

## **Training Strategy**

### **INTRODUCTION**

This Training Strategy for Safeguarding has been written within a legislative framework.

For Safeguarding Children and Young People these responsibilities are identified in:

- Children Act 1989
- Children Act 2004
- Framework for the assessment of children in need (2000)
- Information Sharing Guidance (2009)
- NICE Guidance on when to suspect child maltreatment (2009)
- Working Together to Safeguard Children (2015).

The training for Safeguarding Adults is underpinned by the Care Act 2014 This Act requires statutory, voluntary and independent sector agencies to work together to produce policy, guidance and training about working with adults at risk of harm and abuse. The training programme draws on the guidance produced by ADSS, 'Safeguarding Adults – A National framework of standards for good practice and outcomes in adult protection work' published in 2005. The NHSE Intercollegiate document currently in draft is eagerly awaited to inform our future training strategy.

North Staffordshire and Stoke on Trent Clinical Commissioning Groups (CCGs) are committed to safeguarding and promoting the welfare of children and young people, and adults. As a commissioning organisation, the CCG must ensure that its employees and staff working in those services commissioned and contracted by them understand their role and responsibilities regarding safeguarding children and young people, and adults.

The strategy responds to the expectations of the Care Quality Commission (CQC) as communicated through their review of arrangements in the NHS for Safeguarding Children (July 2009) and compliance with the Care Quality Commission Outcome 7 of Essential Standards for Quality and Safety.

### **NATIONAL CONTEXT**

Delivery of this strategy will ensure the foundations are in place from which the CCG will discharge its statutory duty to safeguard and promote the welfare of children as defined for NHS staff (Section 11 of the Children Act 2004).

Lord Laming in his report "*The Protection of Children in England: A Progress Report (March 2009)*", emphasised the need for safeguarding training with his recommendation:-

*".....ensure that all staff who work with children receive initial training and continuing professional development which enables them to understand normal child development and recognise potential signs of abuse and neglect."*

The above referenced recommendation continues today.

HM Government 2015, “Working Together to Safeguard Children” clearly affords the responsibility to employers to ensure their staff are competent and confident in carrying out their responsibility to promote the safety and welfare of children and young people. “Safeguarding children and young people: roles and competences for health care staff, intercollegiate document” (2014) provides statutory guidance on competencies, knowledge and skills required for all levels of health care staff upon which this strategy is based.

<http://www.rcpch.ac.uk/paediatrician-handbook-1>

The Intercollegiate levels of competency, knowledge and skills are therefore explicit within this strategy, which are commensurate to individual roles and responsibilities in relation to children and young people.

Safeguarding of adults at risk is subject to the Care Act 2014 and the awaited NHSE Draft Intercollegiate Document. Ensuring health compliance with the Mental Capacity Act 2005 is also a core component for consideration by health service commissioners.

Achieving high quality care for patients is also a key requirement for commissioners.

The strategy responds to the Department of Health’s published guidance for commissioners of health care which outlines the duties to ensure that appropriate recognition is made to protect adults at risk and to ensure that processes are in place to support practitioners to respond to concerns.

## **LOCAL CONTEXT**

### **Local Safeguarding Children Boards (LSCB)**

There are individual Safeguarding Children Boards for Staffordshire and Stoke on Trent and a single Safeguarding Adult Board combined for Staffordshire and Stoke on Trent who are currently working towards shared strategic training objectives. For Children, this is detailed in the LSCB Training Strategy which can be found at: [www.safeguardingchildren.stoke.gov.uk](http://www.safeguardingchildren.stoke.gov.uk)  
[www.staffsscb.org.uk](http://www.staffsscb.org.uk)

For adults the Safeguarding Adult Board training Strategy can be found at [www.ssaspb.org.uk](http://www.ssaspb.org.uk)

The Safeguarding Boards continue to promote and deliver the multi-agency safeguarding adults training programme aimed at meeting core competency requirements. The programme covers alerts and referrers training and also offers higher level specialist training. This training is free and open to all relevant staff groups across the partnership.

### **Training Delivery Arrangements**

Safeguarding children and young people, and adults training is embedded in **all** commissioned services contractual arrangements.

