

**Manchester Safeguarding Children Board
Multi-Agency
Training Programme
April 2011 to September 2011**



Introduction

Welcome to the training programme for April 2011 to September 2011, which only advertises courses for the first six months of the new training year in view of the appointment of a new MSCB Training Officer. A programme for the remainder of the year will follow in due course.

Last year we delivered additional courses and briefings that were not advertised in the training programme. These included briefings for 'Private Fostering', 'Mental Health and Safeguarding Children' and the 'Themes and learning from serious case reviews' in Manchester. I anticipate that additional events of this nature will occur again this year and will be advertised separately.

The e-learning programme, 'An Awareness of Child Abuse and Neglect', continues to be popular, particularly for those of you who have needed to refresh level 1 foundation or introductory knowledge of safeguarding and promoting the welfare of children. I anticipate the programme will continue and emphasise that it is in addition to and not instead of conventional multi-agency introductory level 1 training.

After consultation with our partners on the Multi-Agency Workforce Development Group we have decided to no longer utilise 'Agency Representatives' who have previously prioritised places on Multi-Agency Training Courses from their agency or organisation. Our expectation is that from now on once managers have endorsed training applications they should be forwarded directly to the MSCB Training Administrator who will allocate the places on the course subject to availability. Please see the 'Pathway for allocation of places' on page 4 for further information.

Reinforced by the current climate of efficiency savings we will no longer be preparing packs containing training material for delegates. Our interim position is that once confirmed on a course material will be forwarded to delegates by email pending the development of a training website that will contain all material pre and post course. Once this website has been finalised the expectation is that professionals will be able to apply for courses online and track their training history. Course evaluation and certification will also be dealt with by the website.

I am eternally grateful to the members of the 'Training Pool' who prioritise their time for the planning and delivery of the courses advertised in this programme. Without your continuing support the courses wouldn't be as rich and varied. I would urge any member of the workforce in Manchester to contact me if they would like to become a member of the 'Training Pool' or contribute to the training. This provides a useful opportunity for professional development and networking and free support is available to develop training skills.

Andy McLean,
Acting Business and Performance Manager,
Manchester Safeguarding Children Board.
0161 234 7007 Email a.mclean@manchester.gov.uk

MSCB Nominations Pathway

All staff must complete an MSCB accredited level 1 course in safeguarding children before accessing any level 2 or 3 courses. An accredited level 1 course is defined as any of the following: -

1. One day 'Safeguarding Children Foundation Course' provided by Manchester City Council, Training Shared Service Centre, for all Local Authority employees including Children's & Adult's Services, Early Years, Youth, Education & Schools.
2. One day 'MSCB Introduction to Safeguarding Children Course' for staff from other agencies or organisations including the 'Voluntary', 'Community' & 'Faith' sectors.
3. A safeguarding children course accredited by a 'Trust Safeguarding Lead' for all Manchester Health Organisations. (Details of the Leads can be obtained from the MSCB Training Administrator)
4. MSCB e-learning programme – 'An Awareness of Child Abuse & Neglect' for staff from any agency or organisation.
5. Equivalent MSCB accredited e-learning programme for staff within the Health Service

For a further explanation of the levels of training and target audiences please see page number 5.

Application forms for courses are available for download from the MSCB website <http://www.manchesterscb.org.uk/> (or search MSCB from a search engine).

Alternatively we can send or fax the forms to you. Completed forms should be emailed, faxed or sent to the MSCB Training Administrator Kerry Edwards, Overseas House – 2nd Floor, Quay Street, Manchester M3 3BB, email

k.edwards1@manchester.gov.uk Fax 0161 274 7075, telephone: 0161 234 7213.

Standard application forms should also be completed for participation on the e-learning programme.

The courses and e-learning advertised in this programme are provided free of charge to statutory organisations and members of the voluntary, community and faith sectors whose representatives provide a service for, or come into contact with children, young people and or their families in the City of Manchester. There will be charges for anyone else. Please contact the MSCB Training Administrator for further information.

Charges will be applied in respect of delegates who have been allocated a place on a course and fail to attend without having provided five working days notice; unless exceptional circumstances apply. Similar charges will be applied in respect of individuals who fail to complete the e-learning programme within 1 month of being allocated a user profile.

Courses will begin at 9.30am prompt and we reserve the right to refuse entry to any delegate who arrives 15 minutes or later after the course start time. Delegates who do not remain until the end of the course may not receive an attendance certificate.

