

**Multi-Agency
Training Programme
October 2011 to March 2012**



Introduction

Welcome to the training programme for October 2011 to March 2012, which advertises the remaining six months of the training year.

This new 6 month course programme sees some changes including the addition of a new full day course entitled 'Parental Mental Health and Safeguarding Children' (p18). The 'Substance Misuse and Parenting' course (p14) has now been extended to a 2 day course with the involvement of the Eclipse service and the 'Neglect' course (p12) has been reduced to a 1 day course in response to participant feedback and evaluations.

The MSCB continues to offer Private Fostering briefings (p20) and a half day event on E-safety awareness is now also included in the course programme (p21).

Another development is the new training website, which is currently being piloted for a second time. The website will allow for delegates to apply for courses, access course materials and record their training history. There will be a phased introduction of the website and for those wishing to apply for courses in the period January 2012 up to and including March 2012 there is an expectation that they will apply through the new website. Full instructions on how to use the training website will be available from the training section of the MSCB website (<http://www.manchesterscb.org.uk>) in due course.

Reinforced by the current climate of efficiency savings we have ceased producing packs containing training material for delegates. Our position is that prior to the introduction of the new training website in 2012, course material will be forwarded to delegates by email once their place is confirmed.

Finally I would like to express my gratitude 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 also would like to formally welcome new members of the training pool who have and will be planning and delivering courses contained within this 6 month programme. 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'. This provides a useful opportunity for professional development and networking and free support is available to develop training skills.

Joanne Horton
Multi-agency training and development officer
Manchester Safeguarding Children Board.
0161 234 7235
Email j.horton@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. Equivalent health service introduction to safeguarding children course.
Please consult your departments safeguarding lead to confirm which courses are of an equivalent standard to the MSCB and Manchester City Council courses.
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.

For courses delivered up until 1st January 2012 application forms are available for download from the MSCB website <http://www.manchesterscb.org.uk/> (or search MSCB from a search engine). An application form can also be found on page 24.

Completed forms should be emailed, faxed or posted to the MSCB Training Administrator Emma Todd, Overseas House – 2nd Floor, Quay Street, Manchester M3 3BB, email e.todd@manchester.gov.uk Fax 0161 274 7075, telephone: 0161 234 7090. 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 such as private organisations. Please contact the MSCB Training Administrator for further information.

A charge of £35 per day will be incurred 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 personal circumstances apply (work commitments excluded). A charge of £25 will be applied in respect of individuals who fail to complete the e-learning programme within 1 month of being allocated a user profile.

Registration is at 09:15am and courses will begin at 9.30am prompt. 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 for courses in the period October 2011 – December 2011 (inclusive)

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 and signed 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.

Please note applications for courses scheduled for January – March 2012 (inclusive) will need to be completed through the training website. Details will available on the MSCB website in due course.

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 22 & 23.

Dates: Thursday 10/11/11 Hough End Centre
 Monday 16/01/12 One Central Park **(apply via website only)**
 Monday 05/03/12 at Hough End Centre **(apply via website only)**

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.

You have one month in which to complete this course and you can log in and out of the programme as many times as you want over the one month period. On average the course takes two and a half hours to complete

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 Family Nurse Partnership 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 22 & 23.

Dates: - Wednesday 23/11/11 at Luther King House
 Friday 24/02/12 at One Central Park **(apply via website only)**

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 and Manchester Safeguarding and Improvement Unit. 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 22 & 23.

Dates: - Friday 18/11/11 at Broughton Park
Wednesday 07/03/12 at Broughton Park **(apply via website only)**

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 22 & 23.

Dates: - Thursday 08/12/11 at Luther King House
Monday 19/03/12 at Broughton Park **(apply via website only)**

Time: 9.15am – 4pm

Aim – To raise awareness of Child Sexual Exploitation.

Learning outcomes: -

- Identify and define Child Sexual Exploitation.
- Interpret the signs and indicators of Child Sexual Exploitation.
- Discuss statutory guidance within the context of the Manchester Child Protection Procedures.
- Describe the role of Manchester's specialist multi-agency team – PROTECT and be aware of how to make referrals.
- 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 22 & 23.

Date: Thursday 01/12/11 at Luther King House
 Mon 30/01/12 at Manchester City Stadium **(apply via website only)**
 Wednesday 14/03/12 at One Central Park **(apply via website only)**

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 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 22 & 23.

Dates: Wednesday 12/10/11 at One Central Park
 Thursday 19/01/12 at Broughton Park **(apply via website only)**

Time: 9.15am – 4pm

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.
- Identify indicators of neglect
- Develop an awareness of how neglect is assessed
- Develop and understand the impact on children and young people who are living in neglectful households.
- 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.

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 22 & 23.

Dates: - Friday 14/10/11 at Luther King House
Wednesday 25/01/12 at One Central Park **(apply via website only)**

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

Working with Families affected by Parental Substance Misuse

This is a **two-day course** delivered by members of Manchester Safeguarding Children Board Training Pool in conjunction with Eclipse. 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 22 & 23.

Dates: Wednesday 5th & Thursday 6th October 2011 at One Central Park

 Wednesday 8th & Thursday 9th February 2012 at Broughton Park
(apply via website only)

Time: 9.15am – 4pm on both days.

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 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 22 & 23.

Dates: - Monday 05/12/11 at One Central Park
Thursday 22/03/12 at Luther King House **(apply via website only)**

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 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 22 & 23.

