

Barnet Children's Workforce Development Partnership

Barnet Safeguarding Children Board Inter-agency Training Course Programme



2010-2011

Children's Workforce Development Team Children's Service

London Borough of Barnet
Building 4, North London Business Park
Oakleigh Road South, London N11 1NP



Barnet Safeguarding Children Board

This brochure gives details of training courses and other learning events offered in 2010-11 by the Barnet Safeguarding Children Board (BSCB). Some of the courses offered are available as part of the Accredited Programme for the Common Core of skills and knowledge that everyone working with children, young people and families needs to demonstrate. Further details of the Common Core Programme can be obtained from the Children's Workforce Development Team whose contact details are given below. The Training and Development Sub Group of the Barnet Safeguarding Children Board meets regularly to plan, coordinate and evaluate the safeguarding course programme. This group includes representatives from a diverse range of statutory and voluntary organisations that work with children and families in Barnet.

Who can apply?

These courses are open to staff (both paid and unpaid) across all agencies and services that work with Barnet children and families and with adults who might be parents and carers. This includes statutory services and the voluntary, independent and private sector. Further details regarding the target audience are outlined below.

What does it cost?

At the present time, there is no charge for places on these events. However if a place is booked and you do not show up without prior notice, then we will charge you £50.

Which course should I do?

Some courses are designed to be broad ranging and will target a wide range of staff, whereas others are intended for a more specific audience. The programme gives an indication of who the event is aimed at and further detail is provided in the course flyer. Please try to ensure before booking that you meet the target identified. Further advice and guidance can be sought from Helen Elliott or from the workforce development team

The framework of multi-agency training is based on 3 groups of practitioners from voluntary, statutory and independent agencies as set out below, and is based on the advice given in HM Government's *Working Together to Safeguard Children*. Courses are pitched at different levels to address the different learning needs of these staff.

- **Group A:** for those **in regular contact** with children and young people and with adults who are parents or carers. These are all people who are in a position to identify concerns about maltreatment, and therefore need, as a minimum, introductory training. They include housing and hospital staff, youth workers, childminders, foster carers, those working with children in residential and day care settings and those working in sport and leisure settings in both a paid and an unpaid capacity. Attending the Level 1 Introduction course or using the open learning e-package will be appropriate for all these people. However, given the large numbers and work patterns of those involved, the inclusion of designated people who can support others to use on line learning materials or facilitate in house training, is helpful.
- **Group B:** for those who work regularly with children and young people and with adults who are carers, and **who may be asked to contribute to assessments of children in need**. They include GPs, hospital and community health staff, family and children's centre workers, teachers, education welfare officers, social workers who do not have a responsibility to undertake child protection assessments. This group should have a higher minimum level of expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Attending the Level 2 legal Framework of Practice course will be appropriate.

- **Group C:** for those with a particular responsibility for safeguarding children, such as designated or named health and educational professionals, police, social workers, and other professionals undertaking child protection enquiries (under s47 of the Children Act) or working with complex cases. Those in this group need to have a thorough understanding of working together to safeguard and promote the welfare of children, including in complex and/or serious cases. As a minimum these should attend the Level 3 Working Together Course

Other groups, including operational managers at all levels and those with strategic and management responsibility for services will benefit from some of these courses and the other specialist courses.

Levels of Training:

Safeguarding and Child Protection Courses

There are 3 levels of safeguarding and child protection training that run regularly throughout the year as follows and an on line training option that can be done at time to suit

The courses are as follows

Level 1 Safeguarding and Protecting Children: Introduction (half day)

Level 2 Safeguarding and Protecting Children: The Legal Framework for Practice (one day)

Level 3 Safeguarding and Protecting Children: Working Together (two days)

Please note that the level 2 course Safeguarding and Protecting Children: The Legal Framework Practice is available as part of the accredited Common Core Training for those people who wish.

This is not obligatory

Other Courses

Please refer to the flyers as many courses are of wide interest and cover a range of levels.

In general:

Level 1 refers to a foundation course that covers basic awareness training. This would equip staff with the information and knowledge to be able to recognise and identify a concern for example, Domestic Violence, and know how to respond.

Level 2 normally provides core training in a subject that would enable staff to be able to recognise concerns and contribute further to an assessment.

Level 3 provides more in depth knowledge for managers and those who are required to make assessments

Contact Details

Name	Position	Phone	Email
Helen Elliott For enquiries or advice	Chair of Safeguarding Children's Board Training and Development Sub Group, LBB	020 8359 4540	helen.elliott@barnet.gov.uk
To make or track a booking and information on Common Core Training	Learning and Development Support Officer, LBB	020 8359 6389/6395	childrens.workforce@barnet.gov.uk
Delphine Garr	Workforce Development & Learning Manager, LBB	020 8359 6392	delphine.garr@barnet.gov.uk

How to book places

PCT staff should send a completed NHS application form as soon as possible their NHS Trust Education and Training Unit.

- LBB staff should send a completed copy of the internal courses application form to the Children's Workforce Development Team, Children's Service, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP.
Tel: 020 8359 6389/6395 **Fax:** 0870 889 7445 **Email:** childrens.workforce@barnet.gov.uk
- Staff of all other agencies should send a completed copy of the attached application form to the Children's Workforce Development Team, Children's Service, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP.
Tel: 020 8359 6389/6395 **Fax:** 0870 889 7445 **Email:** childrens.workforce@barnet.gov.uk

These courses are normally free of charge, and are often heavily oversubscribed. We always confirm details a few weeks before a course for all those who are offered a place. It is not always possible to reply to applicants when there is not a place available for them, so if you do not receive confirmation of a place please assume that one is not available. We do strongly request that applicants do not attend a course without confirmation that they have been allocated a place.

Similarly we ask that anyone to whom a place is offered lets us know if they have to cancel with as much notice as possible.

To discourage both the "no shows" and attendance without places we have had to introduce a penalty charge of £50 per day.

Course Schedule

Course Name	Length	Level	Page	2010								2011		
				April	May	June	July	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Child Protection and Parental Mental Health	1	all	8						13 th					
Child Protection and Neglect	1	3c	9			17 th				24 th				
Children's Legislation in Action: Keeping Abreast of the Changes	1	all	10			15 th				3 rd			7 th	
Common Assessment Framework	1	all	11		17 th			15 th			1 st			3 rd
Common Assessment Framework Refresher	am	all	12	30 th				13 th		24 th			17 th	
Common Assessment Framework Refresher	pm	all	12	30 th				13 th		24 th			17 th	
Common Core (Certificate): Child and Young Person Development	1	all	13			7 th		23 rd		23 rd			15 th	
Common Core (Certificate): Effective Communication	1	all	13		21 st			8 th		10 th			3 rd	
Common Core (Certificate): Multi-Agency Working	1	all	13				2 nd		11 th		14 th			14 th
Common Core (Certificate): Supporting Transitions	1	all	13			24 th		30 th			2 nd			2 nd
Common Core (Graduate): Child and Young Person Development	am	all	20		17 th				18 th					
Common Core (Graduate): Effective Communication	am	all	20	26 th						23 rd				

Course Name	Length	Level	Page	2010								2011		
				April	May	June	July	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Common Core (Graduate): Multi-Agency Working	am	all	20			30 th			14 th					
Common Core (Graduate): Safeguarding and Promoting the Welfare of the Child	am	all	20		21 st						15 th			
Common Core (Graduate): Supporting Transition	am	all	20				9 th				3 rd			
Developing your Child Protection Procedures Workshop	am	all	27	28 th										
Domestic Violence Awareness	1	all	28					28 th					17 th	
Equalities and Diversity Practice in working with children and young people	1	all	29			29 th						31 st		
Integrated Working with Children and Families: Practitioners	pm	all	30			15 th						19 th		
Integrated Working with Children and Families: School and Support Staff	am	all	31			15 th						19 th		
Lead Professional Awareness: Managers	am	all	32			18 th					8 th			15 th
Lead Professional Awareness: Practitioners	pm	all	33			18 th					8 th			15 th
Learning form Serious Case Reviews	1	2/3	34					30 th						
Managing Allegations against Staff	am	all	35		12 th									
Managing Allegations against Staff	pm	all	35		17 th									

Course Name	Length	Level	Page	2010								2011		
				April	May	June	July	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Multi Agency Domestic Violence Risk Identification Tool Briefing	am	all	36		20 th									
Multi Agency Domestic Violence Risk Identification Tool Briefing	pm	all	36		20 th									
“On Line” Child Protection and Safeguarding Training	5 – 10 hours	all	52	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Safeguarding and Protecting Children: Introduction	am	1a	37	20 th	13 th	10 th	8 th	15 th	6 th	11 th	2 nd	19 th	10 th	9 th
Safeguarding and Protecting Children: Introduction	pm	1a	37	20 th	13 th	10 th	8 th	15 th	6 th	11 th	2 nd	19 th	10 th	9 th
Safeguarding and Protecting Children: Legal Framework for Practice	1	2b	38	28 th	20 th	24 th	20 th	23 rd	14 th	17 th	9 th	26 th	16 th	16 th
Safeguarding and Protecting Children: Working Together	2	3	39		24 th & 25 th	16 th & 17 th	5 th & 6 th							
Safeguarding and Protecting Children with Disabilities	1	all	40			18 th							8 th	
Safer Recruitment Workshop	1	all	41			11 th		16 th			7 th			4 th
Sharing Information to Safeguard Children	am	all	41		10 th		12 th		7 th				2 nd	
Sharing Information to Safeguard Children	pm	all	42		10 th		12 th		7 th				2 nd	
Social Care Threshold Workshop	am	all	43		28 th			21 st						8 th
Speech, Language and Communication/SLN Needs	am	all	44						12 th				8 th	

Course Name	Length	Level	Page	2010								2011		
				April	May	June	July	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Supervising Child Protection and Avoiding Dangerous Practice	1	2/3	45					24 th						
Working with Adult Sexual Abusers	1	2b	46			23 ^d								
Working with Non-Abusing Partners (in cases of sexual abuse)	1	2/3	47							25 th				

Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Child Protection and Parental Mental Health

DATES: 13/10/2010

VENUE: North London Business Park

TRAINER: Jennifer Pearce, Positive Learning Ltd **TIMES:** 9.30am – 4.00pm

This one day course is designed as an introduction to mental health and its relationships with child protection cases. It is therefore designed for workers who do not have experience of working in a mental health setting, as significant parts of the programme will be perceived as too basic for those who have this experience. The day will promote understanding of child protection issues with mental health implications, and explore methods of developing better practice. Issues of confidentiality and information sharing consistent with the existing procedures in Barnet will be covered, and a copy of the Royal College of Psychiatrists' report on Patients as Parents will be provided to each participant as well as copies of relevant handouts.

