

Inter-Agency Child Protection Training

Forth Valley Child Protection Committees

Training Information

March 2010

Inter-Agency Child Protection Training

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Introduction

The information in this booklet will provide you with details of courses offered by the Forth Valley Child Protection Committees. The 3 Child Protection Committees (Falkirk, Stirling and Clackmannanshire) are committed to ensuring that staff and volunteers across Forth Valley have access to high quality training in relation to child protection at the level appropriate for their work.

Child Protection is everyone's job and our courses are therefore on the whole not restricted to specific staff groups. The course descriptions below will allow you to choose the courses that are right for you by telling you what is covered and by clearly stating the target group for participants.

You will also find contact details for the Forth Valley Child Protection Training Facilitator, as well as details of other relevant training/professional development staff in other agencies. All of them will be happy to answer any questions you may have about the courses.

Levels

The courses are graded by Levels.

Level I courses in Child Protection are delivered on a single agency basis and you should contact your own training/professional development department for details of how to access these. It is expected that ALL staff who have direct or indirect contact with children during the course of their work complete Level I training as part of their induction. These sessions will provide details of how to recognise child abuse and ensure that staff members are aware of how to respond to situations. Please note that "indirect contact" includes work with adults who have children or have contact with children (eg addiction services, residential care for older people, housing services, etc).

You are expected to have completed relevant Level I training before you apply for courses at Levels II-IV.

Level II courses are at "Foundation" level. They are suitable for people who have direct or indirect contact with children, whatever their job. For staff groups with an extensive remit with children, Level II training should form part of continued induction after completing Level I. This would include social workers, designated child protection teachers, health visitors, community police officers etc. For other staff groups it may be seen as part of their continuing professional development. However, it is important to stress that this course is relevant to a very wide audience, including careers advisors, community wardens, housing staff etc.

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Wherever possible, you should attend a course in your local area, as this supports networking with other professionals and will ensure that you are given information about local practices and procedures.

Level III courses cover many issues from the Foundation course in more depth and are more “Subject Specific”. It is unlikely that any of them would be relevant to staff across the board. You should therefore check the target group in the course description.

For most of these courses, you would be expected to have completed Levels I and II before submitting an application. The reason for this is that the course contents will be based on the assumption that participants are familiar with the content of the Foundation course.

Please note that for some courses (eg Joint Investigative Interview Training) only staff in the target group can apply.

Level IV courses are normally aimed at Managers or Supervisors. They are likely to have a very specific target group and the expectation will be that applicants have completed other relevant training before accessing these.

Facilitators

All our courses are delivered by staff who are experienced in child protection work within the context of their own professional background. Many courses are facilitated by representatives from a number of different agencies.

Waiting Lists

The courses in this booklet are often over-subscribed. Please don't let this stop you from applying. However, on occasions, we are not able to offer you a place on your chosen date. If that happens, we will normally transfer your application to the next available date (there are some exceptions to this – see course descriptions).

Application Process

The application process depends on the agency you work for. Before contacting us direct, please check out your own agency's procedures.

Local Authority staff – it is likely that you are required to complete a form for your training/professional development department. You will also need to complete our application form. Please check with your own training staff if they will forward your application or if they expect you to do this yourself.

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Health staff – please contact Jennifer Baird (Jennifer.Baird@nhs.net), who will process your application.

Police officers – please contact Annemarie McDade (Annemarie.McDade@centralscotland.pnn.police.uk), who will process your application.

Voluntary/Independent Sector staff - please complete our application form for your chosen course and submit it to the address on the form. You can do this electronically or by mail. You may be required to complete separate forms for your own training/professional development department. Please ensure that you follow your own agency's procedures.

Allocation of Places

Places are **not** normally allocated on a first-come-first-served basis. There are a number of reasons for this. Firstly, some staff groups require specific training as a priority for their work. Secondly, all the training in this booklet is inter-agency training. We therefore need to ensure that a good range of disciplines is represented.

We aim to draw up our allocation list 3 weeks prior to each training event. At this stage, you will receive notification either way. If you have not heard from us 7 days before the training is due to take place, please contact our office to check.

