

**Bolton Safeguarding Children Board**

# **Multi-Agency Training Brochure**

**April 2019 – March 2020** v1.1



Bolton  
Safeguarding  
Children

# Introduction

## **Welcome to the Bolton Safeguarding Children Board (BSCB) Multi-Agency Training Programme. 2019-2020**

Working Together to Safeguard Children (2018) states “Everyone who works with children has a responsibility for keeping them safe”.

The BSCB training programme builds on single agency training by promoting inter-agency working which is recognised as essential to protect and promote the welfare of children.

This programme has been developed by the Staff Development Working Group which contributes to the overall aims of the BSCB to safeguard and promote the welfare of children and young people in Bolton.

The Multi-Agency Training Programme is provided to support workers, volunteers and the independent sector in their responsibilities to safeguard children and young people. All the courses on offer are informed by local practice developments, the latest legislation, national guidance, local policies and procedures.

The programme is only possible due to the support and commitment of the multi-agency training pool which consists of a range of experienced practitioners who give their time to contribute to the planning, delivery and development of the programme. The BSCB would like to acknowledge and extend its sincere thanks to those agencies and colleagues who support the delivery of this training.

Information about all the multi-agency training courses is circulated to managers and organisations throughout the borough. The training programme and information on becoming a trainer is also available to download at [www.boltonsafeguardingchildren.org.uk](http://www.boltonsafeguardingchildren.org.uk)

### **Multi-agency training**

The multi-agency programme offers a range of courses at all levels from basic awareness to specialised subjects. All the courses are free to those statutory organisations and members of the voluntary, community and faith sectors whose representatives come in to contact with children, young people and their families in Bolton. To discuss any of the courses please contact the Multi-Agency Training Co-ordinator on 01204 337861 or Email [multiagencytraining@bolton.gov.uk](mailto:multiagencytraining@bolton.gov.uk) .

### **Single agency training**

The BSCB multi-agency training service may be able to offer bespoke training courses to meet any additional safeguarding needs identified by individual organisations. Please contact the Multi-Agency Training Coordinator on 01204-337861 or Email [multiagencytraining@bolton.gov.uk](mailto:multiagencytraining@bolton.gov.uk).

## Course bookings

### To attend a listed course

- Discuss the course with your manager as their approval is required.
- Bolton Council staff - Use the Oracle self-service system [Oracle](#) to complete a booking request
- External staff - complete a booking form available on the BSCB website (also on page 41) and email to Training Shared Services [tssc@bolton.gov.uk](mailto:tssc@bolton.gov.uk)

(N.B. Some courses are administered separately – information about these is provided at the beginning of the relevant section).

### Allocation of places

Places on courses are allocated to ensure an optimum mix of agency and practitioner representation.

- Two places are available to each agency.
- Additional applicants will be notified of the next available date and offered a place on a waiting list.
- If the course does not reach capacity further places may be offered to an applicant / agency.
- Successful applicants will be contacted 6 weeks before the course date. On receipt of this email applicants must confirm their attendance. Failure to do so may result in the place being withdrawn and offered to someone else.

### Cancellations

Five days' notice is expected. To cancel a session e-mail [tssc@bolton.gov.uk](mailto:tssc@bolton.gov.uk). You will be required to state the reason for cancellation.

### Resources

Applicants will be emailed resources, if required, approximately seven days prior to the training date. The delegate will need to print off the resources for the session.

### Venues

Unless stated otherwise, training is delivered at the Castle Hill Centre,

Castle Hill Centre,  
Castleton Street,  
Bolton, BL2 2JW.

### Certificates

Certificates will only be issued to those who stay for the duration of the session.

## **Special requests**

To discuss and arrange special request and individual needs please contact the Multi-Agency Training Coordinator on 01204-337861 or Email [multiagencytraining@bolton.gov.uk](mailto:multiagencytraining@bolton.gov.uk).

## **Evaluation of training**

Evaluation is vital to establish the impact and suitability of the training. You may be contacted on behalf of BSCB to complete a follow-up evaluation. However, please feel free to contact the Multi-Agency Training Coordinator to provide feedback and evaluation for any issues you feel necessary to be addressed or commented upon.

## **Self-care**

Many of the courses touch on emotive subjects. If you feel uncomfortable, please discuss this with the trainer. You will not be expected to remain on a course if you are finding the content personally stressful.