By the end of the course participants will:

- have a better understanding of mental disorder and how it presents
- have explored the impact of mental illness on service users, carers and families, including the viewpoint of children
- know more about the framework of relevant legislation and the roles of those who implement it
- understand how risk factors in relation to mental health issues can be taken into account when making family assessments

Course Content:

- a range of trainer inputs on the above topics
- small group work
- large group discussions

Relevant service objectives: DCSF Outcomes for staying safe, being healthy, etc

Audience: Professionals across all agencies working with children and families but not those with experience of working in a mental health setting.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: **020 8359 6389/95** Fax: **0870 889 7445** E-mail: childrens.workforce@barnet.gov.uk

Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Child Protection and Neglect

DATES: 17/06/2010 & 24/11/2010

VENUE: North London Business Park

TRAINER: Rahana Hussain

TIMES: 9.30am – 4.00pm

Neglect has been referred to as 'the most serious type of child maltreatment and the least understood'. It is often underreported and underestimated in terms of the consequences for children. Neglect is a complex issue that presents many challenges for practitioners, not least a shared understanding and effective co-ordination of interventions across different services. This one day course aims to promote dynamic inter-agency working and is designed for all professionals with a responsibility for safeguarding children, including social workers and managers, designated education professionals, health staff and other professionals involved in child protection

By the end of the course participants will be able to:

- explore understanding of what constitutes neglect
- be aware of risk factors
- consider ways of promoting consistent inter-agency practice and engaging with hard to reach families
- explore 'what works' in effectively managing neglect cases and maintaining focus on the child

Course Content:

- the context – what is meant by neglect, types of neglect
- identifying indicators of risk and what to do if there are concerns
- risk Assessment and management
- improving safeguarding practice, maintaining focus and avoiding drift
- the methods will be: discussions, presentations, group work (learning by inquiry) and case studies

Relevant service objectives: DCSF Outcomes Framework – be healthy, stay safe, enjoy and achieve

Audience: Social workers and managers, designated schools' staff, health service staff and others who are involved in child protection.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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**Barnet Children's Workforce Development Partnership
Children's Workforce Development Team**

**Children's Services Legislation in Action -
Keeping Abreast of the Changes**

DATES: 15/06/2010, 03/11/2010
07/02/2011

VENUE: North London Business Park

TRAINER: Elect Partnership

TIME: 9.30am – 4.00pm

This **one day course** aims to raise awareness of the new legislation and to prepare participants for the implementation and embedding of the Children Act 2004 and subsequent key legislation in work practices in Barnet.

By the end of the course participants will:

- be aware of the current agenda for children, including Government guidelines
- understand the background to the legislation, including the Laming Recommendations and ***Every Child Matters***
- be familiar with key sections of the Children Act 2004 and ongoing key legislation
- be clear about safeguarding and promoting the welfare of children and young people
- be aware of the changes to services for children and families including, Children's Trusts, LSCBs and Integrated Children's systems and the legislation that underpins them
- have an understanding of multi-agency teams, the roles of extended schools and children's centres; and what this means for staff
- be familiar with the 5 key outcomes for children and young people
- have considered the implications of the new legislation for their own practice

Course Content:

- the current agenda and the changes to services for children
- legal requirements as imposed by Children Act 2004 and other key legislation
- implications for practitioners and for service delivery

Relevant service objectives: DCSF Outcomes for staying safe, being healthy, enjoying and achieving, making a positive contribution, etc

Audience: Professionals working with children, young people and families across all services and agencies.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Common Assessment Framework (CAF) Training

DATES: 17/05/2010, 15/09/2010
01/12/2010, 03/03/2011

VENUE: North London Business Park

TRAINER: Ted Daszkiewicz

TIMES: 9.30am – 4.30pm

These **one day courses** aim to raise awareness of the new legislation and to prepare participants / practitioners for the implementation / use of the Common Assessment Framework

By the end of the course participants will:

- understand the rationale and underpinning elements of the CAF
- understand where the CAF fits into integrated working processes and how to use the CAF to contribute to supporting the needs of children, young people and their families
- understand and be able to apply the CAF process when working with children, young people and families, especially those with multiple additional needs.
- apply CAF specific knowledge to undertake an effective common assessment with a child/young person.
- understand the issues of information sharing, consent and confidentiality as they apply to the CAF
- understand how the CAF is being applied in Barnet

Course Content:

- CAF as part of integrated working processes, including ContactPoint, and the wider change programme locally and nationally
- key aims and principles of the CAF- Early intervention and how this links with the Social care thresholds
- the potential impact of the CAF and effective case working process especially in relation to the 'Lead professional' role and the Team Around the Child
- CAF process in Barnet- Local guidance
- completion of a CAF- case study
- the legal position: Confidentiality; Informed consent; disclosing information without consent

Relevant service objectives: Preparing staff to use the CAF as part of the integrated working arrangements in Barnet.

Audience: Professionals working with children, young people and families across the children's service in Barnet including the private and the voluntary and community sectors.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk

Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Common Assessment Framework (CAF)
Refresher Training

DATES: 30/04/2010, 13/09/2010 **VENUE:** North London Business Park
24/11/2010, 17/02/2011

TRAINER: Ted Daszkiewicz **TIMES:** 9.30am – 12.30pm or 1.00pm – 4.00pm

These **half day courses** are aimed at practitioners who have previously undertaken the one day training course. It would particularly benefit the following:

- practitioners who were trained prior to 2009
- practitioners who would like a follow up on some of the recent changes and additions to the CAF and review process
- practitioners who have undertaken the one-day course but still may not feel confident around the CAF assessment and review process.
- those practitioners who have yet to complete a CAF or those who may be starting to use the CAF but it is some time since their original training

Programme Learning Outcomes

By the end of the course participants will:

- understand the recent updates and changes to the CAF assessment and review process
- apply new learning on the review and assessment structure when completing CAFs
- promote CAFs more effectively to service users.

Course Content:

- recent updates and changes to the CAF assessment, Barnet process and CAF review structure. This will include the updated paperwork, recording changes and information on the London CAF protocol.
- principles of effective assessment- what makes a good assessment
- early intervention and how the CAF links to the Social care thresholds
- promoting the CAF to young people and families
- how to complete the CAF effectively. A chance to complete and look at examples of a good quality CAF.

Audience: Practitioners working with children, young people and families across the children's service in Barnet including the private and the voluntary and community sectors who have already completed the one day course.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Common Core Skills and knowledge Training Programme (certificate level)
for the Children's Workforce.

DATES: Please see attached list.

VENUE: Please see attached list for details.

TRAINER: TAC Trainers

TIMES: 9.30am – 4.30pm (**One day**)

Children and young people are more likely to achieve good outcomes when those working with them are appropriately skilled and trained with the requisite knowledge in the identified core themes coupled with skills in working collaboratively across professional and organisational boundaries.

This **Common Core Skills and knowledge Training Programme (certificate level) for the Children's Workforce** is designed to build on existing work experience and knowledge of the workforce with a focus on improving and developing the basic skills required to work with children, young people and families

Overall Programme Learning Outcomes

At the end of all six the training sessions, successful participants will be able to:-

- a. Describe key features of relevant legislation and the impact of current legislation on workplace policies and procedures
- b. Demonstrate **effective communication skills** when working with children, young people, families and colleagues
- c. Work autonomously and with colleagues in the children's workforce to promote **integrated working initiatives**
- d. Select and justify approaches to tasks in line with workplace requirements and legislation regarding **safeguarding and promoting the welfare of children as well as information sharing.**
- e. Appraise own practice and make recommendations for personal and professional development
- f. Demonstrate an ability to provide some analysis and evaluation of workplace objectives and practice in relation to the common core skills
- g. Use relevant sources to justify approaches
- h. Ability to describe and demonstrate an understanding of the 5 key outcomes for children and young people – Be healthy, Stay safe, Enjoy and achieve, Make a positive contribution, Achieve economic well-being (see The Outcomes Framework published with the Every Child Matters: Change for Children, 1st September 2005)
- i. Demonstrate an understanding of ethical and confidentiality issues when working with children and young people and their families
- j. Demonstrate an awareness of the Common Assessment Framework

Relevant service objectives: Preparing staff towards the integrated working arrangements in Barnet including meeting the CWDC Common induction standards and the DCSF Common Core of Skills and Knowledge proposal for all those working with children and young people.