Pathway for allocation of places.

Member of staff applies for MSCB course.
(If applying for a level 2 or 3 course; applicant must have attended an accredited level 1 course in Manchester within the last 3 years. Please see the top of page 3 for the definition of an accredited level 1 course)



Application endorsed by manager who in respect of level 2 or 3 applications ensures that the training history outlined above is clearly shown on the application form.



Application forwarded by manager to MSCB Training Administrator.



The MSCB Training Administrator formally confirms an allocation of place on course to successful applicants approximately 4 weeks prior to the date of the course.

Applicants should not attend a course if they have not received written confirmation.

Further information regarding the pathway or any of the courses advertised in the programme can be obtained from: -

Joanne Horton, Multi-Agency Learning & Development Officer

Email j.horton@manchester.gov.uk , telephone 0161 234 7235, Fax 0161 274 7075

Kerry Edwards, MSCB Training Administrator

Email k.edwards1@manchester.gov.uk , telephone 0161 234 7213, Fax 0161 274 7075

Joanne & Kerry are based at: -
Manchester Safeguarding Children Board,
Overseas House – 2nd Floor,
Quay Street,
Manchester,
M3 3BB.

Target audiences and levels of training.

LEVEL 1

The target audience for this course are those in contact with children and young people and with adults who are parents and carers. These people are in a position to identify concerns about the maltreatment of children, including those that may arise from the use of the Common Assessment Framework (CAF). Therefore as a minimum they need introductory training on how to work together to safeguard and promote the welfare of children. Examples of roles and occupations include housing and hospital staff, youth workers, child minders, residential and day care staff and those working in sport and leisure settings in both a paid and unpaid capacity. It also includes personnel from the emergency services such as police officers and police staff, police community support officers and representatives from the fire and ambulance services. The list is not exhaustive. **This course would also be relevant to new starters in Manchester, and those who consider that their introductory knowledge of safeguarding children requires refreshing. It is considered good practice for Manchester level 1 introductory or foundation knowledge to be refreshed every 3 years. Those with 'Designated' or 'Named' responsibilities for 'Child Protection' or 'Safeguarding Children' should receive refresher training every 2 years.**

LEVEL 2

The target audiences for these courses are those who work regularly with children and young people and with adults who are carers and who need a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Examples of roles and occupations include GPs, hospital and community health staff, family and children centre workers, teachers and teaching staff, education welfare officers, social workers, mental health and learning disability staff, probation officers, police officers, police staff and police community support officers. The list is not exhaustive.

LEVEL 3

The target audiences for these courses are those with a particular responsibility for safeguarding children and need to have a thorough understanding of working together to safeguard and promote the welfare of children, including in complex and/or serious cases. Examples of occupations or roles include designated or named health and education professionals, police and police staff, social workers and other professionals involved in multi-agency investigations. The list is not exhaustive.

N.B. Managers and supervisors from any agency or organisation that come into contact with children, young people and their families in Manchester are welcome to attend any of the courses advertised in this programme. The courses are not just for practitioners.

LEVEL 1 TRAINING

Introduction to Safeguarding Children

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you are in contact with children and young people and with adults who are parents and carers. Please see full details of the venues on pages 19 & 20 .

Dates: Wednesday 11/05/11 Hough End.
 Thursday 23/06/11 One Central Park.
 Monday 19/09/11 Hough End.

Time: 9.15am – 4pm

Aim - To develop the knowledge and ability of professionals in order that they may recognise and deal effectively with safeguarding and promoting the welfare of children.

Learning outcomes: -

- Outline what is meant by safeguarding & promoting the welfare of children and recognise the different ways in which children can be harmed.
- Distinguish between child protection and safeguarding children.
- Discuss, 'What to do if you are worried a child is being abused'.
- Summarise the referral procedure.
- Outline the statutory framework and guidance involved in information sharing.
- Discuss the Common Assessment Framework.
- Categorise circumstances of child abuse.

LEVEL 1 TRAINING

E – Learning – An Awareness of Child Abuse and Neglect.

This e-learning programme is an **alternative** to attending the level 1 'Introduction to Safeguarding Children' one day course. You **do not** have to undertake the e-learning programme and attend the level 1 course. The programme is suitable for those in contact with children and young people and with adults who are parents and carers. It can also be useful for those professionals who need their level 1 knowledge refreshing.