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## Getting the most out of your course

It is important that applicants apply for the right course to suit their role and level of experience/knowledge. To get the most out of the multi-agency training courses you and your manager should spend some time considering the following:

### Before the course:

#### Participant:

- Why do I want to go on the course?
- What do I want to get out of it?
- What aspects of my work will be relevant?
- Self-care: Are there any personal issues which might cause me difficulties during the course?

#### Manager:

- Why am I sending this member of staff on this course?
- What do I want them to get out of it?
- What do I want them to bring back to the team?
- What do I need to do to prepare them for the content of the course (relevant work, personal issues, etc.)?

### After the course

#### Participant:

Fill in and complete your personal development record (there is a form on the back of your certificate to help you do this).

#### Consider:

- In what way will the learning contribute to my work?
- How will I utilise and share the skills I have learned?
- Do I need to create opportunities to practise new skills?
- Do I need to consider further courses?

#### Manager:

- Review learning achieved by member of staff in supervision
- Provide opportunities for them to practise new skills and review them in supervision
- Will they benefit from further training?
- Provide opportunities for member of staff to share new skills with other staff
- Complete feedback forms regarding training

## **BSCB Training and Development Agreement**

When registering for a course it is accepted that parties are entering into this training agreement.

### **Bolton Safeguarding Children Board will:**

- E-mail you handouts to print off and bring to the training course
- Ensure you are kept informed about your place and any changes which may arise
- Provide you with up-to-date training in accordance with learning objectives set
- Ensure that special needs are met where possible
- Listen to your comments made through evaluation
- Create a safe learning environment where confidentiality will be maintained unless this impacts on the welfare of a child
- Challenge practice which may arise during training
- Record evidence of attendance
- Evaluate and review courses
- Carry out post training evaluation to determine the impact of training
- Provide certificates of attendance

### **We expect delegates to:**

- To stay for the full duration of the session
- If going to be late notify Training Shared Services on 01204 337600
- Print off and bring previously provided resources and handouts
- Provide 5 days' notice if unable to attend by emailing Training Shared Services [tssc@bolton.gov.uk](mailto:tssc@bolton.gov.uk)
- Be prompt and ready to learn.
- To share experiences and take an active part in the session
- Complete evaluation forms

### **We expect managers to:**

- Discuss and agree to the delegates booking form when appropriate
- Ensure the staff member or volunteer is released to attend pre-arranged training
- Support the staff member or volunteer after the course to facilitate learning into practice
- Ensure the delegate completes follow-up evaluations when requested

## Levels of training

The training courses are available at several levels to address the learning needs of practitioners who have different levels of contact and responsibility with children, young people and parent/carers.

(N.B. Your own professional organisation may have different levels than the ones listed below which may not relate directly to the levels of need on Bolton's Framework for Action).

### Level 1

- **Target audience:** those in regular contact or have periods of irregular but significant contact with children, young people and their parents/carers, who are able to identify concerns about the abuse and neglect of children, including safeguarding concerns that may arise from the use of the Early Help Assessment. As a minimum these staff need introductory training on how to work together to safeguard and promote the welfare of children.
- **Examples of roles:** housing 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. This list is not exhaustive.
- **Recommended training:** this level of training is relevant to all people new to working in the Bolton area, and those who need basic knowledge of safeguarding children needs or updating. Level 1 needs to be refreshed every three years.

Practitioners who are refreshing their basic awareness knowledge or have infrequent contact with children and young people can access the e-learning package through the safeguarding board website at <http://boltonsafeguardingchildren.org.uk>

### Level 2:

- **Target audience:** Workers who support families at Levels 1 and 2 of Bolton's Framework for Action with Early Help support either as a Lead Professional or delivering actions / goals on an Early Help plan. Those who call or attend Child Action Meetings.
- **Examples of roles:** Family and children centre staff, teachers and teaching staff, early intervention services, social workers, mental health and learning disability staff, probation officers, police officers, police staff and police community support officers. This list is not exhaustive.
- **Recommended training:** it is a requirement that all staff wishing to access any of the multi-agency courses at level two or above have already undertaken a level one course within the last three years which is compliant with the standard set out by Bolton Safeguarding Children Board.



