kingston	15	10

Course Title:	CHILD DEVELOPMENT
Target group:	Group 2/3/4 (see page 5 for details)

Inter-collegiate Health Ref: Level 2 & 3

Objectives:

By the end of the course, participants will have:

- Developed an understanding of how babies, children and young people develop.
- Examined the different ways in which babies and children form attachments.
- Examined how to support children and young people to achieve their full potential in their physical, emotional and social development.
- Gained an understanding of the importance of positive relationships in the development of children and young people and how this can be supported.
- Gained an understanding of child development theory to reflect upon and improve practice

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin Team

or any queries:

Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
24.4. 2012	9.15-1.30	Venues will be within Royal Borough of Kingston.	22	10

Course Title: CHILD PROTECTION BASIC AWARENESS

**Target group: Group 1
(see page 5 for details)**

Inter-collegiate Health Ref: Level 1

- Objectives:** By the end of the course, participants will have:
- Gained a basic awareness about what constitutes child abuse.
 - Developed an awareness about everyone’s responsibilities towards vulnerable children.
 - Developed an understanding of who to go to for advice within their agency and how to seek support.
 - An understanding of how to appropriately refer children who may be vulnerable, in need or suffering abuse or neglect.

NB: Most agencies should provide basic Child Protection Awareness as part of in-house staff induction

How to apply: Go to www.learningpool.com/rbk to register and login on ‘evolve’, the council’s learning and development website. Once logged on, click ‘SPECIALIST’ then ‘Children’s Services’ and select this topic from the table.

For further information Contact The Learning & Development Admin Team

or any queries: Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
13.6.12 16.11.12	9.15-11.30	King Charles Centre	30	10

Course Title: DIFFICULT, DANGEROUS AND EVASIVE

**Target group: 3/ 4/5/6
(see page 5 for details)**

Inter-collegiate Health Ref: Level 3/4/5

By the end of the course, participants will:

- Have a definition for and awareness of those elements which make up difficult, dangerous and evasive families
- Know some of the signs indicating difficult, dangerous and evasive families to incorporate within Risk Assessment
- Have identified ways of managing such behaviours – including three specific approaches for managing difficult to engage families
- Have reconsidered ways of managing dangerous families
- Have knowledge of the additional processes involved including those identified in the Serious Case Reviews
- Have considered how best to manage the impacts generated when dealing with such behaviours on both the decision making process and the worker
- Have knowledge of safe procedures when working in this complex field

How to apply: Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information Contact The Learning & Development Admin Team

or any queries: Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
9 .10.2012	9.15-16.30	Venues will be within Royal Borough of Kingston.	18	10

Course Title:	DOMESTIC ABUSE AWARENESS
Target group:	1 & 2 (see page 5 for details)
Inter-collegiate Health Ref:	Level 2

- Objectives:**
- By the end of the course, participants should be able to:
- Define Domestic Abuse
 - Explain the nature, seriousness and extent of Domestic Abuse
 - Understand the impact of Domestic Abuse on victims and their families
 - Gain an understanding of the complexity of reporting or leaving an abusive relationship
 - Carry out a SPECSS assessment
 - Have a basic understanding of the options available to victims
 - Be aware of the services available to support victims in Kingston
 - Be able to respond effectively to disclosures and refer to the appropriate services

How to apply: Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information Contact The Learning & Development Admin Team

or any queries: Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
24.5.2012	10.00-1.00	Venues will be within Royal Borough of Kingston.	20	10
19.7.2012				
6.11.2012				
23.1.2013				

28.3.2013

Course Title: FEMALE GENITAL MUTILATION BREIFING

Target group: 3/4/5/6/7/8
(see page 5 for details)

Inter-collegiate Health Ref: Level 3/4/5

Objectives:

By the end of the course, participants should be able to:

- Understand the legislation in respect of female genital mutilation.
- Examine what is known about the prevalence within a local context
- Gain an understanding of indicators that a young person may be subject to FGM
- Gain an understanding of how to respond to concerns