The emphasis is upon the importance of maximising flexible learning opportunities to acquire the necessary competencies.

Activity and quality metrics will be performance monitored on a quarterly basis through reports and updates.

Providers will ensure that there are internal mechanisms in place to record and monitor all training. The training must be accessible to all staff by ensuring that participants specific needs are met, for example, visual impairment, hearing loss, mobility difficulties, language difficulties (may need interpreter) or learning difficulties. This will enable full inclusivity for all staff to access both Safeguarding Adults and Safeguarding Children and Young People Training. Venues should comply with the Equality Act 2010 requirements and functional for training. These issues will be addressed by the provider of the service.

Training can be delivered in any method that meets the requirement set out in Roles and Competencies for Health Care Staff, the Intercollegiate Document (RCPCH 2014) and Working Together (HM Government 2015). I.e. electronically, taught, work book. Evidence of attending national Safeguarding Conferences may be acceptable for Safeguarding Professionals that require higher than Level 4 training.

Assessments or individual supervision may be used to highlight changes in national/local legislation and guidance such as recommendations from serious case reviews.

Success factors identified in local and national guidance say that all training/education should be delivered by trainers who have:

- Good facilitation skills and sound knowledge of safeguarding and promoting the welfare of children and adults.
- The relevant skills and specialist knowledge to deliver training on complex cases/specialist courses e.g. Fabricated & Induced Illness, Domestic Abuse, Serious Case Reviews.

All training/education sessions must:

- Be informed by current research evidence, lessons from serious case and child death reviews, and national and local developments.
- Reflect an understanding of the rights of the child and adult.
- Be informed by an active respect for diversity, the experience of service users and a commitment to ensuring equality of opportunity.
- Be reviewed regularly to ensure that it meets the agreed learning outcomes.
- Request individual feedback from learners following each session.
- Be modified in accordance with trends and themes from feedback with version control of the content of successive courses being auditable.

## **Values**

All training should place the child and the adult at risk of abuse as the centre focus and promote the importance of understanding of both the adult and child's daily life experiences, ascertaining their wishes and feelings, listening to the child and never losing sight of his or her needs.

All training should create an ethos that:

- Values working collaboratively with others (valuing different roles, knowledge and skills).
- Respects diversity (including culture, race, religion and disability).
- Promoted equality and encourages the participation of children and families in the safeguarding process.

### **Training Responsibilities**

It will be the responsibility of managers to evaluate the different roles within their organisation at the recruitment stage to determine the level of safeguarding training that is appropriate to the role. Adherence to the levels will be reviewed through the Performance and Development Review process (PDR).

The commissioners acknowledge that safeguarding adults, children and young people work is often complex and stressful, and that effective supervision is important to ensure good standards of safeguarding practice.

### **Training Requirements for all Staff**

Different groups require different levels of safeguarding and adult and child protection competencies, depending on; their role and degree of contact with Adults, Children, Young people and families, the nature of their work and their level of responsibility. In response to the Laming Report (2009) and evidence from Serious Case Reviews for both adults and children, there has been recognition of the importance in the level of competence of some practitioner groups. This strategy applies to staff within the CCG service and the following services contracted by the commissioner.

### **Levels of Training and Training Matrix (See appendix 1 and 2)**

These levels are compatible with Staffordshire and Stoke on Trent Safeguarding Children's Boards (SCB) Training Strategies, the Intercollegiate Document (Safeguarding Children and Young People: roles and competencies for health care staff September 2010, and Staffordshire and Stoke on Trent Adult Safeguarding Board Training Strategy

All Safeguarding training should be consistent with *The Common Core of Skills and Knowledge*, Children's Workforce Development Council (CWDC) 2010 [www.cwdcouncil.org.uk](http://www.cwdcouncil.org.uk) and congruent with Roles and Competencies for Health Care Staff, the Intercollegiate Document (RCPCH 2014) and Working Together (HM Government 2015).