### Level 3:

- **Target audience:** those people with a specific responsibility for safeguarding children and young people who need to have a thorough understanding of working together to safeguard and promote the welfare of children, including those who work with complex and/or serious cases and may attend child protection conferences and core group meetings.
- **Examples of roles:** designated safeguarding lead or named health and education professionals, police and police staff, social workers and other professionals involved in multi-agency investigations. This list is not exhaustive
- **Recommended training:** people with 'Designated' or 'Named' responsibilities for 'Child Protection' or 'Safeguarding Children' should receive refresher training every two years. These courses would also be applicable for workers with a lead or nominated role for child protection.

### Level 4:

- **Target audience:** Operational and Strategic Managers, at all levels within organisations employing staff to work with children and families, or with responsibility for commissioning or delivering services, who would benefit from specific training on multi-agency practice to safeguard and promote the welfare of children.
- **Examples of roles:** Practice Supervisors, Professional Advisers, Designated Child Protection Specialists and Service Managers. This also includes those people in agencies listed in Section 11 of the Children's Act 2004 and any other members of BSCB, School Governors and Trustees. This list is not exhaustive.

Course	Duration	Date	Times	Pg
<b>APRIL</b>				
Identifying and Tools to Deal with Neglect	½ day	Wed 3 <sup>rd</sup> Apr 2019	09:30-12:30	27
Safeguarding Young People at Risk of Sexual Exploitation	1 day	Tues 23 <sup>rd</sup> Apr 2019	09:30-16:30	36
Keeping Children Safe and Child Protection Processes - <b>Refresher</b> (Level 3)	½ day	Wed 24 <sup>th</sup> Apr 2019	09:30-13:00	17
Keeping Children Safe and the Framework for Action (Level 1)	½ day.	Thus 25 <sup>th</sup> Apr 2019	09:30-12:30	15
Working with Resistant Families	1 day	Tues 30 <sup>th</sup> April 2019 (Day 1 of 2)	09:30-16:30	39
Early Help & Child Action (Level 2)	1 day	Tues 30 <sup>th</sup> Apr 2019	09:30-16:30	16
<b>MAY</b>				
Developing a Co-ordinated Approach to Children who go Missing	½ day	Wed 8 <sup>th</sup> May 2019	09.30-12.30	23
Lead Professional	1 day	Wed 15 <sup>th</sup> May 2019	09:30-16:30	18
Keeping Children Safe and the Framework for Action (Level 1)	½ day	Tues 21 <sup>st</sup> May 2019	09:30-12:30	15
Keeping Children Safe – Child Protection Processes (Level 3)	1 day	Thurs 23 <sup>rd</sup> May 2019	09:30-16:30	17
Working with Resistant Families	1 day	Thurs 23 <sup>rd</sup> May 2019 (Day 2 of 2)	09:30-16:30	39
<b>JUNE</b>				
Identifying and Tools to Deal with Neglect	½ day	Thus 13 <sup>th</sup> June 2019	09:30-12:30	28
Early Help & Child Action (Level 2)	1 day	Fri 14 <sup>th</sup> June 2019	09:30-16:30	16
Safeguarding Children and Diversity	1 day	Tues 18 <sup>th</sup> June 2019	09:30-16:30	34
Safeguarding Young People at Risk of Sexual Exploitation	1 day	Wed 19 <sup>th</sup> June 2019	09:30-16:30	36
Domestic Abuse and Violence Awareness	½ day	Wed 26 <sup>th</sup> June 2019	09:30-12:30	24
WRAP (Work shop to Raise Awareness of Prevent)	2 hrs	Wed 26 <sup>th</sup> June 2019	09.30-11.30	20
<b>JULY</b>				
Female Genital Mutilation	½ day	Tues 2 <sup>nd</sup> July 2019	09:30-12:30	25
Child Safeguarding Practice Reviews (formerly Serious Case Reviews)	½ day	Thurs 4 <sup>th</sup> July 2019	09:30-12:30	22
MAPPA (Multi Agency Public Protection Arrangements) Including perpetrators of Domestic Abuse	½ day (p.m.)	Tues 9 <sup>th</sup> July 2019	13:30-16:30	30
Keeping Children Safe and Framework for Action (Level 1)	½ day	Tues 9 <sup>th</sup> July 2019	09:30-12:30	15

