Wigan Children and Adult Safeguarding Training and Development Programme

April 2018 – March 2019

www.wiganlscb.com

www.wigansafeguardingadults.org
Training Courses

Wigan Safeguarding Board offers a range of learning opportunities, both face to face and online. Please select the relevant option below to see what we have to offer! Dates for training are updated through our Learner Management System on Virtual College. Please log into your account to find them here.

E-Learning

Face to Face Training
Safeguarding Awareness and the Early Help Framework (half day):

AIMS:
- To introduce participants to the Early Help Framework and ensure participants leave with a good understanding of the Framework and its role in safeguarding children and young people.
- Ensure that participants understand the Framework and are comfortable using this appropriately in practice.

Adolescent Mental Health (full day):

AIMS:
- Give participants an overview of Child and Adolescent Mental Health service (CAMHS) and outline the effects that mental health can have on young people and their families.
- To ensure that participants understand the CAMHS service and when and how to refer.

Building Resilience in Young People (full day):

AIMS:
- To ensure that participants have a detailed enough understanding about resilience and how resilience links with young people’s behaviour and the impact of interventions to support development.

Child Protection Conferencing and CORE Group (2 day course):

AIMS:
- To ensure that participants have a good understanding of the purpose of and the content of child protection conferences.
- Identify their roles and responsibilities when attending a conference.
- Evidence good practice in writing reports for conferences.
Child Sexual Exploitation (full day):

AIMS:
- To increase knowledge and understanding of Child Sexual Exploitation (CSE) and understand that it is a serious type of sexual abuse that can affect all children and young people.
- To ensure effective safeguarding of all children and young people.
- To promote effective partnership working and appropriate information sharing and referral process.

Children’s Advocacy (half day):

AIMS:
- Have competent working knowledge of children’s advocacy and the role within child protection procedures and looked after children.

Drug and Alcohol Identification and Brief Advice Screening Tool for Young People (under19) (half day):

AIMS:
- To provide the Children’s workforce with basic drugs awareness and the impact of substances on young people.
- How to use the Wigan IBA Tool for 1 to 1 interventions with young people.
- Provide practical ideas, tools and solutions for identifying and dealing with young people’s drug and alcohol problems, including appropriate service referrals.

Fabricated or Induced Illness (half day):

AIMS:
- This course will ensure professionals who come into contact with children are informed of ways of recognising the signs and take appropriate action.
Graded Care Profile (half day):
AIMS:
- To introduce the Graded Care Profile as a potential means of improving protective and preventive practice across agencies and with families.

Local Authority Designated Officer (LADO) (half day):
AIMS:
- To provide knowledge of the procedures and practice for dealing with allegations against people who work directly with children be it in a professional or voluntary capacity.

Physical Injuries in Children (half day):
AIMS:
- To raise awareness and assist professionals who are not specialists in child protection to identify some of the alerting clinical features to consider when presented with a child who is at risk or who has suffered significant harm.

Private Fostering (half day):
AIMS:
- To ensure that professionals and the general public have a good awareness of Private Fostering and the need to notify the Local Authority of any arrangements.
Safe Sleep Training – Reducing the Risk of SIDS (half day):

AIMS:
- To provide teaching and learning that will give professionals the skills, confidence and underpinning knowledge to advise parents on how to reduce the risk of avoidable sudden infant death syndrome.

Safeguarding Children with Disabilities (half day):

AIMS:
- To develop the knowledge and skills of participants to enable them to work confidently and effectively in recognising and responding to situations where disabled children may be at risk or have been maltreated.

Safeguarding Children from Sexual Abuse (half day):

AIMS:
- To increase knowledge and understanding of sexual abuse.

Safeguarding and working with Adolescents (full day):

AIMS:
- To give participants a learning opportunity to explore the specific issues and professional dilemmas that related to the needs and safety of teenagers.
Supervision Skills (2 days):
AIMS:
- To equip supervisors and their managers to create and sustain an effective supervisory framework, which ensures safe, child-centred delivery of safeguarding activities.

MAPPA (public Protection Arrangements) (half day):
AIMS:
- To provide participants with an overview of the Multi-Agency Public Protection Arrangements and the Multi-Agency Public Protection Arrangements Framework:

Supporting Parents who use Substances (full day):
AIMS:
- To develop an understanding of the substances people use, the associated impact of substances upon parenting and the support available within Wigan & Leigh to address drug and alcohol problems.