Staff who proceed to do the accreditation seminars and successfully complete the assessment will be awarded 60 academic credits by Middlesex University (10 credits per unit). This will demonstrate a substantial level of learning in its own right and also enable participants to use and build on these credits when applying for further courses at Middlesex or any other university operating the Credit Accumulation and Transfer Scheme (CATS).

Accredited programmes can only be used up to 2/3 of the total credits required for an award. A first degree requires 360 credits: 120 at level 1 (certificate), [120 at level 2](#) (intermediate) & [120 at level 3](#). A foundation degree only needs 120 at level 1 & 120 at level 2. Therefore the 60 credits will contribute a quarter of the credits required in a foundation degree, and Barnet college will have a suitable programme to allow that.

Audience: Those working with children, young people and families across the children's service in Barnet including the private and the voluntary and community sectors. To pursue the accreditation programme, applicants must have 'A' level, NVQ3 or NVQ2 or pass the entry assessment interview. Where an assessment interview is required, applicants must satisfy the Course Leader at interview that they have the ability to complete the course.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk

Please note that the course is free. However, you must NOT attend without a confirmed booking otherwise you will be charged. If you book a place but do not turn up, we will charge you.

INDIVIDUAL WORKSHOP LEARNING OUTCOMES

UNIT 1: EFFECTIVE COMMUNICATION AND ENGAGEMENT WITH CHILDREN, YOUNG PEOPLE, THEIR FAMILIES AND CARERS

Main aim of unit

To develop an understanding of the requirements for effective communication, both verbal and non verbal. To develop effective speaking and listening skills and consider the importance of consultation with children and young people in making decisions that affect them.

Content / Main topics of study

- methods of communication appropriate to the age and needs of the child or adult, and to the situation
- non verbal communication
- barriers to effective communication
- effective listening skills
- consultation
- confidentiality

Learning Outcomes (maps onto the programme outcomes b, e, g & i)

At the end of this session participants will be able to:

1. Discuss ways of communicating with children of different ages
2. Reflect on own practice in communicating with children and adults
3. Explain potential barriers to effective communication
4. Demonstrate an understanding of the importance of consultation with children and adults
5. Demonstrate an understanding of confidentiality, appreciating the limits and knowing when it is appropriate to share information.

UNIT 2: CHILD AND YOUNG PERSON DEVELOPMENT

Main aim of unit

To develop knowledge of the stages and sequences of children's and young people's development from birth to 18 years. The unit considers development in five areas; physical, intellectual, language, emotional and social. The role of the practitioner in responding to developmental change will be considered.

Content / Main topics of study

- developmental milestones from birth to 18 years.
- effects on the development of children and young people
- the relevance of current legislation to supporting the development of children and young people
- the role of the practitioner in monitoring development
- ways of promoting healthy development to assist the child or young person to achieve the five key outcomes
- evidence based practice and the reflective practitioner

Learning Outcomes (maps onto programme outcomes a, b, d, e, f, g, ,i)

At the end of this session participants will be able to:

1. Record and assess the development of children and young people
2. Discuss the possible effects on development
3. Demonstrate knowledge of the procedures for reporting concerns with reference to legislation and policy
4. Discuss ways to support the development of children and young people
5. Reflect on own practice in supporting the development of children and young people
6. Demonstrate, where appropriate, effective communication with children and young people, parents and other professionals

UNIT 3: SAFEGUARDING AND PROMOTING THE WELFARE OF THE CHILD

Main aim of unit

To develop knowledge and understanding of the relevant legislation, duties, policies and procedures for safeguarding and promoting the welfare of children and young people as well as understand the different ways in which children and young people may be harmed. To recognise when children and young people are not achieving their developmental potential or when their health may be impaired. To recognise factors that impact on parental capacity, including domestic violence and to identify concerns and sources of help and support

Main topics of study

- safeguarding and promoting children's welfare and development (policy and procedures)
- making assessments of children and reporting child protection concerns
- current legislation to protect children from harm and promote their welfare
- Common Assessment Framework
- Data Protection and Confidentiality
- Role of Local Safeguarding Children Board and multi-agency working
- taking into account the views of children and young people in Barnet
- Supporting children living with troubled adults

Learning Outcomes (maps onto programme outcomes a, b, c, d, f, h, g, i, j)

At the end of this session participants will be able to:

1. Discuss current legislation and policies relating to safeguarding and promoting the welfare of children and young people
2. Describe the five key outcomes for children and young people and how children can be supported to achieve these
3. Demonstrate an awareness of risk indicators, including what to do if worried a child is at risk and the difference between safeguarding children and promoting welfare
4. Explain own role and responsibilities in safeguarding children and promoting welfare and the role of the Barnet Safeguarding Children's Board
5. Discuss the necessity for early intervention, the importance of sharing information and when to seek advice and consult with managers or designated persons.

UNIT 4: SUPPORTING TRANSITIONS

Main aim of unit

To develop an understanding of how change and transition affects children at different ages and stages. To consider strategies for supporting children, parents and carers through change.

Content / Main topics of study include:

- the effects of change on children at different ages and stages of their development, including the transition from childhood to adulthood, and the expected behavioural responses
- the effects of change on those caring for children
- strategies to support children and carers through periods of key change including bereavement, family break-up, puberty and the move from primary to secondary school
- providing reassurance, information and support.
- taking into account the views of children and young people in Barnet

Learning Outcomes (maps onto programme outcomes b, c, d)

At the end of this session participants will be able to:

1. Identify changes and transitions for children
2. Describe the effects of change and how children may respond
3. Describe the effects on those caring for children through periods of change
4. Develop strategies for supporting children through changes and transitions
5. Explain the role of other agencies and other professionals in providing support

UNIT 5: MULTI-AGENCY WORKING**Main aim of unit**

To develop an understanding of successful multi-agency working. To explore the roles and responsibilities of different professionals across the children's services and agencies and how to work collaboratively across organisational and professional boundaries. To consider the benefits and challenges of working in multi-agency teams and ways of improving communication.

Content / Main topics of study include:

- the importance of multi-agency working in supporting the welfare and development of children
- relevant legislation, procedures and working methods regarding sharing information and integrated working
- the roles and responsibilities of the children's workforce to work effectively across professional and organisational boundaries
- the range of organisations available to support children and their carers
- barriers to successful communication and team work
- the Common Assessment Framework (CAF) and the lead professional role
- taking into account the views of children and young people in Barnet

Learning Outcomes (maps onto programme outcomes a, b, c, d, e, f, g, i, j)

At the end of this session participants will be able to:

1. Describe the objectives and responsibilities of partner agencies working within the children's services
2. Identify key legislation, procedures and working methods relating to multi-agency working
3. Describe the Common Assessment Framework and the Lead professional initiatives as supporting mechanisms for integrated working
4. Identify good practice models of successful integrated working as well as organisations available to provide support for children young people and their carers
5. Assess own practice in working as a member of a multi-agency team
6. Identify barriers to successful multi-agency working

UNIT 6: SHARING INFORMATION**Main aim of unit**

To develop an understanding of recent legislative changes surrounding the control and confidentiality of information including the Data Protection Act 1998. To develop the skills required for gathering and recording information, assessing need and obtaining consent for sharing information. To promote skills and confidence in sharing information appropriately with partner agencies. To discuss types of information and with whom it may be shared.

Content / Main topics of study include:

- the importance of sharing information and the roles and responsibilities of sharing information at individual, organisational and professional levels
- legislation and policies relating to safeguarding children and information sharing
- the principles, protocols and procedures for information sharing
- developing information management skills including, gathering, recording, storing relevant information and communicating different types of information
- how to access information that may already be held about a child and carer
- the importance of getting consent and involving children and their carers in the decisions about sharing information when appropriate
- awareness of the complexities and implications of sharing confidential and sensitive data
- the benefits of the national information sharing index
- taking into account the views of children and young people in Barnet

Learning Outcomes (maps onto programme outcomes a, b, d, f, g, i)

At the end of this session participants will be able to:

1. Identify and understand key legislation relating to information sharing and the complexities
2. Describe workplace policies and procedures relating to information sharing
3. Describe the types of records that are kept about children and young people and how they are managed including their storage and access in a setting / service area.
4. Explain how children, young people and carers can be involved in the processes of sharing information

<i>COMMON CORE SKILLS AND KNOWLEDGE TRAINING PROGRAMME FOR THE CHILDREN'S WORKFORCE (CERTIFICATE LEVEL / LEVEL 1)</i>					
Date	Workshop Title	Venue	Room	Time	Trainer
Fourteenth Programme – May/June 2010					
28.04.2010	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	4	9.30 – 4.30	Clair-Marie Dwyer
10.05.2010	Sharing Information	NLBP , Building 2, Oakleigh Road South London, N11 1NP	1	9.30 – 12.30 or 1.30 – 4.30	Helen Elliott Lynn Mattai
20.05.2010	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	1	9.30 – 4.30	Clair-Marie Dwyer
21.05.2010	Effective Communication and Engagement with Children, Young People, Parents and Carers	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC
07.06.2010	Child and Young Person Development	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC
24.06.2010	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	5	9.30 – 4.30	Clair-Marie Dwyer
24/06/2010	Supporting Transitions	NLBP , Building 2, Oakleigh Road South London, N11 1NP	6	9.30 – 4.30	TAC
02/07/2010	Multi-Agency Working	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC

COMMON CORE SKILLS AND KNOWLEDGE TRAINING PROGRAMME FOR THE CHILDREN'S WORKFORCE (CERTIFICATE LEVEL / LEVEL 1)

