Learning and Development
2019/2020

For further information, guidance or advice, please visit our websites below.

www.wiganlscb.com

www.wigansafeguardingadults.org
#TogetherAgainstABUSE

See it? Report it.
www.wigan.gov.uk/TogetherAgainstAbuse

In partnership with

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Learning and Development

Wigan Safeguarding Board offers a range of learning opportunities in a face to face learning environment and online. Please select the relevant option below to see what we have to offer!

eLearning

Virtual College

Face to Face learning

Dates for our training are regularly updated on our Leaner Management Portal on Virtual College. You can log in to your account to find this information by clicking here!
Face to Face Learning

Please note that we are regularly scheduling dates for all our training. To see dates please log on to your Virtual College account here. If you don’t currently have an account, you can register here! You can also find guidance here!

Adolescent Mental Health (Full Day)

• AIMS:
  • To 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.

Adult Safeguarding - Tier Reporting Training (Half Day)

• AIMS:
  • To give participants who work in frontline adult services a good understand of the Tier Reporting System and how this should be used in their role.

Building Resilience in Young People (Full Day)

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

Child Sexual Exploitation (Full Day)

• AIMS:
  • To increase knowledge and understanding of Child Sexual Exploitation (CSE) and understand that it is 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.

Domestic Abuse Training (Half Day)

• AIMS:
  • To 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 matric in relation to the impact of children.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>AIMS</th>
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| Drug and Alcohol identification and Screening Tool for Young People (Half Day) | • AIMS: To provide the childrens 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 solution for identifying and dealing with young people's drug and alcohol problems, including appropriate service referrals. |
| Eyes and Ears Training - Adults and Children (Half Day)           | • AIMS: To understand what safeguarding is, the issues that we face in the Wigan Borough and how everyone can help to safeguard others. |
| Fabricated or Induced Illness (Half Day)                         | • AIMS: To ensure professionals who come into contact with children are informed of ways of recognising the signs of fabricated or induced illness and are able to take action. |
| 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. |
| MAPPA (Multi-Agency 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. |
| 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. |
| Modern Slavery and Human Trafficking (Half Day)                  | • AIMS: To give participants an understanding of Modern Slavery, Human Trafficking and Smuggling and how they can be identified.  
• To give participants and understanding of the referral mechanism and how this fits into the strategy to reduce exploitation in Wigan. |
| Physical Injuries in Children (Half Day)                         | • AIMS: To raise awareness and assist professionals who are 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 Sleeping for Babies - 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 - Achieving Excellence in Practice (Section 42) (Three Full Days)

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

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.

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.

Safeguarding Children from Sexual Abuse (Half Day)

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

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 Level Three (Full Day)

- **AIMS:**
  - Understand the importance of capturing the voice of the children and keeping children at the forefront of Safeguarding and Children Protection.
  - To be able to know what constitutes maltreatment and understand how to contribute effectively to the identification, assessment analysis of risk and need to improve the outcomes for children.
  - Strengthen awareness of your role and responsibilities and that of others, in safeguarding children and the child protection processes.
  - Recognise the importance of efficient communication, current legislation, policies, procedures and inter-agency practice.

Safer Recruitment in Schools (Full Day)

- **AIMS:**
  - To give delegates who work in schools or other educational settings the knowledge of how safer recruitment who in practice and how to implement this into their own setting.
  - To give participants a good understanding about why safer recruitment practice was developed and the benefits of implementing this in practice.
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.

Train the Trainer (Full Day)

- **AIMS:**
  - To give delegates a good understanding of principals and strategy that is used in order to develop and deliver their own training.
  - To ensure that all trainers working in the Wigan Borough are working to the same standard and achieving the same level of outcomes when training.