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin Team

or any queries:

Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
May 2012	9.15-1.30	Venues will be within Royal Borough of Kingston.	40+	10

Course Title: **HONOUR-BASED VIOLENCE AND FORCED MARRIAGE**

Target group: **3/4/5/6**
(see page 5 for details)

Inter-collegiate Health Ref: **Level 3/4/5**

Objectives:

By the end of the course, participants will have:

- Considered what HBV is and identify associated abuses and crimes of HBV
- Considered the difference between Forced and Arranged Marriage
- Discussed why HBV and Forced Marriages happen, including the concept of honour and culture v's religion
- Increased knowledge and understanding of the impact of HBV and/or Forced Marriage
- Considered specific barriers victims in these situations may face in accessing support services
- Identified possible indicators of HBV and Forced Marriage
- Considered the most appropriate way to respond to someone experiencing/at risk of HBV and/or Forced Marriage, including risk assessment and safety planning
- Examined the role of different agencies working in the field and learn about other sources of help and information
- Considered how this learning might impact on their own work situation

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin Team

or any queries:

Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
30.4. 2012 January 2013	9.15-16.30	Venues will be within Royal Borough of Kingston.	20	10

Course Title: NEGLECT: IMPACT ON CHILDREN

Target group: 4/ 5/ 6
(see page 5 for details)

Inter-collegiate Health Ref: Level 3/4/5

Objectives:

By the end of the course, participants will have:

- Examined what constitutes neglect
- Identify the indicators of neglect within a family
- Understood the impact of long term neglect on the safety and well-being of children and young people
- Consider a range of tools for assessing neglect
- Developed strategies for meeting the needs of children living in situations of pervasive neglect

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin Team

or any queries:

Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
10.5.2012	9.15-16.30	King Charles Centre	20	10
26.9.2012 14.1.2013		Venues will be within Royal Borough of Kingston.		

Course Title: PRE-BIRTH ASSESSMENT

**Target group: 4/5/6
(see page 5 for details)**

Inter-collegiate Health Ref: Level 3/4/5

Objectives:

By the end of the course, participants will have :

- Considered the concept of risk in relation to unborn children and the need for early referral and assessment.
- Discussed working in partnership when undertaking a pre-birth assessment
- Gained an understanding of ethical difficulties in pre-birth assessment.
- Examined when a pre-birth assessment should be undertaken
- Explored multi-agency roles in planning pre-birth assessment and need to engage family members including expectant fathers.
- Considered planning for placement.

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin Team

or any queries:

Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
24.7.2012	9.15-16.30	King Charles Centre	20	10
7.12.2012		Venues will be within Royal Borough of Kingston.		

Course Title:	SAFEGUARDING CHILDREN: Awareness for Kingston Voluntary and Community Partners
Target group:	1 & 2 (see page 5 for details)

- Objectives:** By the end of the training participants will have:
- Gained some awareness about what constitutes child abuse and how to recognise it.
 - Developed awareness about everyone’s responsibilities towards vulnerable children.
 - Examined parental stressors which may increase children and young people’s vulnerability.
 - Considered relevant aspects of legislation and guidance
 - Examined their own child protection procedures
 - Understood how to appropriately refer children who may be vulnerable, in need or suffering abuse or neglect

How to apply: Go to www.learningpool.com/rbk to register and login on ‘evolve’, the council’s learning and development website. Once logged on, click ‘SPECIALIST’ then ‘Children’s Services’ and select this topic from the table.