Date	Workshop Title	Venue	Room	Time	Trainer
12.07.2010	Sharing Information	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 12.30 or 1.30 – 4.30	Helen Elliott Lynn Mattai
20.07.2010	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	Clair-Marie Dwyer
Fifteenth Programme – September/October 2010					
08.09.2010	Effective Communication and Engagement with Children, Young People, Parents and Carers	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC
23.09.2010	Child and Young Person Development	NLBP , Building 2, Oakleigh Road South London, N11 1NP	6	9.30 – 4.30	TAC
23.09.2010	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	Clair-Marie Dwyer
30.09.2010	Supporting Transitions	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC
07.10.2010	Sharing Information	NLBP , Building 2, Oakleigh Road South London, N11 1NP	6	9.30 – 12.30 or 1.30 – 4.30	Helen Elliott Lynn Mattai
11.10.2010	Multi-Agency Working	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC
14.10.2010	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	Claire-Marie Dwyer
Sixteenth Programme – November/December 2010					
10.11.2010	Effective Communication and Engagement with Children, Young People, Parents and Carers	NLBP , Building 2, Oakleigh Road South London, N11 1NP	6	9.30 – 4.30	TAC
17.11.2010	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	Clair-Marie Dwyer
23.11.2010	Child and Young Person Development	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC
02.12.2010	Supporting Transitions	NLBP , Building 2, Oakleigh Road South London, N11 1NP	5	9.30 – 4.30	TAC

COMMON CORE SKILLS AND KNOWLEDGE TRAINING PROGRAMME FOR THE CHILDREN'S WORKFORCE (CERTIFICATE LEVEL / LEVEL 1)

Date	Workshop Title	Venue	Room	Time	Trainer
09.12.2010	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	Clair-Marie Dwyer
14.12.2010	Multi-Agency Working	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC
Seventeenth Programme – February/March 2011					
26.01.2011	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	Clair-Marie Dwyer
02.02.2011	Sharing Information	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 12.30 or 1.30 – 4.30	Helen Elliott Lynn Mattai
03.02.2011	Effective Communication and Engagement with Children, Young People, Parents and Carers	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC
15.02.2011	Child and Young Person Development	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC
16.02.2011	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	Clair-Marie Dwyer
02.03.2011	Supporting Transitions	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC
14.03.2011	Multi-Agency Working	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	TAC
16.03.2011	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 4.30	Clair-Marie Dwyer

Barnet Children's Workforce Development Partnership Children's Workforce Development Team

The Common Core Skills and Knowledge Training Programme for Inter-professional Working with Children, Young People and Families (Graduate Level)

DATES: Please see attached list. **VENUE:** Please see attached list for details.

TRAINER: Middlesex University **TIMES:** 10.00am – 1.00pm (**half day**)

The aim of this programme is to provide professionally qualified staff with the opportunity to build on their existing skills and knowledge, share practice experience, contribute to inter-professional learning and address differences in working practices, language and professional values.

Overall Programme Learning Outcomes

At the end of all six training programme successful participants will be able to:-

- analyse the contribution of theory and research to understanding the **communication needs** of children, young people and their families
- critique how theories of **child and adolescent development** contribute to effective inter-professional assessment of children and young people
- evaluate the systems that are in place within their working environment to **safeguard and promote** the welfare of children.
- analyse the impact of **transition** and change at different developmental stages of childhood and adolescence
- reflect on their professional values and how these promote or hinder **multi-agency** working
- appraise current **information sharing** systems and the legal and professional guidance for these

Relevant service objectives: Preparing staff towards the integrated working arrangements in Barnet including meeting the CWDC Common induction standards and the DCSF Common Core of Skills and Knowledge proposal for all those working with children and young people.

Staff who proceed to do the accreditation seminars and successfully complete the assessment will be awarded 30 academic credits by Middlesex University. This will demonstrate a substantial level of learning in its own right and also enable participants to use and build on these credits when applying for further courses at Middlesex or any other university operating the Credit Accumulation and Transfer Scheme (CATS). Participants must attend at least 4 out of the 6 workshops to be awarded all the 30 CATS points.

Accredited programmes can only be used up to 2/3 of the total credits required for an award. At post graduate level 180 credits at Masters level are required, of which 30 can be at level 3, so those with a degree can use these credits in a masters programme if the chosen Masters allows electives – several of which Middlesex University does. Social workers for example will be able to use these credits at Middlesex as part of the Post Qualifying (PQ) programme in social work.

Audience: Professionals working with children, young people and families across the children's service in Barnet including the private and the voluntary and community sectors.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk

Please note that the course is free. However, you must NOT attend without a confirmed booking otherwise you will be charged. If you book a place but do not turn up, we will charge you.

INDIVIDUAL WORKSHOP LEARNING OUTCOMES

WORKSHOP 1: EFFECTIVE COMMUNICATION AND ENGAGEMENT WITH CHILDREN, YOUNG PEOPLE AND THEIR FAMILIES

Aim: This workshop will build on participants' knowledge of how to communicate effectively with children, young people and their families by examining relevant theoretical frameworks and through participation in experiential exercises.

Content:

The workshop will draw on ideas from humanistic psychology and counselling theory with a focus on developing micro-counselling skills. The workshop will explore how to communicate with children and young people who may be experiencing difficulties and who are involved with professionals in a range of different contexts. Theories of adult learning will be used to support participants' involvement in the workshop.

Learning outcomes:

At the end of this workshop participants will be provided with the opportunity to:

- re-examine and evaluate their knowledge of communication theory
- consider the application of this theory in terms of communicating with children and young people at different developmental stages
- reflect on the influence of culture and diversity in relation to communication skills
- select and justify the approaches they use when communicating with disabled children, young people and their families
- evaluate some examples of best practice of partnership working with children, young people and their families
- devise an action plan for their future practice in this area

WORKSHOP 2: CHILD AND YOUNG PERSON DEVELOPMENT

Aim: This workshop will facilitate discussion of how theories of child and adolescent development can contribute to the effective inter-professional assessment of children and young people and identification of those who require intervention.

Content:

This workshop will examine the area of child and young person development and provide an overview of the key psychological processes affecting development including attachment. The range and types of emotional difficulties children may face will be discussed. The implications for working together with colleagues from other professional disciplines will also be raised.

Learning outcomes:

At the end of this workshop participants will be provided with the opportunity to:

- re-examine and evaluate their knowledge of the physical, intellectual, linguistic, social and emotional growth and development of babies, children and young people
- consider the application of theory when assessing children at different developmental stages
- reflect on the influence of culture and diversity in relation to child and adolescent development and the impact of different constructions of childhood within communities
- evaluate some examples of best practice of partnership working with children, young people and their families
- consider the impact of physical illness, disability or mental health difficulties on the development of children
- devise an action plan for their future practice in this area

WORKSHOP 3: SAFEGUARDING AND PROMOTING THE WELFARE OF THE CHILD

Aim: This workshop will build on participants' knowledge of how to safeguard and promote the safety and welfare of children and young people who are identified as vulnerable. Participants will be provided with the opportunity to increase their knowledge of protective and risk factors and the ways in which inter-agency protocols can support good practice.

Content:

This workshop will explore how professionals can work collaboratively to safeguard and promote the welfare of children and young people. Information will be presented about risk factors and resilience, the impact of poverty and social exclusion plus risks associated with parental mental illness, substance misuse and domestic violence. Findings from research studies will examine the complexities in relation to issues of professional boundaries, status, power and stereotypes in professional networks and the impact of differing professional and organisational priorities.

Learning outcomes:

At the end of this workshop participants will be provided with the opportunity to:

- re-examine their knowledge of safety and risk in childhood and adolescence
- debate current issues related to safeguarding and risk for children and young people
- reflect on the impact of culture and diversity in relation to safeguarding and promoting the welfare of children and families
- evaluate some examples of best practice of partnership working with children, young people and their families when there are issues of safeguarding and welfare
- analyse current safeguarding inter-agency organisational systems and protocols and their effectiveness
- devise an action plan for their future practice in this area

WORKSHOP 4: SUPPORTING TRANSITIONS

Aim: This workshop will identify key transition points for children and young people and will consider how children and young people respond to change and loss. Knowledge will be shared about when and how to intervene with research findings supporting good practice in this area.

Content:

In this workshop the key transition points for children and young people will be identified and discussed. This will necessitate an exploration of transitions for children and young people in a range of circumstances including children moving from primary to secondary school and transitions for disabled children. The experience of loss and change will be examined with a focus on transition processes during adolescence. The challenges and dilemmas plus models of good practice will be explored.

Learning outcomes:

At the end of this workshop participants will be provided with the opportunity to:

- re-examine and evaluate their knowledge of transitions including the impact of moving to secondary school; the impact of transitions for disabled children and the experience of adolescents in particular.
- consider the application of transitions for children and young people at different developmental stages
- reflect on the influence of culture and diversity in relation to transitions
- select and justify the approaches they use when working with children, young people and their families who are experiencing transitions
- evaluate some examples of best practice of partnership working with children, young people and their families experiencing transitions
- devise an action plan for their future practice in this area

WORKSHOP 5: MULTI-AGENCY WORKING

Aim: This workshop will build on participants' knowledge of how to work effectively within a multi-agency context across agencies and teams to ensure services are coherent, timely and meet the needs of service users.

Content:

This workshop will examine models of good practice in multi-agency working drawing on the government policy agenda, which requires the creation of more integrated and collaborative services for all children. The workshop will summarise messages from key research studies and explore how workers from a range of disciplines manage issues of professional identity and values. The workshop will explore integrated assessment models and review what the direction of travel is for the future of multi-agency working. The views of participants from a range of services will be sought so that the workshop can examine the varied perspectives.