Aim – The aim of this module is to inform you about the various types of abuse or deliberate harm to a child and then to explain what you must do if you suspect that a child is being abused or deliberately harmed.

Learning outcomes: -

- Understand the various types of abuse or deliberate harm to a child.
- Identify the signs and what to look for.
- Know how to ask questions if you suspect a child is being abused.
- Know what steps to take if you suspect abuse is happening.
- Know what happens after a referral is made to Children's Services (Social Care).
- Know what to do if a child or an adult discloses abuse.
- Understand the importance of keeping records.
- Understand the importance of multi agency working.

LEVEL 2 TRAINING

Child & Young Person Development.

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and with adults who are carers and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Please see full details of the venues on pages 19 & 20.

Dates: - Friday 15/04/11 Broughton Park.
 Monday 20/06/11 Luther King House.
 Thursday 15/09/11 One Central Park.

Time: - 9.15am – 4pm

Aim: - To provide workers with an understanding of normal child development in order that the potential of child abuse or neglect can be recognised and to reinforce the duty to safeguard & promote the welfare of children.

Learning outcomes: -

- Describe how babies, children & young people develop.
- Discuss factors that affect development.
- Understand the safeguarding roles of parents & carers and recognise factors that can impact on parenting capacity.
- Outline the key policies, frameworks and legislation associated with the development of children & young people.
- Implement appropriate levels of support & intervention.
- Recognise circumstances that have the potential of child abuse and facilitate an appropriate response.
- Communicate effectively & develop working relationships with other practitioners & professionals, children & families, in order to safeguard & promote the welfare of children.

LEVEL 2 TRAINING

Introduction to case conferences and core groups

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and with adults who are carers and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Please see full details of the venues on pages 19 & 20.

Dates: - Thursday 05/05/11 Luther King House.
 Thursday 16/06/11 Broughton Park.
 Wednesday 14/09/11 One Central Park.

Time: - 9.15am – 4pm

Aim - To provide participants with an overview of the purposes and content of child protection case conferences and core groups, and clarify roles and responsibilities.

Learning outcomes: -

- Outline the context and legislative background of the current child protection system.
- Explain the threshold for the requirement of a Child Protection Plan.
- Understand the expectations and requirements of child protection case conferences.
- Identify roles and responsibilities at case conferences and core groups.
- Define the purpose of case conferences and core groups.

LEVEL 2 TRAINING

Child Sexual Exploitation

This is a one day course delivered by members of The Protect Team and Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and with adults who are carers and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Please see full details of the venues on pages 19 & 20.

Dates: - Wednesday 08/06/11 Luther King House.
 Friday 09/09/11 Broughton Park.

Time: 9.15am – 4pm

Aim – To raise awareness of Child Sexual Exploitation.

Learning outcomes: -

- Identify and define Child Sexual Exploitation.
- Discuss statutory guidance within the context of the Manchester Child Protection Procedures.
- Match circumstances against offences outlined in the Sexual Offences Act 2003.
- Describe the role of Manchester’s specialist multi-agency team – PROTECT and be aware of how to make referrals.
- Interpret the signs and indicators of Child Sexual Exploitation.
- Apply measures and actions, which amount to an effective response.

LEVEL 2 TRAINING

Domestic abuse

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and with adults who are carers and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Please see full details of the venues on pages 19 & 20.

Date: Wednesday 13/04/11 One Central Park.
 Friday 10/06/11 Luther King House.
 Thursday 29/09/11 Broughton Park.

Time: 9.15am – 4pm

Aim - To raise the awareness of domestic abuse for those who work with children and young people and their families in order that they are able to communicate effectively and develop working relationships to safeguard and promote the welfare of children.

Learning outcomes: -

- Define domestic abuse and outline the key concepts.
- Understand the effects on children, young people and workers.
- Explain professional roles and responsibilities.
- Recognise appropriate intervention and support.

LEVEL 2 TRAINING

Neglect

This is a **two-day** course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and with adults who are carers and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Please see full details of the venues on pages 19 & 20.

Dates: Thursday 26th & Friday 27/05/11 Luther King House.

Time: 9.15am – 4pm both days.

Aim - To develop the knowledge and ability of professionals in order that they may recognise neglect and deal effectively with safeguarding and promoting the welfare of children.