For further information or any queries: Contact The Learning & Development Admin Team
Telephone: 0208 547 6092
Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
Saturday 5.5.2012	10.00-13.00	Venues will be within Royal Borough of Kingston.	40	10

Course Title: **SAFEGUARDING CHILDREN UPDATE:
Kingston Voluntary and Community
Partners**

Target group: **1& 2
(see page 5 for details)**

- Objectives:** By the end of the course participants will have:
- Developed their knowledge in relation to the definitions and recognition of abuse.
 - Considered the role and responsibilities of different agencies which may be involved in working with children and families
 - Used an ecological approach to assess children
 - Revisited and applied relevant legislation and guidance
 - Considered issues around information sharing

NB: Participants must have completed “Safeguarding Children: Awareness for Kingston Voluntary and Community Partners “ course prior to undertaking this update

How to apply: Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information Contact The Learning & Development Admin Team

or any queries: Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
Saturday 10.11.2012	10.00-12.00	Venues will be within Royal Borough of Kingston.	20	10

SAFEGUARDING CHILDREN: MULTI-AGENCY GROUP 2 TRAINING

Target group: **2**
(see page 5 for details)

Inter-collegiate Health Ref: **Level 2**

Objectives:

By the end of the course, participants will have:

- Identified laws and guidance relating to safeguarding children
- Described what children and young people want and need to feel safe
- Identified some of the main forms, signs and effects of abuse
- Examined the importance of multi-agency working and their own roles and responsibilities
- Understood how to refer safeguarding concerns and the importance of information sharing.

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin Team

or any queries:

Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
3.5.2012	9.15-12.30		20	10
12.9.2012	18.00-21.00	Venues will be within Royal Borough of Kingston.		
30.11.2012	16.00-19.00			
12.1.2013	Saturday 10-13.00			

SAFEGUARDING CHILDREN: MULTI-AGENCY GROUP 3 TRAINING

Target group: **3 & 4**
(see page 5 for details)

Inter-collegiate Health Ref: **Level 3**

Objectives:

By the end of the course, participants will have:

- Gained an understanding of what constitutes child abuse.
- Developed an understanding of signs and symptoms of child abuse. Gained an understanding of the importance of information sharing
- Gained an understanding of the sources of stress which can make children more vulnerable to abuse and neglect.
- Gained an understanding of relevant Child Protection policies and procedures.
- Gained an understanding of the referral process and the role of LSCB agencies and professionals in the Child Protection process.
- Explored relevant legislation and guidance in relation to children and families.

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin Team

or any queries:

Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
24.4.12 15.5.12	9.15-16.30	Venues will be within Royal Borough of Kingston.	20	10
20.6.12 12.7.12				
21.9.12 15.10.12				
22.11.12 12.12.12				
24.1.12 22.2.13 21.3.13				

Course Title: **SAFEGUARDING CHILDREN:
MULTI-AGENCY UPDATES**

Target group: **3 & 4 and above
(see page 5 for details)**

Inter-collegiate Health Ref: **Level 3 and above**

Objectives: By the end of the course, participants will have:

- Reviewed their own knowledge and understanding of safeguarding children.
- Examined current developments in safeguarding practice and related this to their own role.
- Updated and refreshed their knowledge of relevant Child Protection policies and procedures.

NB: Participants must have completed “Safeguarding Children: Multi-Agency group 3” training course prior to undertaking this update

How to apply: Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information or any queries: Contact The Learning & Development Admin Team
Telephone: 0208 547 6092
Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min no
29.6.2012	9.30-11.30	King Charles Centre	20	10
13.9.2012		Venues will be within Royal Borough of Kingston.		

Course Title: SAFEGUARDING CHILDREN : SCHOOL GOVERNOR TRAINING

Target group: 1 & 2 (see page 5 for details)

- Objectives:** By the end of the training participants will have:
- Examined their roles and responsibilities with regard to safeguarding activities within their school
 - Gained an understanding of the different types of abuse that children and young people could be exposed to
 - Understood the roles and responsibilities of school staff in terms of recognising and reporting concerns and allegations of possible child abuse
 - Understood their role in ensuring that policies and procedures are in place and up-to-date, for dealing with allegations against staff and volunteers