Cost

Most of the courses in this booklet are funded by the Forth Valley Child Protection Committees. They are therefore free of charge to all participants. Where courses are provided by other organisations, information on fees will be included in the course outline or advertised at the time.

Non-Attendance Fee

Although most of our courses are free, places are very precious and waiting lists can be extremely long. We therefore aim to have 100% attendance. We do recognise that sometimes people will need to cancel due to unforeseen circumstances. However, we require at least 3 full working days' notice to allow us time to offer the place to someone else.

If you cancel with less notice or if you do not attend on the day, your agency will be charged a non-attendance fee. Unless otherwise specified, this will be £20 for a ½ day course, £30 for a 1-day course, £60 for 2-day courses. Please note that non-attendance at JIIT courses will be charged at full cost - normally around £350 per participant.

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Catering

We would like to continue to provide our training free of charge. To help keep costs down, we do not normally provide lunch. However, tea/coffee and biscuits are available. Participants are able to bring packed lunches to all of our training venues. Alternatively, training staff will be able to provide you with information on places to buy lunch.

Some agencies will allow you to reclaim the cost of lunch through your expenses. You should check this with your line manager.

Inter-Agency Child Protection Training

Level II - Foundation Course

Training Provider - Forth Valley Child Protection Committees

Course Aims

- To examine specific issues of child protection work
- To promote partnership, co-working and local 'networking'
- To promote more effective case conference participation

Learning Outcomes

At the end of this course, participants will be able to:

- Show a sound understanding of principles and processes for effective collaboration
- Understand the potential effects of abuse and neglect on child development
- Appreciate own role in child protection and that of other agencies
- Understand thresholds for intervention in the lives of children in need, risk factors and the need for a shared perspective
- Be familiar with local arrangements, services and sources of advice for supporting families and protecting children

Course Components

- Context and background – Lessons from inquiries
- Roles and responsibilities of different agencies
- Information sharing
- Children's rights
- Child protection processes
- Child development and the potential impact of abuse and neglect
- Effective inter-agency communication
- Assessment of risk
- Child protection case conferences and core groups

Delivery Method - The course material is delivered through a combination of teaching inputs and group tasks. Participants will be able to work in small inter-agency groups throughout the 2 days.

Inter-Agency Child Protection Training

Level II - Foundation Course

Target Group – This course is aimed at a wide range of staff who have direct or indirect contact with children. For staff who have a high level of contact with children and families (eg social workers, designated child protection teachers, health visitors etc), this course should form part of their induction period. For other staff groups, this course may form part of their continuing professional development. However, it should be noted that Level II training is relevant to many different staff groups.

Examples would be: education staff at all levels, social workers in all services, psychological services staff, community police officers, community services staff, housing staff, family support staff, foster carers, health visitors, hospital staff, school nurses, GPs, dentists etc

Prior Training Requirements - Applicants for this course must have completed Level I training provided by their employing agency.

Course Duration - This is a 2-day course, which must be completed as a whole. The course runs from 9.30-4.30 each day.

Dates & Venues - Sessions will be run approximately twice per month during school term times, at venues across the Forth Valley area. To promote networking, applicants are strongly encouraged to apply for training in their geographical area of employment.

Cost - This course is provided free of charge. Non-attendance/late cancellation will incur a £60 charge.

Waiting List - Demand for this training is very high and a waiting list system is therefore in operation. Applicants will be advised approximately 3 weeks prior to the course whether or not they have been allocated a place. Unsuccessful applications will automatically be carried forward to the next date in the same local authority area.

Applications from voluntary/independent agencies - A small number of places is available to applicants from the voluntary/independent sector. These are allocated on a first-come-first-served basis.

