



## **Introduction**

Working Together to Safeguard Children (2013) highlights the responsibility of individual agencies to ensure that members of staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare. Similarly "No Secrets" makes this responsibility explicit for recognising risk to the vulnerable adult.

Working Together implicitly underlined the role which the LSCB has in communicating national and local safeguarding policy, guidance and initiatives, to those who are, providing a service to children, young people and their families. The guidance also underlines the role of the LSCB in ensuring that all safeguarding training is of a high standard and has an impact on practitioner practice.

"LSCB'S should monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children".

In Cheshire East the LSCB is committed to ensuring quality needs led safeguarding training is delivered across the authority.

Research has shown that multi-agency training in particular is useful and valued by professionals in developing a shared understanding of child protection and decision making. Carpenter et al (2009). However it is the responsibility of individual employers and voluntary groups to ensure their workers and volunteers are aware of how to recognize and respond to safeguarding concerns, including signs of possible maltreatment.

This knowledge and expertise should be put in place before they attend multi agency training.

Section 11 Children Act 2004 places a duty on a range of organisations and individuals to ensure their functions and any services that they contract out to others are discharged having regard to the need to safeguard and promote the welfare of children and young people

Staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare.

This reinforces the message that safeguarding is everybody's business. Working Together recommends that "Training on safeguarding children and young people should be embedded within a wider framework of commitment to inter and multi-agency working at strategic and operational levels underpinned by shared goals, planning processes and values".

## **Role of the LSCB**

### **Quality assurance and evaluation**

The LSCB, or the learning and development sub-group acting on their behalf, has a responsibility to ensure that single agency training offered within Cheshire East is delivered to a consistently high standard, and that a process exists for evidencing that standards agreed by the respective boards have been reached.

All safeguarding training delivered within organisations providing services to children/young people and families are expected to correspond with LSCB requirements as set out below.

1. Single agency training should be delivered with clear aims and objectives reflective of the organisational commitment to safeguarding and child/ vulnerable adult protection.
2. Single agency training should be delivered by trainers who are working to an agreed level of competence, appropriate to their role and contribution.
3. All training in safeguarding and promoting the welfare of children and vulnerable adults should create an ethos which values working collaboratively with others, respects diversity (including culture, race and disability), promotes equality, is child centred and promotes the participation of children and families in safeguarding processes.
4. Data concerning numbers of staff within organisations who have been successfully validated through LSCB quality assurance processes, requiring and receiving training will be made available to the LSCB on a bi-annual basis. A standardised form will be available to agencies to support the sharing of this data. (Appendix 4)

The application and scrutiny of these requirements and the LSCB minimum standards (appendix 2) will allow the learning and development sub group to evidence quality of safeguarding training across the partnership.

It is important to ensure that the training involves and is available to all relevant partners. Some agencies involved in safeguarding and promoting the welfare of children may not have access to single agency training and therefore the LSCB remains committed to ensuring that appropriate levels of safeguarding training are made available to these groups.

The LSCB training and development team will when necessary work on an intensive basis with organisations to develop their own single agency training. This service will in the future incur a charge to agencies which do not currently contribute to the LSCB funds.

## **Single Agency Training Quality Assurance Process**

### **Single Agency training is defined as;**

The provision of training by an individual employed by an agency to staff within the same agency.

For example a health professional training a group of health visitors.

Please refer to the flow chart to help you decide what your agencies safeguarding training needs are, if you are unsure the training and development manager can be contacted for advice. Examples of presentations can be shared as part of the support available to agencies.

### **Content**

All single agency Child protection/Adult protection training should:

- Be founded by and relate clearly to a robust evidence base, supported by the principles and guidance set out in “Working together to safeguard children”, and or “No Secrets” current legislation and local authority policies and procedures for safeguarding.
- Reflect that the welfare of the child/vulnerable adult is paramount.
- Encompass Anti-Opressive Practice and challenge discrimination on any grounds.
- Validate inter-agency working and reach a wide inter-agency audience.
- Promote best practice and personal development.
- Accommodate adult learning styles.
- Respond to local needs and be subject to evaluation and review.

### **Core Areas**

Definitions of abuse

Who abuses

How to recognise

Context of child/ adult protection

Reporting and recording procedures and sharing information

Reference to and the importance of the lived experience of the child

Role of key agencies

Effective communication and engagement with children, young people, vulnerable adults and their families and carers.

Child and young person development;

Safeguarding and promoting the welfare of the child;

Multi-agency working

The lived experience of the child

Inter and multi-agency work is an essential feature of all training in safeguarding and promoting the welfare of children and vulnerable adults.

Single agency training and training provided in professional settings should always equip staff for interagency work.