How to apply: Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information Contact The Learning & Development Admin Team

or any queries: Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
18.10.2012	19.00-21.00	Venues will be within Royal Borough of Kingston. Full details will be provided to candidates with confirmation of booking.	40	10

Course Title: SAFEGUARDING DISABLED CHILDREN

Target group: 3&4
(see page 5 for details)

Inter-collegiate Health Ref: Level 3

- Objectives:**
- By the end of the training participants will have:
- Examined the similarities between disabled and non-disabled children who are subject to abuse and neglect.
 - Considered the additional vulnerabilities of disabled children.
 - Recognised indicators of abuse for disabled children.
 - Examined the impact of stressors for parents and carers
 - Examined how to listen to disabled children and understand disclosures of abuse and neglect.

For further information Contact The Learning & Development Admin Team

or any queries: Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min. no
June 2012	9.15-16.30	Venues will be within Royal Borough of Kingston.	20	10
February 2013				

Course Title:	SAFER RECRUITMENT: For Children’s Services Managers
Target group:	All staff who have recruiting responsibilities (see page 5 for details)

- Objectives:** Following the course, you will be able to :
- Describe ways in which abusers behave and operate.
 - Identify features in the recruitment process that could help to deter or prevent the appointment of unsuitable people.
 - Understand requirements of policy content and recruitment practice which help to maintain an ongoing culture of vigilance.
 - Utilise the Kingston LSCB Safer Recruitment Checklist.

At the end of the course the delegates sit a short assessment. On successful completion of the assessment, they are awarded a certificate.

How to apply: Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information Contact The Learning & Development Admin Team

or any queries: Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
19.7.2012	9.15-16.00	King Charles Centre	20	10
6.12.2012		Venues will be within Royal Borough of Kingston.		

Course Title:	SEXUAL EXPLOITATION
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Target group:	4/5/6 (see page 5 for details)
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Inter-collegiate Health Ref: Objectives: **Level 3 & 4**

By the end of the course participants will have:

- Identified signs of sexual exploitation.
- Examined how to share information appropriately and at the right times.
- Examined the role of lead professionals in the key agencies.
- Considered how professionals can work together to deliver disruption plans.
- Examined the processes and possible responses for supporting children and young people who have been identified as being at risk of sexual exploitation or are being sexually exploited.
- Considered issues relating to migrant children in situations which make them vulnerable to sexual exploitation.
- Gained an understanding of how to manage situations of sexual exploitation through the use of technology such as the Internet.

How to apply: Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information or any queries: Contact The Learning & Development Admin Team
 Telephone: 0208 547 6092
 Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
July 2012 February 2013	9.15-4.30	Venues will be within Royal Borough of Kingston. Full details will be provided with confirmation of booking.	20	10

Course Title: THE CHILD PROTECTION PROCESS

**Target group: 4/5/6
(see page 5 for details)**

Inter-collegiate Health Ref: Level 3/4/5

Objectives:

By the end of the course, participants will have:

- Gained an understanding of the thresholds for s.47 enquiries and possible outcomes.
- Developed an understanding of the various elements of s47 enquiries and the referral processes .
- Understand their responsibilities in relation to participating and contributing to child protection conferences and child protection plan.
- Be aware of the criteria for making children subject to plans of protection.
- Examine their role and responsibilities when working through core groups.

NB: Participants must have completed “safeguarding children: multi-agency group 3 safeguarding “ course prior to undertaking this course

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin Team

or any queries:

Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
7.6.2012	9.15-16.30	Venues will be within Royal Borough of Kingston.	20	12
29.9.2012				
5.12.2012				
15.3.2013				

Course Title: **THE CHILD PROTECTION PROCESS- MESSAGES FROM RESEARCH**

Target group: **4/5/6**
(see page 5 for details)

Inter-collegiate Health Ref: **Level 3/4/5**

Objectives:

By the end of the course, participants will have:

- Reviewed their own knowledge and understanding of evidence based best practice in safeguarding and examined outcomes.
- Examined current research and considered how to apply this to their own role.
- Considered lessons from national Serious Case Reviews and how these inform local safeguarding.