Inter-Agency Child Protection Training

Level III - Giving Evidence in Court Training

Training Provider - Forth Valley Child Protection Committees

Course Aims

- To enable participants to understand the basic principles and practicalities of the court system
- To prepare participants to give evidence clearly and confidently
- To enable participants to deal with cross-examination

Learning Outcomes

On completion of this course, participants will:

- Have a greater understanding of the court process and their role as a witness
- Know how to give evidence in an appropriate and confident manner
- Understand the process of cross-examination

Course Components

- Criminal and civil proceedings
- Courtroom behaviour
- Role play

Delivery Method - The course material is delivered through a combination of direct teaching inputs and role play. Participants will be able to learn about legal processes by following a child protection case study in the first half of the session. The second half of the course takes place in the Justice of the Peace Court and involves role-playing a proof hearing based on the case study. All participants will be expected to participate in this exercise.

Target Group – staff or voluntary workers within the three local authority areas who are likely to have to appear as witnesses in child protection proceedings.

Examples would be: education staff at all levels, social workers, psychological services staff, foster carers, police officers, housing staff, family support staff, health visitors, hospital staff, school nurses, GPs dentists, etc.

Applicants who have been cited to court should contact the Training Facilitator prior to submitting their application.

Inter-Agency Child Protection Training

Level III - Giving Evidence in Court Training

Prior Training Requirements - It is recommended but not essential that applicants complete Level II – Foundation training prior to attending this course.

Course Duration - This is a ½ day course. The course runs from 09.15-13.00.

Dates & Venues - Sessions will be run at least 4 times per year and normally take place in Stirling Municipal Buildings (part 1) and Stirling Justice of the Peace Court (part 2).

Cost - This course is provided free of charge. Non-attendance/late cancellation will incur a £20 charge.

Waiting List - Demand for this training is very high and a waiting list system is therefore in operation. Applicants will be advised approximately 3 weeks prior to the course whether or not they have been allocated a place. Unsuccessful applications will automatically be carried forward to the next date.

Applications from voluntary/independent agencies - A small number of places is available to applicants from the voluntary/independent sector. These are allocated on a first-come-first served basis.

Inter-Agency Child Protection Training

Level III - Direct Work with Children

Training Provider - Forth Valley Child Protection Committees with Sally Wassell and Amelia Wilson

Course Aim

To support participants in preventative and reparative work in their direct relationships with children and carers by:

- exploring understanding of development, attachment and the effects of trauma and loss on children;
- Considering strategies to promote children's resilience;
- Considering approaches to understanding and working with parents' responses to their children

Learning Outcomes

On completion of the course, participants will:

- Have a clear understanding of the potential impact of trauma and abuse on children;
- Understand their role in supporting children, young people and their parents/carers;
- Be familiar with a framework for examining and monitoring adversity, vulnerability, protective and resilience building elements within the child's world;
- Be familiar with the potential for healthy development following abuse;
- Be aware of the opportunities for building healing bonds and resilience to future harm.

Course Components

- Attachment and development
- Disruptions to attachment and development
- Childhood attachment experiences – impacts on the adult as parent
- Adversity – vulnerability/protection – resilience
- Supporting children and adults to make sense and live well

Delivery Method - The course material is delivered through a combination of teaching inputs, group exercises and discussion/consultation in relation to specific case examples brought by participants. Facilitators will deliver inputs in relation to their area of special expertise. A degree of flexibility will be possible in addressing participants' specific issues/difficulties in relation to their case work.

Inter-Agency Child Protection Training

Level III - Direct Work with Children

Target Group - This course is specifically aimed at staff, carers and volunteers with a significant role in supporting children who have experienced abuse and/or neglect.

Examples would be: pastoral staff in schools, designated child protection staff in schools, family support staff, social workers, community police officers, JII trained police officers, foster carers, health visitors, police family unit staff, staff working with vulnerable children in voluntary agencies

Prior Training Requirements - Applicants for this course are expected to have completed Level I training within their own agency and Level II Foundation training.

Training Duration - This is a 2-day course, running from 09.30-16.30 each day, which must be completed as a whole.

Dates and Venues - This course will be delivered once or twice per year. Details will be advertised as and when available. Due to the limited availability, there is no waiting list system for this training.

Costs - To cover the cost of guest speakers, a fee of £60.00 per participant applies to this course. This is only refundable if participants cancel with at least 3 working days' notice.

Applications from voluntary/independent agencies - A small number of places is available to applicants from the voluntary/independent sector. These are allocated on a first-come-first-served basis.