## **Verification by the Local Safeguarding Children Board of Single Agency Training**

All single agency training currently being delivered or planned will be eligible to access the Quality assurance process.

Methods used to verify training is consistent with LSCB standards will include:

- Review of training materials (including, learning outcomes, aims and objectives)
- Visual teaching aids for example powerpoint presentation video clips, webinars etc.
- Observation of training delivery by the LSCB training and development team where felt to be necessary
- Review of training evaluations

A certificate will be awarded to agencies once verification of training has been agreed by the LSCB Training Sub Group.

Requests for training to be quality assured will be reviewed at every learning and development sub group.

### **Validation Panel**

Members of the LSCB Training and Workforce Strategy Group will sit as panel members on the validation panel. Where possible there will be at least two agency/organisations represented on the validation panel in order for the panel to be quorate. The LSCB Training and Workforce Development Manager will normally chair the panel.

Panel members will not be able to be part of the validation process when their own agency/organisation is submitting a course and panel members are expected to declare any interest in the course being validated. This is to avoid any potential 'conflict of interests'.

### **How to submit safeguarding children training to the LSCB for validation**

- Please follow the single agency validation process

Validation Panels sit every three months; to ensure that the course can be validated timely and effectively all of the application / submission documentation needs to be sent at least two weeks before the date of the validation panel.

### **Single Agency Validation Process**

The process of validation is designed to be supportive of individuals and single agencies as well as ensuring that the 'correct messages' on safeguarding children and young people are delivered to the wider workforce.

Complete the submission form downloaded from the LSCB website. Don't forget your agency sponsor (i.e. manager, peer, safeguarding lead) will need to sign off your course submission form

Submit the completed submission form along with your training materials, lesson plan and evaluation form to the LSCB address below

The LSCB will acknowledge receipt of your submission and notify you of the date that your submission will be considered.

### The Validation Panel

The LSCB Validation Panel will meet and review your submission. A decision will be made:

- 1) Validate the training for a 2 year period (subject to no major changes) **or**
- 2) Request further details or amendments prior to validation being given **or**
- 3) Refuse validation of the course/ training at this time

If your training is validated you will receive a letter of confirmation along with a copy of the LSCB standards checklist . From receipt of the letter you will be able to use the LSCB logo on your training for a period of two years.

Within six months of the validation your training will be observed by a member of the Validation Panel for reviewing and monitoring as part of the validation process.

Your training will be validated by the LSCB for a period of two years after the initial Validation Panel. All training / course materials will be held by the LSCB purely for validation purposes only and will not be distributed beyond the panel.

- The Chair will write to you if the Validation Panel needs further details or have requested that some of the materials be amended. Once the additional information has been received or the amendments made the validation panel may either validate your submission or they may ask you to resubmit your training and attend for a further discussion at the Validation Panel
- If the LSCB Validation Panel decides that your training has not been approved the Chair will write to you to explain that your training will not be validated at this time. The letter will give full details as to why the panel did not validate the training. Should you wish, you can resubmit your submission with changes or appeal against the decision

### **Appeals**

Where a single agency wishes to appeal about a decision made by the validation panel, it is requested that appeals be put in writing to the chair of the validation panel within 15 working days of the date of the LSCB Validation checklist being completed by the validation panel. The appeal will be considered within 1 month and would be chaired by an independent person.

## Charging Policy

<b>Policy</b>	<b>Amount</b>
All agencies that do not contribute to the LSCB budget will be charged for attendance on training. Those that do contribute will not be charged	£80.00 per person day
Any delegate who is given a place on LSCB training must give 2 weeks notice if they are unavailable to attend, so that the place can be offered. Anyone who does not attend without this notice will incur a charge. If there is a genuine illness that prevents a person from attending (confirmed by line manager) they will not be charged	£100.00 per person day
Any charges to voluntary sector will be based on negotiation, taking in to account capacity to pay.	By negotiation
Private and independent sector will be charged per person if they attend an LSCB course, or by day/ half day if the LSCB provide any bespoke training	£80.00 per person per day £200.00 bespoke training per half day. £400.00 per full day.
Consultation services for agencies who are developing single agency training will be negotiated and charged in accordance with need.	Training review and quality assurance= FREE 1 hour development time £50 Training delivery/support £200 per half day. £400 per full day

## Support

For further information regarding this process please contact

Vicky Moran  
Cheshire East LSCB Training and Development Manager  
Dalton House, Dalton Way  
Middlewich, Cheshire  
CW10 0HU  
Telephone: 01606 2 71936.  
Mobile: 07826921718  
E-mail: [vicky.moran@cheshireeast.gov.uk](mailto:vicky.moran@cheshireeast.gov.uk)