### **Assurance and Governance**

Assurance will be required by the commissioner that all staff have been trained to an appropriate level in safeguarding children and young people, and adults. This will be received through Quality Performance and Assurance processes e.g. Self-Assessment Framework for Adults, and section 11 audit for children's services

In order to provide assurance to the CCG, all contracted practitioners/services will record information including:

- Numbers of staff requiring each level of training as stated in Roles and Competencies for Health Care Staff: Intercollegiate Document 2014.
- Attendance figures for all levels of training.
- Attendance at relevant specialist courses including Safeguarding Adult training as recommended in the Multi Agency Adults training programme.

## **APPENDIX 1**

The corporate induction course is in place to ensure that all new starters, both clinical and non clinical, receive an introduction to the CCG and are trained in essential areas which have been determined corporately.

As an NHS Statutory Body the CCG has a responsibility to ensure that all staff receive basic awareness of child and adult protection as part of their induction programme. This includes familiarisation with their child and adult protection responsibilities and the policies and procedures to be followed if they have concerns about a child's, young person's or vulnerable adult's safety or welfare.

### **Key Outcomes**

- Understand that children, young people and adults can be harmed in different ways
- Understand what to do if it is abuse is suspected.
- Understand when and how to refer a protection/ welfare concern.
- Understand safeguarding includes concerns/allegations of abuse made against a person who works with children, young people or adults at risk.

Understand where to access further information on safeguarding

The CCG should be assured that training programmes are updated in response to changes in legislation and practice as necessary, and are approved by the relevant Safeguarding Boards.

Staff identified by their managers as requiring Level 1 training should attend within 6 months of commencing employment within the CCG. Those staff needing the higher levels should access as per training matrix.

Staff should receive refresher training every three years as a minimum. Best practice would be that those working directly with children or vulnerable adults undertake some form of annual update.

## **STATUTORY AND MANDATORY TRAINING**

### **Children and Young People**

#### **Level 1 - An Introduction to Child Protection**

Level 1 training is required by all

#### Key Outcomes

- Understand what is meant by safeguarding and promoting the welfare of children and young people and the different ways in which children and young people can be harmed
- Be aware of the statutory duty to safeguard and promote the welfare of children in accordance with the Children Acts 1989 and 2004
- Be familiar with *What to do if you're worried a child is being abused (2006)* national guidance and local procedures and appreciate own role and responsibilities, and those of others, in safeguarding and promoting the welfare of children
- Understand the need to maintain a child focus
- Be aware of the Local Safeguarding Children Boards and their remit
- Be aware of the Local Safeguarding Children Board levels of need guide/ threshold framework
- Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them
- Understand statutory requirements regarding consent, confidentiality and information sharing
- Understand the necessity for information sharing and accurate recording within the context of safeguarding and promoting the welfare of a particular child.
- Be familiar with the Information Sharing guidance (2008)
- Provide appropriate, succinct information to enable other practitioners to deliver support to the child and family
- Know the boundaries of personal competence and responsibility, when to involve others and where to seek advice and support.
- Understand when they are required to consult with a manager/designated person
- Have the confidence to challenge own and others' practice
- Be aware of the Common Assessment Framework
- Know when and how to respond to immediate safety issues in relation to a particular child and other children within the household.
- Be aware of the impact of aggression, anger and violence from carers in practice and know how to manage this.
- Know what to do when there is an insufficient response from other organisations and agencies, while maintaining a focus on safeguarding and promoting welfare of the child.
- Be aware of the process of allegations against professionals.
- Understand the safeguarding roles of parents and carers and recognise factors which can impact on parenting capacity
- Know what happens after a referral is made to children's social care - the legal framework
- Know what to do if there are professional disagreements
- Appreciate the emotional impact of this kind of work and know how to access support and child protection supervision.

## **HIGHER LEVELS OF TRAINING**

### **Level 2 - Working together to Safeguard Children**

All staff working directly with children and young people are required to access this.

It is a multi-agency training programme which is run by the Staffordshire or Stoke-on-Trent Safeguarding Children Boards.