Hidden Sentence (Children and partners of prisoners)	½ day	Wed 10 <sup>th</sup> July 2019	09:30-12:30	26
Keeping Children Safe – Child Protection Processes (Level 3)	1 day	Wed 17 <sup>th</sup> July 2019	09:30-16:30	17
<b>SEPTEMBER</b>				
Safeguarding Young People at Risk of Sexual Exploitation	1 day	Thurs 12 <sup>th</sup> Sept 2019	09:30-16:30	36
Hidden Sentence (Children and partners of prisoners)	½ day	Thurs 12 <sup>th</sup> Sept 2019	09:30-12:30	26
Identifying and Tools to Deal with Neglect	½ day	Tues 17 <sup>th</sup> Sept 2019	09:30-12:30	27
Safeguarding Young People Who May be Subject to a Forced Marriage	1 day	Wed 18 <sup>th</sup> Sept 2019	09:30-16:30	35
Keeping Children Safe and Child Protection Processes <b>(Refresher - Level 3)</b>	½ day	Thurs 19 <sup>th</sup> Sept 2019	09:30-13:00	17
Managing Early Help in your Service	½ day	Tues 24 <sup>th</sup> Sept 2019	09:30-12:30	19
Keeping Children Safe and Child Protection Processes (Level 3)	1 day	Thurs 26 <sup>th</sup> Sept. 2019	09:30-16:30	17
Working with Resistant Families	1 day	Fri 27 <sup>th</sup> Sept 2019 (Day 1 of 2)	09:30-16:30	39
<b>OCTOBER</b>				
Professional Abuse – Could it happen here?	1 day	Wed 2 <sup>nd</sup> Oct 2019	09:30-17:00	31
Early Help and Child Action (Level 2)	1 day	Wed 9 <sup>th</sup> Oct 2019	09:30-16:30	16
Assessment Skills	1 day	Fri 11 <sup>th</sup> Oct 2019	09:30-16:30	21
Identifying Child Sexual Abuse	1 day	Wed 16 <sup>th</sup> Oct 2019	09:30-16:30	28
Female Genital Mutilation	½ day	Thurs 17 <sup>th</sup> Oct 2019	09:30-12:30	25
Working with Resistant Families	1 day	Fri 18 <sup>th</sup> Oct 2019 (Day 2 of 2)	09:30-16:30	39
STORM (Skills-based Training on Risk Management)	2 days	Wed 30 <sup>th</sup> Oct & Thurs 31 <sup>st</sup> Oct 2019	09:30-16:30	37
<b>NOVEMBER</b>				
Keeping Children Safe and the Framework for Action (Level 1)	½ day	Thurs 7 <sup>th</sup> Nov 2019	09:30-12:30	15
Safeguarding Children and Diversity	1 day	Fri 8 <sup>th</sup> Nov 2019	09:30-16:30	34
MAPPA (Multi Agency Public Protection Arrangements) Including perpetrators of Domestic Abuse	½ day (p.m.)	Tues 12 <sup>th</sup> Nov 2019	13:30-16:30	30
Keeping Children Safe and Child Protection Processes (Level 3)	1 day	Wed 13 <sup>th</sup> Nov 2019	09:30-16:30	17
Workshop to raise Awareness of Prevent (WRAP)	2 hrs	Thurs 14 <sup>th</sup> Nov 2019	09:30-11:30	20