Inter-Agency Child Protection Training

Level III - A Child's Journey Through Child Protection

Training Provider - Forth Valley Child Protection Committees in association with Children 1st - ChildLine

Course Aims

- To examine child protection processes from the child's perspective
- To promote a child-centred approach in child protection
- To explore how professionals can promote children's rights in the context of child protection

Learning Outcomes

At the end of this course, participants will:

- Have an understanding of the child's experience of child protection processes
- Have a greater understanding of the emotional impact of child protection processes on the child
- Understand how they can promote children's rights
- Be able to identify strategies to support children through child protection processes
- Be able to explain child protection processes to children, young people and their carers

Course Components

- Child Protection Investigations
- Joint Investigative Interviews
- Child Protection Case Conference
- Children's Hearing
- Legislation and Inter-agency Guidelines

Delivery Method - This course makes extensive use of role play and group exercises. Participants will explore a case study and will be expected to contribute to decision-making processes in group discussion. While the case study used for this training involves a 12-year old child, participants will be encouraged to link their learning to the age groups they work with. Particular focus will be kept on the experiences of the child in the role play sections of the training, which all participants are expected to take part in.

Inter-Agency Child Protection Training

Level III - A Child's Journey Through Child Protection

Target Group - This course is specifically aimed at staff, carers and volunteers involved in supporting children through the child protection processes.

Examples would be: pastoral staff in schools, designated child protection staff in schools, family support staff, social workers, foster carers, police officers, health visitors, staff working with vulnerable children in voluntary agencies.

Prior Training Requirements - Applicants for this course must have completed Level I training provided by their own employing agency and Level II Foundation training.

Course Duration - This is a 1-day course, which runs from 09.30-16.30.

Dates and Venues - This course will be delivered 4 times per year. Venue to be confirmed at the time.

Cost - This course is provided free of charge. Non-attendance/late cancellation will incur a £30 charge.

Applications from voluntary/independent agencies - A small number of places is available to applicants from the voluntary/independent sector. These are allocated on a first-come-first-served basis.

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Level III - Joint Investigative Interview Training (JIIT)

Training Provider - Forth Valley Child Protection Committees

Course Aims

To introduce participants to the Joint Investigative Interview process, following the National Guidance on Interviewing Child Witnesses in Scotland

Learning Outcomes

At the end of this course, participants will:

- Have knowledge of the context and background of joint investigative interviewing
- Be able to identify how child development, memory, trauma and abuse impact on the interview process
- Have knowledge in relation to the planning and preparation for joint investigative interviews
- Be able to follow the staged approach used for joint investigative interviews
- Have an understanding of the legal processes involved in child protection
- Be able to give evidence competently and confidently and understand the process of cross-examination
- Be able to undertake a joint investigative interview in accordance with the National Guidance

Course Components

- Background and context
- Child development and communication
- Memory, trauma and abuse
- Preparation and planning
- Interview process
- Interview practice
- Legal Processes
- Courtroom practice

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Level III - Joint Investigative Interview Training (JIIT)

Delivery Method - The course material is delivered through a combination of teaching inputs, group exercises and role play. Participants will be able to conduct a minimum of 2 joint investigative interviews with professional actors. Interviews are video recorded. Peer and facilitator feedback is used extensively. Some of these interviews will subsequently be used for courtroom practice. Cross-examination is facilitated by legal professionals.

The course is facilitated by trainers from police and social work.

Target Group - This course is available to police officers and statutory children & families social workers only. Applications are co-ordinated by employing agencies. Applications must be supported by line managers. Minimum post-qualifying experience of 18-24 months in a relevant setting normally applies.

Police applications are normally considered from staff who are seeking short-term secondment or transfer to the Family Unit or are working for CID.

Prior Training Requirements - Applicants for this course must have completed Level II – Foundation training prior to applying for this course. Potential applicants should contact the Training Facilitator if they do not meet this requirement.

Course Duration - This is a 5-day course, which must be completed as a whole. Teaching is normally split over 2 weeks (4 days in week 1 and 1 day in week 2). The course runs from 09.30-17.00 each day.