Learning outcomes:

At the end of this workshop participants will be provided with the opportunity to:

- re-examine and evaluate their knowledge of inter-professional working and models of good practice
- consider how collaborative multi-agency working can contribute to improved outcomes for children and young people
- reflect on how different professional values, culture and knowledge can impact on working environments and appreciate that professionals may use different theoretical frameworks to analyse problems
- select and justify the approaches they use in working collaboratively
- critically evaluate agency systems and protocols in multi-agency working and how effective they are when making referrals or when raising concerns
- devise an action plan for their future practice in this area

WORKSHOP 6: SHARING INFORMATION

Aim: This workshop will build on participants' knowledge of how to share and record information in order to deliver safe and effective services to children, young people and families.

Content:

This workshop will explore the new information sharing protocols, electronic record systems, shared databases and confidentiality policies between agencies. The practicalities and realities of sharing information across different organisational boundaries will be explored with case studies used to highlight the opportunities and challenges of good practice in this area.

Learning outcomes:

At the end of this workshop participants will be provided with the opportunity to:

- re-examine and evaluate their knowledge regarding the rationale for sharing information across agencies
- consider the legislative framework surrounding the control, consent and confidentiality of information sharing protocols across agencies
- reflect on skills and knowledge required in working with children, young people and families when sharing information
- evaluate the role of the Common Assessment Framework and information sharing systems
- evaluate examples of best practice of information sharing in work with children, young people and their families
- devise an action plan for their future practice in this area.

Date	Workshop Title	Venue	Room	Time	Trainer
Eleventh Programme					
26.04.2010	Effective Communication and Engagement with children, young people and families	NLBP , Building 2, Oakleigh Road South London, N11 1NP	4	10.00 – 1.00	Sarah Lewis-Brook
10.05.2010	Sharing information	NLBP , Building 2, Oakleigh Road South London, N11 1NP	1	9.30 – 12.30 or 1.30 – 4.30	Lynne Mattai & Helen Elliott
17.05.2010	Child and Young Person Development	NLBP , Building 2, Oakleigh Road South London, N11 1NP	3	10.00 – 1.00	Martin Smith
21.05.2010	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	6	10.00 – 1.00	Lucille Allain & Christine Cocker
30.06.2010	Multi-Agency Working	NLBP , Building 2, Oakleigh Road South London, N11 1NP	3	10.00 – 1.00	Paul Dugmore & Mina Hyare
09.07.2010	Supporting Transitions	NLBP , Building 2, Oakleigh Road South London, N11 1NP	2	10.00 – 1.00	Paul Dugmore & Mina Hyare
12.07.2010	Information Sharing	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 12.30 or 1.30 - 4.30	Lynne Mattai & Helen Elliott
Twelfth Programme					
07.10.2010	Sharing Information	NLBP , Building 2, Oakleigh Road South London, N11 1NP	6	9.30 – 12.30 or 1.30 – 4.30	Lynne Mattai & Helen Elliott
14.10.2010	Multi-Agency Working	NLBP , Building 2, Oakleigh Road South London, N11 1NP	3	10.00 – 1.00	Paul Dugmore & Mina Hyare
18.10.2010	Child and Young Person Development	NLBP , Building 2, Oakleigh Road South London, N11 1NP	3	10.00 – 1.00	Martin Smith
23.11.2010	Effective Communication and Engagement with children, young people and families	NLBP , Building 2, Oakleigh Road South London, N11 1NP	4	10.00 – 1.00	Sarah Lewis-Brook

Date	Workshop Title	Venue	Room	Time	Trainer
03.12.2010	Supporting Transitions	NLBP , Building 2, Oakleigh Road South London, N11 1NP	2	10.00 – 1.00	Paul Dugmore & Mina Hyare
15.12.2010	Safeguarding and Promoting the Welfare of the Child	NLBP , Building 2, Oakleigh Road South London, N11 1NP	3	10.00 – 1.00	Lucille Allain & Christine Cocker
02.02.2011	Sharing Information	NLBP , Building 2, Oakleigh Road South London, N11 1NP	7	9.30 – 12.30 or 1.30 – 4.30	Lynne Mattai & Helen Elliott

Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Domestic Violence Awareness

DATES: 28/09/2010 **VENUE:** North London Business Park
17/02/2011

TRAINER: Arvinder Lall, **TIMES:** 9.30am - 4.30pm

A one-day awareness course providing a basic introduction to understanding domestic violence and supporting survivors. The course will be highly participative and make use of a range of methods.

Please note that this course provides a useful foundation to enable participants to undertake the more specialist briefing on the Barnardos DV Risk Identification and Assessment Model

By the end of the course participants will have:

- a deeper understanding of the nature and different types of domestic violence
- explored the effects on survivors and their children
- know safe and appropriate ways to ask about domestic violence and share information
- know how to make a safety plan
- understand the choices and options open to survivors and the barriers to seeking help

Course Content:

- definition and statistics (national and local)
- different forms of DV and their impact on victims
- children's experiences of DV
- myths -Why women may remain in or return to violent relationships
- help and services available to women and children experiencing DV
- how to ask about DV
- responsible information sharing, confidentiality and victim safety
- equalities issues

Relevant service objectives: Protecting vulnerable children and adults, and safer communities

Audience: Staff employed by the Local Authority, NHS and private and voluntary organisations, who work with clients where there may be issues involving domestic violence. There is no charge for these staff.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk

**Barnet Children's Workforce Development Partnership
Children's Workforce Development Team**

Equalities and Diversity Practice in working with children and young people

DATES: 29/06/2010
31/01/2011

VENUE: North London Business Park

TRAINER: Perdeep Gill

TIMES: 9.30am – 4.00pm

This one day course will enable participants to consider how and why understanding diversity is important in relation to safeguarding children and what some of challenges are in working with diverse communities .The course will include a consideration of personal and professional attitudes as well as Government policy in relation to diversity and safeguarding. It will also explore strategies in dealing with discriminatory behaviour and language amongst service users.

By the end of the course participants will:

- have explored personal and professional attitudes to difference
- have been reminded of definitions of prejudice, discrimination and diversity
- have considered relevant Government strategy and guidance
- have explored challenges in working with diverse communities
- have explored strategies to challenge discriminatory behaviour , for example, by service users
- have developed understanding of why diversity is important in relation to safeguarding

Course Content:

- a range of trainer inputs on the above topics
- small group work
- large group discussions

Relevant service objectives: DCSF Outcomes for staying safe, being healthy, etc

Audience: Professionals across all agencies working with children and families

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: **020 8359 6389/95** Fax: **0870 889 7445** E-mail: childrens.workforce@barnet.gov.uk

**Barnet Children's Workforce Development Partnership
Children's Workforce Development Team**

**Integrated Working with Children and Families: Awareness Workshop
mainly for Practitioners outside the children's workforce**

DATES: 15/06/2010 AM
19/01/2011 PM

VENUE: North London Business Park

TRAINER: Ted Daszkiewicz

TIMES: Two and a half hours

This course aims to raise awareness of the Children Act 2004 legislation regarding integrated working with children and families and to prepare participants / practitioners to understand how they may contribute to the process. The course will also help practitioners to understand their own role in relation to safeguarding children in light of the changes brought about by the Laming Report following the death of Victoria Climbié.

By the end of the course participants will:

- have an awareness of the recent changes in national legislation and government guidance in relation to children and how it relates to the support your service offers to families.
- understand the background to and rationale for the CWDC six key areas of expertise (Common Core of Skills and Knowledge) for all practitioners working with children and families
- introduction to the Barnet Children and Young People's Plan
- understand how they can contribute to Barnet's Preventative Strategy: Building Resilience, Supporting Independence
- have an awareness of the Common Assessment Framework (CAF) process (including the role of the Lead Professional and Team Around the Child) and how it fits into the whole Integrated Working (IW) strategy
- have an understanding of how CAF can fit into the context of their day to day practice and how they can support the CAF process and/or signpost appropriately.

Relevant service objectives: Embedding integrated working practices across the partnership in Barnet including meeting the CWDC Common Induction Standards and the DCSF Common Core of Skills and Knowledge proposal for all those working with children and young people.

Audience: All those working with children and young people including the police and other emergency services, medical staff - GPs, paediatricians, dentists, accident and emergency staff - housing staff, administration staff, Adult social care workers, and voluntary sector organizations working with Adults who may be parents.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk

**Barnet Children's Workforce Development Partnership
Children's Workforce Development Team**

**Integrated Working with Children and Families: Awareness Workshop for
Schools and Other Support Staff**

DATES: 15/06/2010 PM
19/01/2011 AM

VENUE: North London Business Park

TRAINER: Ted Daszkiewicz

TIMES: Two and a half hours

This course aims to raise awareness of the Children Act 2004 legislation regarding integrated working with children and families and to prepare participants / practitioners to understand how they may contribute to the process. The course will also help practitioners to understand their own role in relation to safeguarding children in light of the changes brought about by the Laming Report following the death of Victoria Climbié.

By the end of the course participants will:

- have an awareness of the recent changes in national legislation and government guidance in relation to children and how it relates to the support your service offers to families.
- understand the background to and rationale for the CWDC six key areas of expertise (Common Core of Skills and Knowledge) for all practitioners working with children and families
- consider how the skills and knowledge required by the Common Core fit into the context of their everyday practice.
- introduction to the Barnet Children and Young People's plan
- understand how they can contribute to Barnet's Preventative Strategy: Building Resilience, Supporting Independence
- have an awareness of the Common Assessment Framework (CAF) process (including the role of the Lead Professional and Team Around the Child) and how it fits into the whole Integrated Working (IW) strategy
- have an understanding of how CAF can fit into the context of their day to day practice and how they can support the CAF process and/or signpost appropriately.