Learning outcomes: -

- Define neglect.
- Have theoretical background knowledge to neglect and the causes and effect.
- Develop an understand of the impact on children and young people who are living in neglectful households.
- Develop an understanding that emotional and physical neglect has on a children and young people.
- Have an overview of Attachment Theory and how this impacts on children and adults.
- Understand the importance of multi-agency working and effective interventions.
- Describe the necessity for information sharing and accurate record keeping.
- Discuss the Common Assessment Framework.
- Discuss Private Fostering.

LEVEL 2 TRAINING

Safeguarding Disabled Children

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and with adults who are carers and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Please see full details of the venues on pages 19 & 20.

Dates: - Monday 11/04/11 One Central Park.
 Thursday 30/06/11 Luther King House.

Time: 9.15am – 4pm.

Aim – To raise the awareness of professionals in order that strategies may be applied that will safeguard and promote the welfare of disabled children.

Learning outcomes: -

- Interpret attitudes and values to disability.
- Demonstrate the ability to operate local and national procedures in order to safeguard disabled children.
- Explore issues that effect children & young people who are functioning at early levels of communication; the barriers that impact on this and how professionals react.
- Discuss factors which result in increased vulnerability.
- Identify circumstances of concern and facilitate an appropriate response.

LEVEL 2 TRAINING

Substance Misuse and Parenting

This is a one-day course delivered by members of Manchester Drug Service, Manchester Community Health and members of Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and with adults who are carers and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Please see full details of the venues on pages 19 & 20.

Dates: Wednesday 04/05/11 Luther King House.
 Monday 04/07/11 Broughton Park.

Time: 9.15am – 4pm

Aim: - To raise awareness regarding the impact of substance misuse on the continued wellbeing of children and young people.

Learning outcomes: -

- To discuss and explore the impact of substance misuse on children, adults and parenting capacity.
- To understand our roles and responsibilities when working with families affected by substance misuse.
- To confidently raise with clients the issue of substance misuse, and its' impact on children.
- To promote multi-agency working, appropriate information sharing and the use of assessment tools.

LEVEL 2 TRAINING

Safeguarding Children from Abroad

This is a one day course delivered by members of Children and Families Refugee and Asylum Seekers Service and members of Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and with adults who are carers and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Please see full details of the venues on pages 19 & 20.

Dates: - Friday 13/05/11 Luther King House.
 Thursday 22/09/11 One Central Park.

Time: - 9.15am – 4pm

Aim: - To work together effectively with others in order to safeguard and promote the welfare of children from abroad.

Learning outcomes: -

- Outline the vulnerability factors associated with children coming from abroad.
- Discuss the cultural context.
- Interpret relevant statements and terminology.
- Identify cases of Private Fostering.
- Describe procedures associated with unaccompanied asylum seeking children.
- Define trafficking.
- Recognise risk factors and facilitate a multi-agency response.
- Demonstrate the ability to safeguard children coming from abroad.

LEVEL 2 TRAINING

Safeguarding Children in Gangs.

This is a one-day course delivered by members of Manchester Multi-Agency Gang Strategy and Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and with adults who are carers and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Please see full details of the venues on pages 19 & 20.

Dates: - Friday 20/05/11 One Central Park.
 Wednesday 28/09/11 Broughton Park.

Time: - 9.15am – 4pm

Aim - To raise awareness and develop an understanding of the background and extent of gang culture in Manchester in order to safeguard and promote the welfare of children and young people.

Learning outcomes: -

- Define a gang, a gang member and a gang associate.

- Outline the dynamics of gang membership.

- Describe the situation in Manchester.

- Discuss the factors involved in gang culture.

- Summarise the terms of reference and structure of Manchester Multi-Agency Gang Strategy.

- State the main principles of the relevant MSCB Protocol.

- Recognise how children and young people involved in gang activity can be safeguarded taking account of the guidance provided by 'Working Together 2010'.

LEVEL 2 TRAINING

Learning from Serious Case Reviews

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and with adults who are carers and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Please see full details of the venues on pages 19 & 20.

Dates: - Thursday 02/06/11 Luther King House.

Time: - 9.15am – 4pm

Aim - To share the learning from local and national serious case reviews.

Learning outcomes: -

- Explain the relevant functions of Manchester Safeguarding Children Board.
- Outline the criteria and purpose of a serious case review as outlined in 'Working Together 2010'.
- Identify the learning and recommendations from local cases.
- Define the themes from national and local serious case reviews.