Dates and Venues - Relevant agencies will be advised of dates and venues. This course normally runs once per year.

Waiting Lists - There is considerable demand for this training from local authority social work agencies. As a result, applications are normally prioritised by a service manager. The Training Facilitator maintains a record of eligible social work staff who have expressed an interest and whose application has been supported by their line manager.

Cost - Employing agencies will be charged per participant for the cost of this training. Agencies will be charged the full cost of a place if participants do not attend.

Applications from other agencies - We are unable to accept applications for this course from other agencies.

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Level III - Child Protection and Children with Additional Support Needs

PLEASE NOTE THAT THIS COURSE IS CURRENTLY UNDER REVIEW

Training Provider - Forth Valley Child Protection Committees

Course Aims

- To raise awareness of child protection generally
- To raise awareness of child protection as it relates to children with additional support needs and to explore their vulnerability to abuse
- To explore the legislative context
- To explore communication issues for children with disabilities

Learning Outcomes

On completion of this course, participants will:

- Understand that children with additional support needs are vulnerable to all types of abuse and know the reasons for this
- Be able to describe communication issues for children with disabilities
- Be familiar with communication techniques which can be used with children with disabilities
- Understand the legislative context
- Understand the parents' perspective

Course Components

- Background, context and legislation
- Communicating with children who have a disability
- The parent's/carer's perspective
- Supporting parents and carers
- Good practice and areas for change

Delivery Method - The course material is delivered through a combination of teaching inputs and group exercises. Facilitators will deliver inputs in relation to their area of special expertise. While much of the material focuses on children with disabilities, links will be made to the needs of children with other additional support needs.

Inter-Agency Child Protection Training

Level III - Child Protection and Children with Additional Support Needs

Target Group - This course is aimed at staff, carers and volunteers who have a significant role in working with children with additional support needs.

Examples would be: Children and families social workers, family support staff, community police officers, JII trained police officers, teaching staff at all levels (particularly those with a specific remit in relation to children with additional support needs), psychological services staff, respite carers, health visitors etc.

Prior Training Requirements - Applicants for this course must have completed Level II – Foundation Training prior to attending this course.

Course Duration - This is a 2-day course and must be completed as a whole. The course runs from 09.30-16.30 each day.

Dates and Venues - This course will be run twice per year. Dates and venues are advertised once confirmed.

Cost - This course is provided free of. Non-attendance/late cancellation will incur a £60 charge.

Waiting List - It is anticipated that demand for this training will be high and a waiting list system will be in operation. Applicants will be advised approximately 3 weeks prior to the course whether or not they have been allocated a place. Unsuccessful applications will automatically be carried forward to the next available date.

Inter-Agency Child Protection Training

Level IV - Messages from HMIE Inspections

PLEASE NOTE THAT THIS COURSE IS CURRENTLY UNDER REVIEW

Training Provider - Forth Valley Child Protection Committees

Course Aims

- To examine common themes from HMIE Inspections of Services to Protect Children and Young People
- To identify strengths and gaps in services within the Forth Valley Area
- To identify specific areas for change
- To share good practice across the Forth Valley Area

Course Outcomes

By the end of this course, participants will be able to

- Identify recurring themes from previous inspection reports
- Identify particular strengths within their own service
- Identify specific areas within their own service where changes are required
- Identify an action plan for addressing gaps

Course Components

TBC

Delivery Method

This course will be delivered by the 3 Forth Valley Child Protection Lead Officers. Small group tasks and whole group discussion will be used alongside direct teaching inputs.

Target Group - This course is aimed at management staff from health, education, social work, police, children's reporter office and voluntary sector.

Prior Training Requirements - Staff should have completed other relevant child protection training and should be actively involved in the management of child protection services in their employing agency.

Course Duration - This is a 1/2-day course. Participants are strongly encouraged to arrange cover for the duration of the course.

Inter-Agency Child Protection Training

Level IV - Messages from HMIE Inspections

Dates and Venues - This course will be run twice and dates/venues will be advertised once confirmed.

Cost - This course is provided free of charge. Non-attendance/late cancellation will incur a £20 charge.