Mental Health and Parenting Basic Awareness (full day):
AIMS:
- Describe various common types of mental health problems and the effects and presentation.
- Recognise the issues for children whose parent/carer has mental health problems.
Safeguarding – Achieving Excellence in Practice (3 days):

AIMS:
- To enable participants to develop the knowledge, skills and confidence to plan, co-ordinate and undertake effective Section 42 Enquires.
- To give participants the skills to undertake and conduct effective interviews.

Workshop to Raise Awareness of Prevent (WRAP) (half day):

AIMS:
- Raise awareness of the PREVENT Strategy, understand the radicalisation process and identify appropriate safeguarding referral processes including CHANNEL.

Domestic Abuse Training (2 days):

AIMS:
- Understand domestic abuse in both a national and local context.
- Risk identification and management and the use of risk assessment tools.
- Introduction to honour based violence.
- Roles and responsibilities in relation to forced marriage and female genital mutilation.
- Explore the use of the risk identification matrix in relation to the impact of the child.

Train the Trainer (full day):

AIMS:
- Help professionals who have an interest in contributing to multi-agency training programme, develop or improve their presentation skills.
Wigan Safeguarding Board (WSB) has partnered with Virtual College, a leading online learning provider for safeguarding related topics. WSB offers a range of online learning courses suitable for those working with children, adults and individuals at risk that can be completed online at a convenient time for you. You can see the full range of courses we offer below. To register for an account, please click here.

**CORE Version:** This course is suitable for everyone who works directly with children and young people, including frontline professionals. This course covers a variety of child protection and safeguarding children issues and is suitable for anyone who regularly comes into contact with children or who may be asked to contribute to the assessment of children in need.

The course aims to inform about the various types of abuse and neglect that can happen to a child and then explain what you must do if you suspect a child is being abused or neglected.

**FOUNDATION Version:** Aimed at those who have direct contact with children. This is a slightly shorter version of the CORE Version, and is designed to be suitable for all, not just child specialists.

**Introduction to Safeguarding:** Aimed at those who have occasional contact with children.
Safeguarding Children and Young People from Abuse by Sexual Exploitation

This courses increases awareness of the main issues in the sexual exploitation of children and young people and raises awareness of the legislation and guidance that applies to vulnerable groups and how these policies can be applied in practice. Aimed at anyone who comes into contact with children and young people during the course of their work.

Safeguarding Everyone – Protecting Children, young People and Adults at Risk

Anyone who works within health and social care understands how important it is to always ensure the safety and security of those in their care. This course provides the knowledge required to recognise the signs of abuse and an understanding of how to respond appropriately.
Self-harm and Suicidal Thoughts in Children and Young People

This course aims to educate learners about the warning signs, risk factors and actions to take should they suspect a child or young person is self-harming.

Safeguarding Children in Education

In this course, you’ll learn how to safeguard children in an educational setting and about the legislation that governs this. By the end of the course you should be able to recognise legislation and guidance that governs safeguarding children in education and recognise the signs of abuse and neglect. You should be able to identify safe working practices in education settings, identify what to do if you have concerns about children and recognise the importance of early intervention.
Working with Children with Disabilities

This course aims to raise awareness of specific needs of these disabled children in relation to their vulnerability and communication. The course contains an overview of the national and local agenda in relation to children with disabilities, basic knowledge of the range of protection needs of disabled children and information on how you can enable them to communicate about their experiences and provide support.

Deprivation of Liberty Safeguards

This module is aimed at everyone working in health and social care that makes decisions for people who may lack capacity and who require knowledge of the Mental Capacity Act and, specifically, the issue of deprivation of liberty safeguards (often shortened to DOLS).
Course Information

Choosing a course:

It is important that applicant apply for the right course to suit their role and level of experience / knowledge, therefore applicants should check the aims and objectives to help them be sure that a particular course meets their training needs. For some courses there may be a pre-requisite to complete e-learning before attending a face to face session.

Accessibility:

Every effort will be made to ensure that our training is accessible to everyone. Should you have any additional requirements which would enhance your learning and participation on a course, please contact the team on wscbtraining@wigan.gov.uk. We will make every effort to meet these needs, and if this is not possible we will contact you to discuss.

Confirmation:

Once a request for face to face training has been approved, delegates will receive a notification email to confirm they have been allocated a place. Places are not guaranteed and management reserves the right to allocate places to ensure a good multiagency mix of delegates wherever possible.