Dates: - Friday 25/11/11 at Broughton Park
Wednesday 22/02/12 at Luther King House **(apply via website only)**

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.
- 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 21 & 22.

Dates: - Monday 07/11/11 at Broughton Park

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 2006'.
- Identify the learning and recommendations from local cases.
- Define the themes from national and local serious case reviews.

LEVEL 2 TRAINING

New Course

Parental mental health and 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 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 22 & 23.

Dates: - Monday 14/11/11 at Manchester City Stadium
Friday 09/03/12 at Luther King House **(apply via website only)**

Time: - 9.15am – 4pm

Aim - To raise awareness and develop an understanding of how parental mental health impacts children and young people.

Learning outcomes: -

- To explore attitudes, values & existing knowledge about mental health
- To understand how to detect & assess the most common mental health problems experienced by clients in contact with drug or alcohol services – depression, anxiety, 'PD' and psychosis
- To be able to recognise the impact that a person with mental health problems can have on children and young people
- To be able to safeguard the welfare of children and young people who have parents, carers or family members experiencing mental problems
- To summarise treatment options for mental health problems, including an understanding of mental health services in Manchester and potential pathways to care

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 22 & 23.

Dates: - Tuesday 2nd & Wednesday 3rd November at One Central Park

Wednesday 29th February & Thursday 1st March at Broughton Park
(apply via website only)

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 2006 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.

Half Day Events

Private Fostering

There is no requirement to have completed level 1 training to attend this event:

Do you know someone who is caring for somebody else's child? Do you need to know more about Private Fostering? This half day briefing aims to raise awareness of Private Fostering, how this impacts children and how practitioners should respond. Please see full details of the venues on pages 22 & 23.

Dates: - Monday 03/10/11 at Hough End centre
Friday 27/01/12 One central **(apply via website only)**

Time: - 9.15am –12:30 This is a **half day** course

Learning aims and objectives: -

- To ensure professionals are aware of the legislation, policy and procedures relating to Private Fostering.
- Raise professional's awareness of why children/ young people who are in a private fostering arrangement are considered to be a particularly vulnerable group.
- Raise awareness of the links between Private Fostering and Trafficking.
- Raise awareness that it is everyone's responsibility to notify the local authority if a private fostering arrangement is taking place or is likely to take place.
- Ensure that professionals are aware of the duties of the Local Authority in relation to private fostering.
- Share good practice/ guidance.

E-safety Awareness

There is no requirement to have completed level 1 training to attend this event:

Any staff who regularly work directly with children should have a level of awareness of E-safety, this will be helpful in understanding how digital technologies impact children's situations. As digital technologies become more and more integrated, we are seeing their involvement in all aspects of day to day life and also a whole new range of problems not least the risky behaviours that young people are engaging in and the content they have ready access to. Please see full details of the venues on pages 22 & 23.

Dates: - Monday 10/10/11 at Manchester City Stadium
 Tuesday 27/03/12 at Overseas House **(apply via website only)**

Time: - 9.15am –12:30 This is a **half day** course

Learning aims and objectives: -

1. List and understand the major digital technologies and how they are used by children and young people
2. Understand and identify the dangers, risks and warning signs
3. Know and explain where to seek help and advice

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.

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 a 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.

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 off 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.

A permit is required in order to park on the conferences and events car park a short walking distance from the venue. Delegates will be e-mailed a parking permit prior to the event or will be able to access permits from the training website for courses scheduled in 2012.

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.

Manchester City Stadium/ Eastlands

City of Manchester Stadium,
SportCity,
M11 3FF
For assistance please call 0161 438 7656 or 0870 062 1894

Delegates should enter Sport City via Gate 11 (on Ashton New Road, A662),
Parking is available in Car Park 6A or 6B
Blue badge parking is available along Eastland's Way (internal ring road)
Please enter the stadium through entrance U (Glass fronted reception)

Overseas House (City Centre location)

Quay Street
Manchester
M3 3BB

Situated on Quay Street just off Deansgate in Manchester City Centre. There is no free parking available at this site. There are NCP car parks close by the nearest being Great Northern. The nearest tram stop is St. Peter's Square.

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:	_____
Organisation:	_____
Work Phone:	Work Fax: _____
E-mail address: (individual – no shared emails)	_____
Manager's work address:	_____

	Post Code: _____

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

Which of the following basic safeguarding training have you done, and when?: *(NA for Level 1 / E-Learning applications)*

- MSCB Introduction to Safeguarding Children
- MSCB E-learning Child Abuse and Neglect
- Local Authority (MCC) Foundation Safeguarding Course
- Accredited Health Service Safeguarding Courses

Please note if you have NOT completed one of the above course in the past 3 years you will not be able to attend a Level two training course until you have done so.

I understand if I fail to attend training (giving 5 days notice) or complete E-Learning within a month, the organisation I work for will have to pay a charge.

Applicant's signature: _____ Date _____

I authorise the above staff member to attend / complete this training and I understand that a charge will be incurred if the staff member doesn't attend the training (giving 5 days notice) £35 or does not complete the E-Learning within one month £25

Manager's name (print) _____ Job Title _____

Manager's signature _____ Date _____

Please return this form to the MSCB Training Administrator either via fax 0161 274 7075, post to MSCB, 2nd Floor, Overseas House, Quay Street, Manchester M3 3BB or email to e.todd@manchester.gov.uk

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 (0161 234 7213)

PLEASE NOTE APPLICATIONS WITHOUT A MANAGER'S SIGNATURE WILL NOT BE ACCEPTED