Early Help & Child Action (Level 2)	1 day	Wed 20 <sup>th</sup> Nov 2019	09:30-16:30	16
Managing Allegations	½ day	Thurs 21 <sup>st</sup> Nov 2019	09:30-12:30	29
Lead Professional	1 day	Wed 27 <sup>th</sup> Nov 2019	09:30-16:30	18
Developing a Co-ordinated approach to Children who go Missing	½ day	Wed 27 <sup>th</sup> Nov. 2019	09.30-12.30	23
Roles and Responsibilities of the Designated Person	½ day	Fri 29 <sup>th</sup> Nov 2019	09:30-12:30	33
<b>DECEMBER</b>				
Identifying and Tools to Deal with Neglect	½ day	Thurs 12 <sup>th</sup> Dec 2019	09:30-12:30	27
Hidden Sentence (Children and partners of prisoners)	½ day	Thurs 12 <sup>th</sup> Dec 2019	09:30-12:30	26
<b>JANUARY</b>				
Early Help and Child Action (Level 2)	1 day	Tues 14 <sup>th</sup> Jan 2020	09:30-16:30	16
Managing Allegations	½ day	Wed 15 <sup>th</sup> Jan 2020	09:30-12:30	29
Keeping Children Safe and the Framework for Action (Level 1)	½ day	Fri 17 <sup>th</sup> Jan 2020	09:30-12:30	15
Keeping Children Safe and Child Protection Processes <b>(Refresher - Level 3)</b>	½ day	Wed 22 <sup>nd</sup> Jan 2020	09:30-13:00	17
Safeguarding Young People at Risk of Sexual Exploitation	1 day	Thurs 23 <sup>rd</sup> Jan 2020	09:30-16:30	36
Early Help (Schools)	½ day	Wed 29 <sup>th</sup> Jan 2020	09:30-12:30	40
Raising Awareness of Teenage Domestic Abuse	½ day	Wed 29 <sup>th</sup> Jan 2020	09:30-12:30	38
Roles and Responsibilities of the Designated Person	½ day	Fri 31 <sup>st</sup> Jan 2020	09:30-12:30	33
<b>FEBRUARY</b>				
Lead Professional - Schools	½ day	Wed 5 <sup>th</sup> Feb 2020	09:30-12:30	40
Professional Abuse – Could it happen here?	1 day	Thurs 6 <sup>h</sup> Feb 2020	09:30-17:00	31
Keeping Children Safe and the Framework for Action (Level 1)	½ day	Tues 11 <sup>th</sup> Feb 2020	09:30-12:30	15
Female Genital Mutilation	½ day	Wed 12 <sup>th</sup> Feb 2020	09:30-12:30	25
Keeping Children Safe and Child Protection Processes (Level 3)	1 day	Thurs 13 <sup>th</sup> Feb 2020	09:30-16:30	17
Child Safeguarding Practice Reviews (formerly Serious Case Reviews)	½ day	Fri 14 <sup>th</sup> Feb 2020	09:30-12:30	22
Early Help and Child Action (Level 2)	1 day	Tues 25 <sup>th</sup> Feb 2020	09:30-16:30	16
Identifying Child Sexual Abuse	1 day	Thurs 27 <sup>th</sup> Feb 2020	09:30-16:30	28

**MARCH**

Managing Early Help - Schools	½ day	Wed 4 <sup>th</sup> Mar 2020	09:30-12:30	40
Keeping Children Safe and Child Protection Processes (Level 3)	1 day	Tues 10 <sup>th</sup> Mar 2020	09:30-16:30	17
STORM (Skills-based Training on Risk Management)	2 days	Wed 11 <sup>th</sup> Mar & Thurs 12 <sup>th</sup> Mar 2020	09:30-16:30	37
Recognising and Responding to Domestic Abuse	1 day	Thurs 26 <sup>th</sup> Mar 2020	09:30-16:30	32

**ADDITIONAL TRAINING**

You will find links to the following E-learning packages at

<http://boltonsafeguardingchildren.org.uk>

- Keeping Children Safe and the Framework for Action (Level1)
- Female Genital Mutilation (FGM)
- Channel Awareness (PREVENT Radicalisation)
- Child Sexual Exploitation

# Core Safeguarding Courses

## ***E-Learning – Keeping Children Safe and the Framework for Action***

This E-learning underpins and mirrors the 3-hour face to face “Keeping Children Safe and the Framework for Action (Level 1)”. This needs to be refreshed every three years.

If you have completed this session you will not be required to attend the face-to-face 3-hour course.

### **Target group:**

- All staff that need to refresh their knowledge and understanding at Level 1.
- Staff that come into regular contact or have periods of contact with children, young people, parents or carers including the voluntary, independent and private sectors.
- Staff that are not in regular contact with children and young people and require or would like safeguarding training.

**Course duration:** Approximately 1 ½ to 2 hours

**Dates:** Accessible throughout the year.

### **Course objectives:**

On completion of this course you will be able to:

- Identify some of the main signs and indicators of child abuse
- Recognise your responsibility to respond to concerns appropriately
- Access Bolton’s Framework for Action procedures
- Identify further safeguarding training needs

The E-learning package can be accessed online at [www.boltonsafeguardingchildren.org.uk](http://www.boltonsafeguardingchildren.org.uk)

## **Keeping Children Safe and the Framework for Action (Level 1)**

**Target group:** : All staff that come into regular contact or have periods of irregular contact with children, young people, parents or carers during the course of their work, including staff from the voluntary, independent and private sectors.

(N.B. You will need to renew your certification every three years. Staff that need or wish to refresh their knowledge and understanding at Level 1 more can access the E-Learning provision at [www.boltonsafeguardingchildren.org.uk](http://www.boltonsafeguardingchildren.org.uk) .