Signing in:

Participants are required to sign the attendance register provided at the start of a course. Failure to do so may result in a participant not receiving a certificate and / or being charged for non-attendance. If a participant’s name does not appear on the register the trainer has the right to request that a person does not stay for the course, or that the participant provides a copy of their confirmation email.

Late Arrival / early departure:

We understand that unavoidable circumstances may mean that a participant is late for a course or needs to leave early. If you know in advance that this may be an issue for you please contact the team on 01942 486 11 or wscbtraining@wigan.gov.uk. The team has the right to refuse a places if a participant may miss a significant section of the session.

Evaluation form:

Participants are required to complete an evaluation form at the beginning and the end of the course. The feedback received from these forms helps to refine the content of the programme in order to meet participant need and continues to fulfil the aims of and objectives of the course. An example of the pre and post training evaluation form can be viewed here.

Methods of training:

Training events will include a range of delivery methods as appropriate to appeal to a number of different learning styles. These include formal input, group work, SCR and LCR case studies, individual tasks, e-learning and the use of visual media.
How to book onto a training event

Wigan Safeguarding Children and Adult Boards offer a range of Face to Face and online training. We use the Learner Manager System on Virtual College, so that individuals can book themselves onto the training that they wish to undertake and manage their own learning. Please see instructions below that will guide you through the process of booking a training course. If you wish to look at what training we currently have on offer, please see our Training and Development Brochure here.

Before requesting learning, you must ensure that you are registered and have a user account, please see below how to do this:

1. Follow this link that will take you to the registration page, you will be presented with the following screen:

   ![Image of registration page]

   Click ‘register’

2. You will be asked to select your department from the drop down list as below, please ensure you select the correct department. If your department is not in the list please contact the training team on 01942 486 111.
3. You will then need to populate the registration form with your details, and then select ‘I am not a robot’ before submitting this information. Please note only information with an asterisk (*) is required:

4. Once registered you will see a ‘Success’ screen and will be sent an email containing your log on information.
1. Please click **here** to log onto the Learner Manager System on Virtual College and populate with the details you have received in your email.

![Enable Login Screen](image1.png)

2. Once you have logged in, you will need to click ‘requested learning’ and then ‘course request’.

![Requested Learning Screen](image2.png)

3. You will be presented with a list of courses, please select the course you require (and date if applicable) and select request.

![Course Selection Screen](image3.png)

Once the WSCB Training Team receive your request, will approve this (subject to availability). Once training has been approved you will receive an email from Virtual College confirming this.
**WSCB Key Priorities**

1. Refresh, improve and strengthen the governance and operation of the WSCB within the wider partnership architecture.  
2. Advocate for a system wide, consistent approach to Early Intervention and evaluate its effectiveness.  
3. Support, challenge and critically evaluate the development of a life course Multi Agency Safeguarding Hub to ensure it realises its potential.  
4. Engage with children, individuals, families, communities and professionals in order to safeguard children and young people in the context of wider public service reform and the deal for children.  
5. Continue to develop and inform a confident, committed and competent workforce operating consistently and effectively across partnerships to safeguard children and young people.  
6. Develop an intelligent approach to assessing and evaluating the work of the board and partners engaged in safeguarding children and young people.

**WSAB Key Priorities**

1. Ensure the board remains compliant with the Care Act.  
2. Engage with individuals, families, communities and professionals.  
3. Ensure a high quality workforce fully equipped to safeguard adults.  
4. Develop a performance management framework that will allow the board to demonstrate impact.  
5. Ensure high quality safeguarding through a robust quality assurance and case audit framework.  
7. Support the development of a Multi-Agency Safeguarding hub.
Learning Agreement

Wigan Safeguarding Board will:

- Email you with handouts to print off before or after the training course.
- Provide you with up to date training in accordance with learning objectives set.
- Ensure that you are kept informed about your place and any changes which may arise.
- Ensure that special needs are met where possible.
- Discrimination and/or oppressive behaviour or language will be sensitively challenged.
- Listen to comments made through evaluation with a view to making changes to courses where appropriate.
- Will create a safe learning environment where confidentiality will be maintained unless this impacts on the welfare or a child or adult at risk.
- Will raise concerns which may arise during training with regards to practice.
- Will evaluation and review courses on an annual basis.
- Will carry out post training evaluation on some courses to determine the impact of training.