NB: Participants must have completed “The Child Protection Process “ course prior to undertaking this update

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin Team

or any queries:

Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
28.4.2012	9.30-11.30	Venues will be within Royal		
1.10.2012		Borough of Kingston.	30	10

Course Title: WORKING WITH BLACK AND ETHNIC MINORITY CHILDREN AND FAMILIES

**Target group: 3 & 4
(see page 5 for details)**

Inter-collegiate Health Ref: Level 3

- Objectives:** By the end of the course, participants will have:
- Examined issues affecting black and minority ethnic children especially those from newly communities
 - Examined key safeguarding issues affecting black and minority children and their role in effective intervention and prevention
 - Explored their knowledge and understanding of key safeguarding needs of black and minority children
 - Examined the issue of culture, what it means to them as practitioners and how it can affect their work with black and minority ethnic children
 - Understood the significance of culture and tradition in the lives of black and minority ethnic families
 - Identified strategies to better engage families in order to safeguard vulnerable children

How to apply: Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information Contact The Learning & Development Admin Team

or any queries: Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
October 2012	9.15-16.30	Venues will be within Royal Borough of Kingston.	20	10

Course Title: **WORKING WITH DOMESTIC ABUSE AND SEXUAL VIOLENCE**

Target group: **3/ 4/ 5**
(see page 5 for details)

Inter-collegiate Health Ref: **Levels 3/4/5**

Objectives:

By the end of the course participants will have:

- Refreshed their knowledge on the different aspects of domestic abuse, including sexual violence
- Refreshed their knowledge with regard to the SPECSS risk assessments as well as familiarise themselves, and start to use the DASH risk assessment
- Advise victims on safety planning
- Recognised the links between substance misuse, mental health and domestic abuse and consider issues around engaging with difficult, dangerous and unco-operative victims
- Gained an understanding of the particular issues that victims in different community groups may face.

How to apply:

Go to www.learningpool.com/rbk to register and login on 'evolve', the council's learning and development website. Once logged on, click 'SPECIALIST' then 'Children's Services' and select this topic from the table.

For further information

Contact The Learning & Development Admin Team

or any queries:

Telephone: 0208 547 6092

Email: evolve@rbk.kingston.gov.uk

Dates	Time	Venue	Max. no.	Min.no
17.5.2012	9.15-16.30	Venues will be within Royal Borough of Kingston.	20	10
17.7.2012				
13.9.2012				
15.11.2012				
24.1.2013				
7.3.2013				

Royal Borough of Kingston upon Thames,
 Learning and Development, Room 235 Guildhall 2, Kingston upon Thames, Surrey, KT1 1EU.
 email: www.evolve@rbk.kingston.gov.uk Telephone: 0208 547 6046

Learning & Development Application

Course Title:		Date Attending:	
Applicant Name:		Male	Female
Position:			
Work Address inc Service and Team details:			
Email:		Work Telephone No:	
Do you have a disability?			
Please Indicate any learning support or special requirements:			
White British		White & Black Caribbean	Asian or Asian British - Indian
White Irish		White & Black African	Asian or Asian British - Pakistani
Other White Background		White & Asian	Asian or Asian British - Bangladeshi
Black or Black British		Other Mixed Background	Other Asian Background
Chinese		Black or Black British - African	Black or Black British - Caribbean
Korean		Black or Black British - Other	Prefer not to declare
Tamil		Own Definition:	
I support this application for my staff to attend the above course.			
I agree to the booking terms and conditions.			
Managers Signature:			
Managers Name: (Please print)		Date:	

Please ensure that you have discussed the benefits of attending this course with your member of staff and that appropriate dates are kept free

Any information you give will be used to continually improve the quality of our training, and will be stored, and used by us, in accordance with Data Protection Act guidelines