Relevant service objectives: Embedding integrated working practices across the partnership in Barnet including meeting the CWDC Common Induction Standards and the DCSF Common Core of Skills and Knowledge proposal for all those working with children and young people.

Audience: All those working with children and young people in support roles including schools and other support staff.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk



**Barnet Children’s Workforce Development Partnership
Children’s Workforce Development Team**

**Lead Professional & Team Around the Child: Awareness Training for Managers
Supporting Practitioners in the Role of the Lead Professional**

DATES: Please see list below.

VENUE: North London Business Park

TRAINER: Ted Daszkiewicz

TIMES: This is a half day course. Please see varied times below.

These **half day courses** aim to raise awareness of the role of the Lead Professional & Team around the Child and how managers will need to support practitioners involved in the process

By the end of the course participants will:

- understand the role of the Lead Professional and Team Around the Child models of working and how these apply as defined by Barnet
- know the procedure for selecting a Lead Professional
- understand what is required from practitioners who are part of a Team Around the Child
- understand the role of the manager and support structures around the whole Lead Professional process
- consider skills and knowledge required by their staff and identify any needs in order to carry out the duties of the role
- know the process and procedures for resolving disagreements and disputes around selection and the functions of the Lead Professional
- understand procedures around non-delivery of service
- be aware of the managers position regarding supervision
- understand potential workload implications around the role of the Lead Professional.

Relevant service objectives: Ensuring the best start for children and young people living in Barnet through early identification and collaboration of their needs and services.

Audience: Managers who have practitioners in the role of the Lead Professional working with children, young people and families across the children’s service in Barnet including the private and the voluntary and community sectors.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children’s Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk

Please note that the course is free. However, you must NOT attend without a confirmed booking otherwise you will be charged. If you book a place but do not turn up, we will charge you.

DATE OF COURSE	COURSE TITLE	LOCATION	Course Times
18/06/2010	Lead Professional Awareness - Managers	Room 5, Building 2	9.30am – 12.30pm
08/12/2010	Lead Professional Awareness - Managers	Room 7, Building 2	1.30pm – 4.30pm
15/03/2011	Lead Professional Awareness - Managers	Room 7, Building 2	9.30am – 12.30pm

Barnet Children's Workforce Development Partnership Children's workforce Development Team

Lead Professional & Team around the Child: – Awareness training for practitioners carrying out the role of the Lead Professional and those who may be part of the Team around the Child

DATES: Please see attached list.

VENUE: North London Business Park

TRAINER: Ted Daszkiewicz

TIMES: This is a half day course. Please see varied times below.

These **half day courses** aim to raise awareness of the role of the Lead Professional & the Team Around the Child and what practitioners will need to know in order to carry out their roles effectively.

By the end of the course participants will:

- understand the rationale for the lead professional and Team Around the Child models of working and how these apply in Barnet as part of effective integrated working
- understand the vision, functions and accountabilities of the lead professional and those working as part of a Team Around the Child
- have an overview of the skills required to be a lead professional and the requirements of a Team Around the Child
- have an overview of the support mechanisms for the Lead Professional and those practitioners who are part of a Team Around the Child

Course content

- lead professional and Team Around the Child as part of integrated working
- rationale for lead professional and the Team Around the Child
- vision and functions of lead professional and Team Around the Child
- the benefits, concerns and uncertainties of the lead professional
- the Team Around the Child and the Lead professional tasks, skills and knowledge required by Barnet
- key accountabilities of the Lead Professional and practitioners who are part of the Team around the Child
- selecting a lead professional
- managing workload implications
- resolving disagreements/disputes
- management support and supervision

Relevant service objectives: Ensuring the best start for children and young people living in Barnet through early identification and collaboration of their needs and services.

Audience: Any practitioner who may find themselves having to fulfill the role of the Lead Professional. This can include all practitioners working with children, young people and families across the children's service in Barnet including the private and the voluntary and community sectors. To maximise the benefits of this training, it is recommended that participants attend the one day CAF training before attending this course.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP
Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk.

Please note that the course is free. However, you must NOT attend without a confirmed booking otherwise you will be charged. If you book a place but do not turn up, we will charge you.

DATE OF COURSE	COURSE TITLE	LOCATION	Course Times
18/06/2010	Lead Professional Awareness - Practitioners	Room 5, Building 2	1.30pm – 4.30pm
08/12/2010	Lead Professional Awareness - Practitioners	Room 7, Building 2	9.30am – 12.30pm
15/03/2011	Lead Professional Awareness - Practitioners	Room 7, Building 2	1.30pm – 4.30pm

Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Learning from Serious Case Reviews

DATES: 30/09/2010

VENUE: North London Business Park

TRAINER: Rahana Hussain, Freelance trainer

TIMES: 9.30am – 4.30pm

This one day course will focus on how we can learn from serious case reviews (inc child death reports) and incorporate the messages into our own current practice. It will enable those who work in safeguarding children services to update their professional practice.

By the end of the course participants will be able to:

- identify common areas of miscommunication, using known child death reports
- understand how individual practice can be informed by recognising danger/warning signs on child protection cases
- explore the new tools that can help multi-agency professionals share a common language about concerns for children
- apply intervention strategies to help to ensure the protection of children

Course Content:

- some recent Serious Case Reviews and child death reports
- communication problems and solutions
- improving practice

Relevant service objectives: applies to all Service Outcomes, and especially for being healthy, staying safe, enjoying and achieving and making a positive contribution

Audience: Staff and managers of all agencies working to safeguard children.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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**Barnet Children's Workforce Development Partnership
Children's Workforce Development Team**

**Safeguarding and Protecting Children –
Introduction**

DATES: See schedule of dates for details

VENUE: North London Business Park

TRAINER: Clair-Marie Dwyer, External trainer

TIMES:

am	9.30am – 12.30pm
pm	1.30pm – 4.30pm
Eve	6.00pm – 8.00pm
Sat	9.00am – 4.00pm
Sun	10.00am – 1.00pm

This half-day training course is designed as an essential introductory level awareness course in safeguarding and protecting children issues for all those who work either with children and young people, or with adults who may be parents or carers of children.

By the end of the course participants will be able to:

- recognise some signs and symptoms of child abuse
- develop some understanding of local procedures

Course Content:

- current issues and concerns
- definitions of Child Abuse and Child Protection
- categories of Child Abuse and signs and symptoms
- legal and Procedural Context of Child Protection
- appropriate responses to concerns

Relevant service objectives: DoH and DCSF standards for children's services and Common Core competences for safeguarding children and promoting the welfare of the child and multi-agency working.

Audience: Anyone who works in contact with children, young people and adults who are parents/carers, and who need a basic introduction to child protection issues.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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**Barnet Children's Workforce Development Partnership
Children's Workforce Development Team**

**Safeguarding and Protecting Children –
The Legal Framework for Practice**

DATES: See schedule of dates for details **VENUE:** North London Business Park
TRAINER: Clair-Marie Dwyer, External trainer **TIMES:** 9.30am – 4.30pm

This is a one-day course designed as essential core level training for those who have some involvement in their work with child protection cases. It will give a working knowledge of the legislative and procedural context of safeguarding and child protection, clarify the roles and responsibilities of agencies involved in safeguarding children, and highlight related issues of anti-discriminatory practice. This course can also serve as one of the unit workshops towards the Common Core Certificate Programme.

By the end of the course participants will be able to:

- practice with an awareness and knowledge of Pan-London Child Protection Procedures.
- gain an understanding of child protection legislation and the wider policy context.
- differentiate between forms of child abuse and neglect and apply this to case examples
- recognise the importance of working collaboratively across agencies involved in child protection.

Course Content:

- exercise on the signs and symptoms of child abuse and neglect
- presentation on the Children Act, 'Working Together', the Assessment Framework and Pan-London Child Protection Procedures and the interface between this legislative/procedural guidance
- presentation on issues of race, culture and disability
- exercise on relating child protection procedures to case examples
- presentation on action to take in relation to children identified as being at risk of significant harm

Relevant service objectives: DoH and DCSF standards for children's services, and Common Core competences for safeguarding children, promoting the welfare of the child and multi-agency working.

Audience: Anyone who works regularly with children, young people and with adults who are parents/carers and have some involvement with child protection cases.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Safeguarding and Protecting Children: Working Together

DATES: 24&25/05/2010, 16&17/06/2010 05&06/07/2010 **VENUE:** North London business Park

TRAINER: Liz Davies,
External training consultant **TIMES:** 9.30am – 4.00pm (2 days)

This two-day course is essential training for professional staff and managers who have a particular responsibility for child protection/safeguarding. It is mandatory training for these staff in many local organisations.

By the end of the course participants will:

- work effectively across agencies promoting the interests of children
- recognise and respond to the indicators of abuse
- respond sensitively to children where abuse is a concern
- understand the roles of all agencies in child protection work
- work in partnership with others and with consideration of race, culture, religion, language and disability needs

Course Content:

- working Together: guidelines and practice
- identifying and responding to indicators of abuse
- awareness of child abuse
- legal framework in child protection
- equality issues in child protection
- Participating in child protection conferences

Relevant service objectives: Children's Services' Common Core Competence for safeguarding and promoting the welfare of children and young people

Audience: All inter agency managers and professional staff working with children who have a particular responsibility for safeguarding children, eg those with designated responsibilities, in health, education and other children's services. Places will be allocated on a quota basis ensuring multi agency representation on the course.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk.

Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Safeguarding and Protecting Children with Disabilities

DATES: 18/06/2010
08/02/2011

VENUE: North London Business Park

TRAINER: Jo Norman

TIMES: 9.30am – 4.30pm

This one day course is designed for all professionals working with disabled children.