We expect delegates to:

- Print off and bring handouts if circulated prior to the training.
- Notify WSCB training by email to wscbtraining@wigan.gov.uk if they are unable to attend a course five working days prior to the course date.
- To keep to time and notify WSCB training on 01942 486 111 if you are going to be late.
- To ensure that mobile phones are placed on silent or switched off during training.
- To contribute and be considerate of others in the group.
- To respect each other’s differences.
- To be vigilant about the health and safety of others and comply with any evacuation procedures as appropriate.
- Complete evaluation forms at the end the course as this is required as proof of your attendance.
- Complete follow-up evaluation as requested.

We expect line managers to:

- Discuss and agree to the delegates application form.
- Spend time with the staff member or volunteer after the course to facilitate learning into practice.
- Ensure that the staff member or volunteer is freed up from their day to day work to attend pre-arranged training.
- To organise the payment of a cancellation fee if the staff member or volunteer does not attend the course without giving five working days’ notice.
- Escalate any concerns to the WSCB Training and Engagement Manager.
The Safeguarding Board would like to extend its sincere thanks to those agencies and colleagues who have supported the delivery of our training by providing resources, time and expertise. Without this input we could not offer this training programme.
Cost to schools

Package A
- Access to a comprehensive safeguarding package;
- Access to and support for safeguarding e-learning;
- Production of a progress report regarding each learner’s e-learning progress upon request;
- A maximum of 2 places on Designated Safeguarding Lead Training (DSL).

Primary School: £600
Secondary School: £1100

Package B
- Access to a comprehensive safeguarding training package;
- Delegates will receive a booklet of current safeguarding information/key reading;
- Bespoke whole school face to face training at a time of your choosing;
- Certificate of training for the whole school and each individual learner;
- Access to and support for safeguarding e-learning;
- Production of a progress reports regarding each learners e learning progress upon request;
- A maximum of 2 places for Designated Safeguarding Lead Training (DSL).

Primary School: £900
Secondary School: £1400

The following charges will apply for those schools that choose not to buy into the Service Level Agreement (SLA)

Whole school training = £400
E-learning course = £25 per person, per module
Face to Face training = £200 for a two day course, £100 for a one day course and £50 for a half day course.

Failure to attend a course or late cancellation will result in the cost recovery policy being applied. Please find the policy here
Cost Recovery Policy

Non-attendance / Cancellation on training courses

Unfortunately, we continue to experience a significant problem with the number of people cancelling training with very little notice, or simply not attending the course without letting us know in advance which results in wasted training place. As demand for WSCB/WSAB courses is high and some applicants may be unsuccessful, early cancellation is important in order that the place can be offered to another applicant.

If you wish to cancel a place you have applied for you must email wscbtraining@wigan.gov.uk

A minimum of 5 working days prior to the course date is essential to avoid charges.

Failure to attend a course or late cancellation will result in the following charges:-

Any training courses up to 3 hours duration - £50

Any single full day training course - £100

Any 2 day training course – £200

Failure to complete E-Learning within 6 weeks - £25

Invoices will be cascaded to managers for payment.
WSCB/WSAB Training & Development Evaluation Form

Name:  

Date:  

Setting:  

Role:  

Course Title:  

Course Facilitator:  

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handouts &amp; resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevance of content</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pace &amp; delivery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opportunity for questions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reflection time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRE-COURSE (✓)**  
**POST-COURSE (X)**

<table>
<thead>
<tr>
<th></th>
<th>Rate 1 – 4</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 = not confident</td>
<td>2</td>
<td>3</td>
<td>4 = very confident</td>
</tr>
</tbody>
</table>

1. I am able to identify features of recruitment that help deter or prevent the appointment of unsuitable people. EXAMPLE

2. I can consider policies and practice that minimise opportunities for abuse or ensure its prompt reporting. EXAMPLE

3. I am confident in my understanding of regulated activity and DBS checks. EXAMPLE

4. I am confident in my settings recruitment process. EXAMPLE
Following today’s training/development please explain how you feel it will impact on your practice.

As part of our quality assurance process we may contact you in within the next 6 months to reflect on what the impact of this event has had on your practice. Are you happy for us to contact you?

Yes ☐ ☐ No ☐

We’d like to know what the main learning points for you were today, please tell us 1 thing you’ve been reminded of today and 2 things that you have learned.

1 thing I have been reminded of today:

2 things I have learned today:

What actions will you take away from today’s training/development?