LEVEL 3 TRAINING

Multi – Agency Investigation of Child Abuse

This is a **two-day** course, which should be attend if you have a particular responsibility for safeguarding children and need to have a thorough understanding of working together to safeguard and promote the welfare of children, including in complex and/or serious cases. Please see full details of the venues on pages 19 & 20.

Dates: - Monday 13th & Tuesday 14/06/11 Broughton Park.

Time: - 9.15am – 4pm on both days.

Aim - To raise awareness of and explore issues around joint investigations and examine the different roles of the professionals within these investigations.

Learning outcomes: -

- Recognise the need for close working relationships with fellow professionals from other agencies; particularly where the case/investigation is complex
- Describe the key elements of Working Together 2010 that are directly relevant to professionals undertaking complex child abuse enquiries or investigations
- Summarise the relevant Laming recommendations of 2003 & 2009
- Outline the roles and responsibilities and appropriate thresholds for referral; particularly with regard to cases of neglect
- Distinguish between the process for the referral of cases to the police and the process of referral by the police to social workers
- Explain the function and importance of strategy meetings/discussions
- Summarise the criminal investigation process
- Outline the general principles contained in Achieving Best Evidence in Criminal Proceedings: Guidance on Interviewing Victims and Witnesses, and using Special Measures
- Identify the key elements of investigative decision making from the Practice Advice on Core Investigative Doctrine 2005
- State how to record and justify key decisions made within the case
- Recognise the importance of questioning other professionals involved in the investigation
- Describe medical examination procedures for neglect, physical and sexual abuse.

Venue Details:

All venues are wheelchair-accessible throughout.

Hough End

Mauldeth Road West

Chorlton

Manchester

M21 7SX

Tel: 0161 856 1796

www.gmpsportclub.com

Buses from Whitworth Street: 47 to Wilbraham Road/Withington Road and then a ten minute walk; 85 to Wilbraham Road and then a ten minute walk.

Please note that all conference parking will be at Broughton Park FC, which the above postcode relates to and signposts will direct you to the Hough End Conference Centre, which is a short walking distance away.

One Central Park

Northampton Road

Manchester

M40 5BP

Tel: 0161 953 5995

www.themanchestercollege.co.uk

Bus numbers: 20, 24, 75,80, 82, 83, 180, 181, 182, 184, 295. Ask to be dropped of at Central Park. At the traffic lights turn onto the Gateway, the road leading to Central Park. Follow this road to the end and then take the first road on your left at the roundabout. The One Central Park building is the next turning on the right. Bus numbers 88 & 89 go directly passed the building on Northampton Road. Parking is available.

Luther King House

Brighton Grove

Off Wilmslow Road

Manchester

M14 5JP

Tel: 0161 224 6404

www.lkh.co.uk

Served by bus numbers 41, 42, 43 and others on Wilmslow Road/Platt Fields Park stop. It is then a short walk to the venue. Plenty of parking is available.

Broughton Park F.C.

2 Houghend Crescent
Off Mauldeth Road West

Chorlton

Manchester

M21 7SX

Tel: 0161 861 0854

www.broughton-park.org.uk

This venue is situated next to Hough End and can be accessed via the main gates opposite to the petrol station on Mauldeth Road West. An approach road approximately 300 metres in length allows access to the training facility situated within a stadium building overlooking a rugby pitch. **Do not follow the signs to the 'Hough End Conference Centre'**. The same buses as those for Hough End may be used.

Plenty of parking is available.

Manchester Safeguarding Children Board - Course Application Form

(Please **PRINT THROUGHOUT** and complete **ALL** sections)

Course Title _____		
Location _____		Course Date _____

Personal Details (please print)

Full Name: _____

Job Title: _____

(MCC Staff only) Please tick appropriate box C & F EYP Youth

Personal No or Date of Birth

Organisation: _____

(MCC staff only)

Work Phone: _____

Work Fax: _____

E-mail address: _____

Work address: _____

Post Code: _____

Please provide details as to any particular needs, i.e. dietary, access, specific equipment:

What basic child protection training have you done, and when?:

I understand that the organisation I work for will be funding my place on this course and that the organisation will be charged if, having been offered a place, I fail to attend.

Applicant's signature: _____

Date _____

Manager's name (print) _____

Job Title _____

Manager's signature
(if sending by post or fax) _____

Date _____

Please return this form to the MSCB Training Administrator whose details are provided within the Training Programme. MSCB will confirm your place directly via email. If you have not received written confirmation by 7 days prior to the course date, please contact the MSCB Training Administrator.