By the end of the course participants will be able to:

- identify the blocks to protecting disabled children
- develop skills and confidence in protecting disabled children
- explore ways of developing effective multi agency practice

Course Content:

- the context – what research tells us
- the impact of myths and stereotypes
- the holistic child
- identifying indicators of risk
- making effective referrals
- improving interagency practice
- the methods will be: discussions, presentations (base informative theory), group work (learning by inquiry) and case studies

Relevant service objectives: DCSF Outcomes Framework – be healthy, stay safe, enjoy and achieve

Audience: This course is for all multi-agency staff whose work brings them into contact with disabled children and who need to be familiar with safeguarding procedures.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk.

Barnet Children's Workforce Development Partnership and Safeguarding Children Board

CWDC Safer Recruitment Workshop (Multi-Agency)

DATES: 11/06/2010, 16/09/2010
07/12/2010, 04/03/2011

VENUE: North London Business Park

TRAINERS: Tony Lampert & Helen Elliott

TIMES: 9.00am – 5.00pm

This accredited one day course is designed for managers and staff across all agencies that have a role in recruitment. The course is the CWDC workshop that is mandatory for Head Teachers and represented Governors. It includes an assessment that is a requirement for School based participants although it is recommended that all participants complete it.

By the end of the course participants will be able to:

- understand some of the ways in which offenders behave and operate
- identify key features of staff recruitment that maximise opportunity of appointing the most suitable person for the job and help deter or prevent the appointment of unsuitable people
- consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting
- explore the implications for recruitment practice within their agency

Course Content:

- safer recruitment within the wider context of safeguarding
- prevalence and profile of abusers
- how abusers operate within organisations
- planning a recruitment exercise
- features of a safer recruitment exercise
- making the right decisions: Interview and selection
- maintaining an ongoing culture of vigilance

The methods will be: discussions, presentations (base informative theory), group work (learning by inquiry) and case studies

Relevant service objectives: DCSF Outcomes Framework – be healthy, stay safe, enjoy and achieve

Audience: This course provides an overview of the key principles of safer recruitment and is intended as the recommended platform for managers and staff involved in recruitment

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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**Barnet Children's Workforce Development Partnership
Children's Workforce Development Team**

**Sharing Information to Safeguard Children
Common Core 6**

DATES: 10/05/2010, 12/07/2010
07/10/2010, 02/02/2011

VENUE: North London Business Park

TRAINER: Helen Elliott & Lynn Mattai

TIMES: AM 9.30am –12.30pm
PM 1.30pm - 4.30pm

This is a half day multi-agency workshop for all practitioners and managers working with children or adults who might be parents. It aims to promote a collaborative approach to sharing information across professional boundaries that give primacy to the needs of the child. This includes information shared across adults and children's services.

Improved information sharing is crucial to promote early and appropriate intervention and is a key component of the common core of skills and knowledge.

This workshop will consider good practice in relation to sharing information, recording and obtaining consent. It is designed to improve confidence and ability in working across the multi-agency network and is required training for practitioners who will be using ContactPoint

By the end of the course participants will:

- have considered the legal framework for information sharing
- have developed understanding of the key principles and procedures for sharing information
- be clear what information needs to be shared and why
- have considered good practice in relation to recording and obtaining consent
- have increased skills and confidence in sharing relevant information and working in collaboration with partner agencies

Course Content:

- a range of trainer inputs on the above topics
- small group work and case
- large group discussions

Relevant service objectives: Common Core of Skills and Knowledge, ECM Outcomes for staying safe, being healthy, etc

Audience: Practitioners and managers across all agencies working with children, young people and families. This course is also open to adults who are parents/carers

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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**Barnet Children's Workforce Development Partnership
Children's Workforce Development Team**

Children's Social Care Thresholds Workshop for Multi-Agency Professionals

DATES: 28/05/2010, 21/09/2010
08/03/2011

TIMES: 9.30am – 12.30pm

Facilitators: Children's Social Care Managers and CAF Coordinator

All professionals working with children or parents have a duty to promote the safeguarding of children and to act on any concerns they might have. In practice, this can prove to be complex and challenging because of the myriad of circumstances and risks that can affect children and young people and the responses that follow. It is acknowledged that the thresholds for statutory services may not always seem clear and can be experienced as confusing

The recent Laming report has highlighted the need for the front door of services to be safe and welcoming. It is essential therefore that practitioners are equipped with knowledge and understanding of the thresholds for statutory intervention and how this links with early intervention services so that they know how and when to make a referral

Barnet Children's Service has recently developed guidance for multi-agency staff that is based on a consistent London wide approach.

Although this does not replace professional judgement on a case by case basis, it provides a clear framework to help identify the level of concern and the appropriate referral pathway.

This half day workshop, which will be facilitated by a Social Care Manager and CAF Coordinator will provide an opportunity to consider the guidance and how it applies in practice

Learning Outcomes

By the end of the course participants will have:

- considered the spectrum of concern in relation to children
- an awareness of the thresholds for statutory intervention under the Children Act 1989 and how this is applied in practice
- an understanding of the role of the CAF as an opportunity to provide early intervention and support and awareness of the Pan London CAF Protocol.
- information as to how and when to make a referral and where they can go for advice

Relevant service objectives:

Safeguarding and Protecting vulnerable children, Building Resilience and Supporting Independence

Audience: The event is suitable for professionals from any service who may need to refer concerns about children. Colleagues working in schools are particularly welcome to apply.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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**Barnet Children's Workforce Development Partnership
Children's Workforce Development Team**

**Speech, Language & Communication Needs
A half-day Introduction**

DATE: 12/10/2010
08/02/2011

VENUE: North London Business Park

TRAINER: Pam Czerniewska
Cherry Cornell

TIMES: 9.30am – 12.30pm

Think of ten words to do with Speech, Language and Communication:

sounds.....phonology.....stutter.....autism.....auditory processing..... dyspraxianon-verbal
communication.....speech.....language disorder.....

How well do you understand what these mean?

When should you be concerned if a child seems to be having difficulty:

- listening to what is said
- speaking clearly
- putting words together
- joining in conversations?

When do you 'wait till they get older' and when do you decide to get advice from a Speech & Language Therapist?

This half-day course run by Speech & Language Therapists will cover:

- the importance of speech, language & communication
- how children develop speech, language and communication
- when to be concerned about that development
- ways to promote children's speech, language and communication
- how to make a referral

Audience: Anyone working with children across the children's service partnership in Barnet.

To Apply: PCT staff should send a completed NHS application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms Children's Workforce Development Team, Children's Service, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP
Tel: 020 8359 6389/6395 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk

Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Working with Adult Sexual Abusers

DATES: 23/06/2010

VENUE: North London Business Park

TRAINER: Steve Landy, NSPCC

TIME: 9.30am – 4.00pm

A one day multi-agency training course for professionals working with children and families where there are adult perpetrators of abuse. This course will be open to colleagues in both Barnet and Enfield and is a repeat of a course previously run.

By the end of the course participants will have:

- an understanding of models describing the process of sexual assault
- an understanding of risk assessment in relation to child molesters
- an understanding of the common personality profiles of perpetrators of sexual abuse
- explored the issue of why more men commit child sexual offences
- explored some of the issues involved in risk assessment in the multi- agency context

Course Content:

- understanding sexual offending
- gender issues in relation to sexual offending
- multi-agency Public Protection Arrangements(MAPPA)
- assessing risk
- working with non abusing partners: issues and perspectives

Relevant service objectives: DoH Objectives for Children's Social Services, DCSF service outcomes and core competences in safeguarding children and promoting the welfare of the child and multi-agency working.

Audience: Staff employed across the multi-agency community who work with sex offenders

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Working with Non-abusing Partners (in cases of sexual abuse)

DATES: 25/11/2010

VENUE: North London Business Park

TRAINER: Steve Landy, NSPCC

TIMES: 9.30am – 4.30pm

The aim of this course is to increase our understanding of the factors that impact upon partners of those have committed sexually abusive behaviour against children to assist in assessing their ability to safeguard children from the risk of further harm.

By the end of the course participants will:

- to gain insight into a carer's diverse responses to their partner's sexual behaviour and to gain some insight into the thoughts and feelings associated with this knowledge
- to gain insight into how their thoughts and feelings might affect their ability to protect children
- to identify what to look for and which facts to obtain when assessing a partners ability to safeguard children in their care
- strategies for maximising protection in family settings

Course Content:

- overview to demonstrate the development of a protective environment. The triangle of risk- Abuser, partner, child.
- working with people in systems...differing time-scales, competing needs and priorities.
- different roles for carers and professionals and the conflicts that arise from them. CPS, SSD MAPPA etc
- impact of abuse on carers; thoughts, feelings, fears. Practical, emotional and psychological impact.
- working with denial & cognitive distortions -what are they , how and when do they present, how do they influence capacity to protect. Moving to a position of empowerment
- understanding carer's immediate response and identifying changes in attitude and behaviour.
- developing strategies for maximising protection

Relevant service objectives: DoH Objectives for Children's Social Services, DCSF service outcomes and core competences in safeguarding children and promoting the welfare of the child and multi-agency working.

Audience: This is level 3 training for staff who have responsibility for assessment and management of child protection cases, managers or staff in different agencies who contribute to assessment and management of cases where sexual abuse has featured.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Parenting, drugs and alcohol

DATES: To be confirmed **VENUE:** North London Business Park

TRAINER: Tim Morrison , Adfam **TIMES:** 9.30am – 4.30pm

Problematic drug and alcohol use by parents can have a huge impact on the development and positive outcomes of their children. Issues surrounding safeguarding children and enabling them to thrive are the key focus for many of those working with such families. However, research shows that many people who use drugs and alcohol are still skilled and effective parents.