#### Key Outcomes

- As Level 1
- Develop an understanding of good practice in multi-agency working in this field.
- Enable participants to understand the contribution of single agencies to the child protection process.
- Enable participants to develop effective collaboration.
- Promote the importance of effective inter-agency working to safeguard and promote children's welfare.
- Develop competencies to participate effectively in the child protection process.
- Be aware of national guidance and local procedures, with a particular focus on enquiries under s.47 of the Children Act 1989 and the conference and core group processes.
- Understand the contributions made by others to safeguard children
- Understand the impact of their own decisions and actions will have on others.
- Understand the procedures for making a referral.
- Understand the importance of communicating and develop working relationships with children and young people.
- Understand the importance of learning lessons from national and local serious case reviews.
- Develop an understanding of the LSCB Inter-Agency Procedures for Safeguarding Children and Promoting their Welfare.

This training is aimed at those who work predominantly with children, young people, and/or their parents/carers, and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns. This is multi-agency training and participants will come from a wide range of organisations such as social care, police and education

**Level 2 training** is organised by both Staffordshire and Stoke-on-Trent Safeguarding Children Boards and delivered to an agreed programme over one to three days.

### **Levels 3 and above**

Specialist multi-agency training programmes covering particular aspects of safeguarding practice.

Training will be provided at this level according to:

- SCB identified priorities
- Government initiatives
- Local initiatives
- Lessons from serious case reviews
- Training implications caused by the introduction of new policies and procedures.
- Current research evidence

These levels are aimed at those with a particular responsibility for safeguarding children and those involved in section 47 enquiries or working with complex cases.

Some members of staff working with specific client groups may benefit from attending specific Level 3 courses

Some Level 3 courses are aimed specifically at those in a management position e.g. Safer Recruitment

Details of these courses are available on the Staffordshire or Stoke-on-Trent Safeguarding Children Board websites. It is not always appropriate or necessary for staff accessing Level 3 or 4 training to have completed level 2 training. (Discuss with child protection team, according to need as appropriate)

Currently all health organisations contribute to the funding of the LSCBs and therefore access to levels 2 and above can be obtained through the training links to the LSCB and is free of charge

In addition to this the CCG delivers in-house level 3 training for all general practices. This has been endorsed by the LSCBs.

### **Vulnerable Adults**

**Level 1** – this training must be undertaken by all staff that have direct contact with vulnerable adults.

#### Key Outcomes

- Recognise the Vulnerable Adult
- State the 6 categories of abuse
- Recognise the signs of abuse
- Identify Institutional Abuse
- Effectively make a referral using the SSASP Policy and Procedure
- Identify aspects of your practice that can contribute to safeguarding individuals in your care

Other levels of training are provided via the Staffordshire and Stoke on Trent Adult Safeguarding Board. Staff who are eligible to undertake other levels of training, must undertake all mandatory Level 1 sessions before progressing further. It is expected that Safeguarding Leads have skills and competencies up to level 5 (children), level 3 Adults.

In addition to the knowledge, skills, attitudes and values outlined for Levels 1, 2, 3 (core and specialist where appropriate) Designated and Lead Professionals should have higher levels of competence as outlined in the Intercollegiate Document.

The CCG should be assured that training programmes are updated in response to changes in legislation and practice as necessary, and are approved by the relevant Safeguarding Boards.

## **APPENDIX 2**

### **TRAINING MATRIX**

The aim of CCG safeguarding training is to deliver a continually improving child, young person and adult protection service to children, young people, vulnerable adults and their families.

<b>Staff Group</b>	<b>Level 0 Induction</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Specific – levels 3 and above</b>
	This will not be classed as formal training but provides a useful function in signposting to the appropriate procedures and safeguarding leads			
Not working directly with children and vulnerable adults	✓	✓		
Working directly with children and vulnerable adults	✓	✓	✓	
Specialists - Leads	✓	✓	✓	✓

For training at levels 2 or above, the Local Safeguarding Boards each have detailed training prospectus, these are available via the following websites:

- Staffordshire Safeguarding Children Board: [www.staffsscb.org.uk](http://www.staffsscb.org.uk)
- Stoke-on-Trent Safeguarding Children Board: [www.safeguardingchildren.stoke.gov.uk](http://www.safeguardingchildren.stoke.gov.uk)
- Staffordshire and Stoke on Trent Adult Safeguarding Partnership Interagency Policy and Procedures: [www.ssaspb.org.uk](http://www.ssaspb.org.uk)

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