**Request for verification of single agency Basic Awareness training in safeguarding**

*(To be completed by training provider)*

**Agency:**

**Title of Training:**

**Name of training provider:**

**Qualifications/experience of trainer:  
(Unless e-learning package)**

**Target Audience:**

**Duration of Programme:**

**Methods of Evaluation:  
(Event itself/impact on practice)**

**NB. Please attach detailed copies of the aims and objectives, the content and the evaluation forms used.**

**Signed.....**

**Print Name..... Date.....**

**Please submit this form electronically to:  
LSCB Training Administrator  
*lscbtrainingadministrator@cheshireeast.gov.uk***

LSCB Standard	Does the training meet the standard set out by the LSCB?	Comments
<b>1 Training is founded by and relates clearly to a robust evidence base, supported by the principles and guidance set out in "Working together to safeguard children", current legislation and local authority policies and procedures for safeguarding.</b>		
<b>2 Reflects that the welfare of the child is paramount.</b>		
<b>3 Encompasses Anti-Oppressive Practice and challenge discrimination on any grounds</b>		
<b>4 Validates inter-agency working</b>		
<b>5 Promotes best practice and personal development</b>		
<b>6 Accommodates adult learning Styles</b>		
<b>7 Responsive to local needs and are subject to evaluation and review.</b>		
<b>8 Core elements Definitions of abuse Who abuses How to recognise abuse Context of child protection Reporting and recording procedures Role of key agencies</b>		
<b>9 The trainer has the relevant experience or qualifications to deliver the training</b>		
<b>10 Makes explicit reference to the importance of the child's voice and their lived experience.</b>		





Cheshire East Safeguarding Children Board  
First Floor, Macclesfield Town Hall  
Market Place  
Macclesfield  
SK10 1EA  
01625 374753

Date:

Please Contact: Vicky Moran

Dear LSCB members

The LSCB training and development sub group is currently undertaking a review of all children's safeguarding training activity, both multi and single agency training. As part of this review we will be revising the current single agency training quality assurance policy and procedure. Working Together to safeguard children 2013 recommends that LSCB'S can evidence safeguarding training quality from both single and multi agency training, which facilitates definitive understanding that partners are adequately meeting the needs of their staff to undertake individual, organisational, local and national safeguarding responsibilities. Currently CELSCB has a safeguarding training QA policy which supports partners to develop and deliver single agency training in accordance with LSCB standards.

As well as continuing to process single agency training as detailed above, the revised quality assurance process will include, agencies providing information on the following aspects of their safeguarding children training.

1. What safeguarding training is delivered?
2. How is the training delivered?
3. Have all staff received training appropriate to their position?
4. Has the training been subject to quality assurance processes, who has quality assured training?
5. How is the training data recorded, has this data been shared with the LSCB?
6. Is there evidence of impact on practice from training assessment and evaluation?  
E.g from PDP, appraisal, supervision, pre and post course evaluation and post course questionnaires.

We would be grateful therefore if you could complete the attached form and return it to LSCB training manager Vicky Moran; [www.vicky.moran@cheshireeast.gov.uk](mailto:vicky.moran@cheshireeast.gov.uk)

Yours sincerely

Ian Rush  
Independent Chair – Cheshire East Safeguarding Children Board

**SAFEGUARDING CHILDREN TRAINING AUDIT**

<b>Your Name</b>	
<b>Your Agency</b>	<b>Please note we require just one report per agency</b>
<b>Who in your agency is responsible for delivering / co-ordinating Basic Introduction to Safeguarding Children training?</b>	<b>Name Designation E mail address Telephone</b>
<b>How many staff in your whole organisation/service are based in Cheshire East</b>	
<b>How many of your staff received training in Basic Introduction to Safeguarding children between April to end March?</b>	<b>Do not include any multi agency safeguarding children training they may have attended</b>
<b>How many staff are waiting for Basic awareness/ safeguarding training.</b>	
<b>Please state how you deliver Safeguarding Children Training?</b>	
<b>Do you measure the impact that the Basic Introduction to Safeguard Children training has had on your staff's practice?</b>	<b>Please attach evidence of these measures to this reply.</b>
<b>If no; do you have any structures / systems in place in your service that could support monitoring the impact of safeguarding training on your staff's practice?</b>	<b>EG – supervision/mentors/practice managers/ other</b>
<b>Do you offer Basic Introduction to Safeguarding children training to any other agencies?</b>	<b>Yes / No</b>
<b>If you answered yes to the above please give the agency names &amp; number of staff trained during between April to end March?</b>	<b>EG – Private Care Providers</b>
<b>Has the training you deliver been quality assured by the LSCB?</b>	<b>If yes please give date</b>
<b>Do you deliver any other safeguarding training within your organisation?</b>	