Waiting List - Due to limited availability, unsuccessful applications will not be carried forward.

Applications from voluntary/independent agencies - A small number of places is available to applicants from the voluntary/independent sector. These are allocated on a first-come-first-served basis.

Inter-Agency Child Protection Training

Coming Soon

Coming Soon

The Forth Valley Child Protection Committees are constantly reviewing inter-agency child protection training needs across the services.

Information about new or additional courses will be distributed widely through the Child Protection Committees and partner agencies.

If you have suggestions for training courses, please contact the Training Facilitator to discuss these.

Conference 2010

Forth Valley Child Protection Committees organise an annual ½- day conference. These focus on areas of particular interest to child protection in the Forth Valley area.

In 2010, the Conference will be run in association with Forth Valley Alcohol and Drugs Partnership and focus on links between parental drug and alcohol misuse and child protection.

The event will be held in May 2010 and full details will be published once available.

Inter-Agency Child Protection Training

Contacts

For further information or training applications, please contact:

Forth Valley Child Protection Committees – Training Sub-Group

Forth Valley Child Protection Committees

Room 301a

Viewforth

Stirling

FK8 2ET

Tel: 01786 443229 or 01786 442508

Training Facilitator: Susanne Goetzold (goetzolds@stirling.gov.uk)

Administrative Support Officer: Lorraine Meldrum (meldruml@stirling.gov.uk)

Completed application forms can be returned to: apply4cptraining@stirling.gov.uk

Health Services

NHS Forth Valley

9 Gladstone Place

Stirling Council

FK8 2AH

Tel: 01786 434770

Contact: Jennifer Baird (Jennifer.baird@nhs.net)

Central Scotland Police

Randolphfield Police Headquarters

Stirling

Tel: 01786 456000

Contact: Annemarie McDade (Annemarie.mcdade@centralscotland.pnn.police.uk) or

DS Stuart Allan, Family Unit,

Tel: 01324 574948 (stuart.allan@centralscotland.pnn.police.uk)

Clackmannanshire Council

Social Work Services – Linda Paterson, 01259 222099 (lindapaterson@clacks.gov.uk)

Education – Yvonne Wright, 01259 452436 (ywright@clacks.gov.uk)

Or

Child Protection Lead Officer – Sara Lovelock, 01259 452351 (slovelock@clacks.gov.uk)

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Contacts

Falkirk Council

Social Work Services – Evelyn Kennedy, 01324 504133 (evelyn.kennedy@falkirk.gov.uk)

Education – Marian Boyle, 01324 506650 (marian.boyle@falkirk.gov.uk)

Or

Child Protection Lead Officer – Catriona Laird, 01324 3806 (catriona.laird@falkirk.gov.uk)

Stirling Council

Children's Services

Social Work – Joanne McMeeking, 01786 442513 (mcmeekingj@stirling.gov.uk)

Education – Linda Stevenson, 01786 442674 (stevensonl@stirling.gov.uk)

Or

Child Protection Lead Officer – Anne Salter, 01786 443379 (saltera@stirling.gov.uk)

Voluntary/Independent Sector Agencies

Please contact your area's Child Protection Lead Officer or Forth Valley Child Protection Committees – Training Sub-Group (details above) in the first instance.

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Other Training Providers

A number of other agencies provide relevant training within the Forth Valley area. While these events are not run by the Forth Valley Child Protection Committees, they often have a strong focus on child protection.

Contact details are listed below:

Domestic Abuse

- Forth Valley Domestic Abuse Training Consortium
Alastair Robertson - ARobertsontdc@aol.com
- Scottish Women's Aid
132 2nd Floor Rose Street
Edinburgh
0131 226 6606 (info@scottishwomensaid.org.uk)

Substance Misuse

- Forth Valley Alcohol and Drugs Partnership
9 Gladstone Place
Stirling
Tel: 01786 434763

Sexual Abuse

- Open Secret
Tel: 01324 630100

National Organisations

- Children 1st
www.children1st.org.uk
(click on "What we do")
- Barnardo's
www.barnardos.org.uk
(click on "Resources")