Drawing on the insights of Hidden Harm, this course looks at how workers can enable parents and families to minimise the potential harm that could be caused by their drug and alcohol misuse.

Course objectives:

- describe what constitutes 'good enough' parenting.
- describe how problematic drug and alcohol use by parents may cause risk to their children
- help families to develop a plan to enable them to minimise as far as possible the impact of their substance use
- list factors that may indicate further support is necessary
- make a disclosure to the relevant authority in line with organisational procedures
- provide appropriate support to their client in the process
- contribute to relevant care review and planning meetings

Course mapped to DANOS units AB3, AB4 and AB5.

Audience: This course is relevant for any practitioner who comes across substance using parents and/ or their children as part of their professional work.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk

Please note that the course is free. However, you must NOT attend without a confirmed booking otherwise you will be charged. If you book a place but do not turn up, we will charge you.

Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Understanding Family Dynamics in Substance Use

DATES: To be confirmed **VENUE:** North London Business Park

TRAINER: Peter Cartwright, Adfam **TIMES:** 9.30am – 4.30pm

This **one day course** aims to enable those working with children and young people to understand what happens in a family when there is substance use, and to equip them with the relevant knowledge to inform their work.

By the end of the course participants will:

- recognise the four levels at which family dynamics operate
- identify the nature of dynamics for an individual family member
- identify the nature of dynamics between two family members including 'co-dependency'
- describe the stages families typically move through when they are affected by substance use
- recognise the dynamics that occur in a family when there is dependent substance use
- identify the social dynamics that affect a family

Course Content:

- dynamics within the individual
- dynamics within relationships, including 'co-dependency'
- stages a family go through when there is substance use
- family roles & family systems theory
- dynamics from society

Relevant service objectives: DCSF Outcomes Framework for children and young people - staying safe, being healthy, enjoying and achieving, making a positive contribution, achieving economic well-being

Audience: Professionals working with children, young people and families across all services and agencies.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Understanding Substance Use

DATES: To be confirmed **VENUE:** North London Business Park
TRAINER: Peter Cartwright, Adfam **TIMES:** 9.30am – 4.30pm

This **one day course** aims to enable those working with children and young people (and/or substance users) to understand the nature of commonly used substances, why and how they are used, in order to improve the support offered to those affected.

By the end of the course participants will:

- understand the variety of motivations behind people's substance use
- recognise what commonly used substances look like, how they are used and their effects
- distinguish between different levels of substance using behaviour
- describe the processes involved with changing behaviour in relation to substance use and the essence of 'harm reduction' for both substance users and for users' families
- present information about substance use to their service users

Course Content:

- defining what "substance" means
- types of substances
- understanding the three levels of substance use
- understanding "addiction" or dependent substance use
- effects substances have upon people, appearance and methods of using substances
- impact of drug using behaviour on others
- the "Cycle of Change"
- using substance information in the workplace

Relevant service objectives: DCSF Outcomes framework for children and young people - staying safe, being healthy, enjoying and achieving, making a positive contribution, achieving economic well-being

Audience: Professionals working with children and young people across all services and agencies.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

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Barnet Children's Workforce Development Partnership
Children's Workforce Development Team

Supporting Drug Using Families

DATES: To be confirmed **VENUE:** North London Business Park
TRAINER: Peter Cartwright Adfam **TIMES:** 9.30am – 4.30pm

This **one day course** aims to develop the knowledge and skills of those working with the families of substance users in the London Borough of Barnet, to thereby improve the support offered to those families.

By the end of the course participants will:

- identify the needs of a typical family member
- describe how to help a family member using the Egan three stage model of helping
- define how they can support families
- state the ways in which they need to develop their support to families
- identify strategies for three typical needs that families have.

Course Content:

- the impact of substance use on a family
- identifying needs with families
- the Egan three stage model of helping
- helping families meet their needs
- helping and supporting families

Relevant service objectives: DCSF Outcomes for staying safe, being healthy, enjoying and achieving, making a positive contribution, etc

Audience: Professionals working with children, young people and families across children's services and agencies.

Pre-requisite: Participants are required to attend the understanding Substance misuse course along with either Understanding Family Dynamics in substance use course or Children in Substance Using Families course before attending this course.

To Apply: PCT staff should send a completed application form to their NHS Trust Education and Training Unit. London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk

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“On Line” Child Protection and Safeguarding Training

Protecting Children: Developing Basic Awareness (Level A) Online course

This online course provides an introduction to key issues in safeguarding children. It offers employers and local authorities an easy and accountable way to ensure that everyone who needs it has been provided with vital awareness training. It is for those who cannot attend the standard face-to-face courses provided in Barnet. The programme has been developed by Akamas Ltd in association with London Metropolitan University. Course content is written by Liz Davies, a child protection expert with long experience in practice and training.

Target audience:

Level A: Anyone whose work, whether paid or voluntary, brings them into contact with children and families. This includes: sports coaches, hospital receptionists, school secretaries, youth group volunteers, and many other groups.

Delivery and Assessment:

The course comprises 5-10 hours of learning

Students can study at home, at their desk, or in an IT suite at a convenient time

All students receive a free resource pack to download or print, with information on legislation, useful references and further reading

Students complete each module by passing an online test – they can retake the test as many times as needed

Course Content:

Module 1: Developing awareness of child protection and child abuse

Why children need protecting

Caring adults, abusing adults and protective adults, and what does the law say?

Overcoming barriers to protecting children and managing feelings in order to become a protective adult

What child abuse is

Abuse and neglect lead to significant harm

What adults do, or fail to do, that causes significant harm to children, and signs and indicators of abuse

Module 2: Appropriate responses if you think a child may be being harmed

When to tell someone if you think a child might be being harmed

Responding to what a child might tell you, and the importance of immediate recording

Protective adults are alert for signs of harm and report suspicions and concerns

The importance of rapid reporting of disclosure and of suspicions

Who to tell

Each individual holds one piece of the jigsaw

Reporting to your manager or designated person, or direct reporting if necessary to avoid delay

Getting advice if there is uncertainty about what has been noticed

Who to inform about known or suspected child abusers, and the local arrangements: what happens in your area?

How to tell them what they need to know

Making a referral

Looking after yourself when dealing with issues of child abuse

How to apply:

PCT staff should send a completed application form to their NHS Trust Education and Training Unit.

London Borough of Barnet and all other staff should send the relevant completed application forms to Children's Workforce Development Team, Building 4, North London Business Park, Oakleigh Road South, London, N11 1NP

Tel: 020 8359 6389/95 **Fax:** 0870 889 7445 **E-mail:** childrens.workforce@barnet.gov.uk

NB Confirmation will be sent for all successful applicants with further details about how to access the website.

INTERNAL SHORT COURSE APPLICATION FORM

(other than Post-Entry Training and External Short Courses)

In the first instance Parts 1 & 2 should be completed and the whole document passed to your Training Unit

Part One – Applicant or Line Manager to fill in this section		(Please print in capitals using a ball point pen)						
Course Title in Full:		Preferred Dates:						
I request a nomination for a place on the above programme. I understand that if accepted I will be required to attend the whole programme		1st Choice:						
First Name: _____ Surname: _____ Title: _____		2nd Choice:						
Job Title: _____ Service Area: _____		Reason for Application						
Work address: (in full)								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> <tr><td style="height: 15px;"> </td></tr> </table>								
Division/Service/Group: _____								
Section/School: _____								
Courier Service: Yes <input type="checkbox"/>								
No <input type="checkbox"/>								
Email: _____	Telephone: _____							
Please specify any special needs: (wheelchair access, handouts in Braille etc)		Signed:						
		Date:						

I prioritise this training need to be:	
Urgent <input type="checkbox"/>	Non-Urgent <input type="checkbox"/>
(Please tick the relevant box)	
Name (in capitals): _____	Date: _____
Job Title: _____	Signed: _____
Budget Authorisation (to be signed by the Budget holder) Name: _____	
Cost Code to be Charged: Cost centre:/133100 Date: _____	

If joining instructions are not received at least 2 weeks before the course, please contact The Children's Workforce Development Team.	
Contact Details:	
Children's Workforce Development Team , First Floor, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP	
Tel: 020 8359 6389/6395/6393	Fax Number: 0870 889 7445
Email: childrens.workforce@barnet.gov.uk	



Barnet Health & Social Care Workforce Development Partnership

Course Booking Form for Colleagues **Not** Employed by the Local Authority (LBB)

Please complete all sections in **BLOCK CAPITALS** and return by fax, post or e-mail.

Children's Workforce Development Team

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 6389/95 fax: 0870 889 7445 e-mail: childrens.workforce@barnet.gov.uk

Course Date

Course Title

Title First Name Surname

Organisation/Group/School Name

Job Title

Work Address Tel No

Fax No

E-mail

Sector: Statutory Private Voluntary Other (please specify).....

Service Area: PCT Hospital CAMHS Other (please specify).....

Reason for application/relevance to job

Details of any additional needs (e.g. dietary, access)

Registration cost: Please do not attend without receiving confirmation of a place. There is no charge for places on this course, except for non-attendance without explanation. If you attend without a place offer, you may be turned away by the trainer or charged for the place. The charge in either case will be £50.00 per day. Under normal circumstances, a week's notice of cancellation will be required to enable us reallocate your place.

Signed Date

For completion by your manager (if appropriate)

Print Name Date

Authorised Signature