WRAP (Workshop to Raise Awareness of Prevent)

- **AIMS:**
  - Raise awareness of the PREVENT Strategy, understand the radicalisation process and identify appropriate safeguarding referral processes including CHANNEL.
eLearning (Virtual College)

Unfortunately, we are still experiencing a high level of wasted licenses when online learning is requested but not being completed. Please ensure you are only requesting learning that you require and complete this at the earliest opportunity. Courses that are not completed will be subject to our charging policy, which can be found 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.
This course 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 applicants apply for the right course to suit their role and level of experience / knowledge, therefore applicants should check the aims and objectives to help determine that a course meets learning and development needs. For some courses there may be a pre-requisite to complete eLearning before attending the 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:

Delegates 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 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 486 111 or wscbtraining@wigan.gov.uk. The team has the right to refuse a place(s) if a participant(s) may miss a significant section of the session.
Evaluation form:

Delegates are required to complete an evaluation form at the beginning and end of the course. The feedback received from these forms helps to refine the content of the programme to meet participant need and continue to fulfil the aims and objectives of the course.

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, eLearning 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:

   ![Welcome to the Wigan Safeguarding Children's Board e-learning self-registration system](image)

   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.
Once you have a user account, please follow the instructions below to request a Face to Face training course or online eLearning course.

1. Please click [here](#) to log onto the Leaner Manager System on Virtual College and populate with the details you have received in your email.

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

3. You will be presented with a list of course, please select the course you require (and date if applicable) and select request.
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 to safeguard children and young people in the context of the 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. Develop 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.
6. Develop a strategy for early intervention and prevention.
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 of a child or adult at risk.
- Will raise concerns which may arise during training with regards to practice.
- Will evaluate 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 (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 the board 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 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 the cancellation fee is the staff member or volunteer does not attend the course without giving five working days’ notice.
- Escalate any concerns to the WSCB Training Manager.
Cost to Schools 2019/2020

The safeguarding board has a service level agreement in place with schools, where schools can buy training packages at a cost-effective price to cover all statutory training and a lot more!

All services are now available for purchase through the new Service for Schools portal here!

Please see below for training packages and cost. Please note that we are continually adding to training packages throughout the year, all updates to packages will be communicated through the Service for Schools Portal.

### Package A

- Access to a comprehensive safeguarding package;
- Access to all eLearning and face to face training we offer;
- Access to and support for safeguarding eLearning;
- Production of progress report for eLearning;
- 2 places on Designated Safeguarding Lead Training.

**Primary School:** £700  
**Secondary School:** £800

### Package B

- Access to a comprehensive safeguarding package;
- Access to current safeguarding information/key reading and guidance;
- Bespoke whole school face to face training;
- Training certificates for individual member of staff;
- Access to all eLearning and face to face training we offer;
- Production of progress reports for eLearning;
- 2 places on Designated Safeguarding Lead Training.

**Primary School:** £1000  
**Secondary School:** £1500

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

- **Whole School training:** £400  
- **ELearning course:** £25 per person, per course  
- **Designated Safeguarding Lead Training:** £100 per delegate  
- **Face to Face Training courses:** £50 per half day, £100 per full day and £200 per 2-day course

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

Non-attendance or cancellation of 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 places. As demand for WSCB/WSAB courses is high and some applicants may be unsuccessful in securing a place, early cancellation is important to ensure that the place can be offered to another person.

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. Where charges will be applied, we will request that you provide the cost code for your service and your line managers contact details.

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

<table>
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<th>Course duration</th>
<th>Charge</th>
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<tr>
<td>Up to 3 hours</td>
<td>£50</td>
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<tr>
<td>1 Full day</td>
<td>£100</td>
</tr>
<tr>
<td>2 Full days</td>
<td>£200</td>
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Furthermore, we are still seeing high numbers of requests for eLearning courses that are not being completed. For every course that is not completed the Safeguarding Board incurs a charge for an unused licence. As we do not wish to restrict training courses, a £25 charge will be applied to every course that is not completed within 6 weeks of being requested to cover the cost of wasted licences.
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.