**Course duration:** Half day

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
25 April 2019	09:30 – 12:30	Castle Hill
21 May 2019	09:30 – 12:30	Castle Hill
9 July 2019	09:30 – 12:30	Castle Hill
7 Nov 2019	09:30 – 12:30	Castle Hill
17 Jan 2020	09:30 – 12:30	Castle Hill
11 Feb 2020	09:30 – 12:30	Castle Hill

### **Course objectives:**

On completion of this course you will be able to:

- Identify some of the main signs and indicators of child abuse,
- Recognise your responsibility to respond to concerns appropriately
- Access Bolton’s Framework for Action
- Identify further safeguarding training needs

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## **Early Help and Child Action (Level 2)**

**Target group:** staff who work regularly with children, young people and their families at the Early Help Level 1 and 2 of the Framework for Action, who will have to complete an Early Help Assessment and call or attend Child Action Meetings.

**Course duration: Full Day**

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
30 April 2019	09:30 – 16:30	Castle Hill
14 June 2019	09:30 – 16:30	Castle Hill
9 Oct 2019	09:30 – 16:30	Castle Hill
20 Nov 2019	09:30 – 16:30	Castle Hill
14 Jan 2020	09:30 – 16:30	Castle Hill
25 Feb 2020	09:30 – 16:30	Castle Hill

**Course objectives:** On completion of this course you will:

- Identify what safeguarding at Level 2 on the Framework for Action means
- Introduce and refresh knowledge of Level 2 processes including the Early Help, Child Action Meetings and Step Up/Step Down Processes
- Identify the benefits of Early Help for children, families and practitioners
- Consider your role and responsibilities at Level 2

**Key Learning:** On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**Pre-course requirements:**

It is a requirement that people will already have undertaken the Keeping Children Safe and Framework for Action Level 1 in the last 3 years.

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**



## ***Keeping Children Safe: Child Protection Processes*** ***(Level 3/4 on the Framework for Action)***

**Target group:** All staff who work directly with children and young people with a specific lead responsibility for safeguarding and promoting the welfare of children within their organisation or setting.

The session is aimed at practitioners who have designated named/lead responsibilities for safeguarding children and young people and who may have to attend a Child Protection Conference and Core Group meetings.

Delegates will be expected to have a basic knowledge of safeguarding issues including the Early Help Processes at Level 2 on the Framework for Action

**Course objectives:**

On completion of this course you will:

- Be able to identify those children who should be referred to children's social care
- Know about the Child Protection Process – S47 investigation and strategy meetings
- Understand your role and responsibilities within the Child Protection Process
- Understand your contribution to Initial and Review Child Protection Conferences
- Be effective in developing the child protection plan and contributing to core group meetings

<b>Date</b>	<b>Time</b>	<b>Venue</b>
23 May 2019	09:30 -16:30	Castle Hill Centre
17 July 2019	09:30 -16:30	Castle Hill Centre
26 Sept 2019	09:30 -16:30	Castle Hill Centre
13 Nov 2019	09:30 -16:30	Castle Hill Centre
13 Feb 2020	09:30 -16:30	Castle Hill Centre
10 March 2020	09:30 -16:30	Castle Hill Centre

## ***Keeping Children Safe: Child Protection Processes - Refresher*** ***(Level 3/4 on the Framework for Action)***

**Target group:** This is for that staffs who have previously attended the full day course and need to update and refresh their training to meet professional and statutory requirements. The course objectives remain the same.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
24 April 2019	09:30 -13:00	Castle Hill Centre
19 Sep 2019	09:30 -13:00	Castle Hill Centre
22 Jan 2020	09:30 -13:00	Castle Hill Centre

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***The Lead Professional Role***

**N.B. There is a specific Lead Professional Course for schools' details on 40.**

**Target group:** those people who may undertake the Lead Professional role and have an understanding of the Early Help Process regarding the Early Help Assessment.

**Pre-course requirements:**

It is a requirement that people will already have undertaken the Early Help and Child Action at Level 2 training.

**Course duration: Full Day**

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
15 May 2019	09:30 – 16:30	Castle Hill
27 Nov 2019	09:30 – 16:30	Castle Hill

**Course objectives:**

On completion of this course you will:

- Understand the Lead Professional role
- Recognise roles and responsibilities of Lead Professionals
- Understand issues relating to communicating with parents and a wide range of agencies
- Develop strategies to deal with barriers to the Lead Professional role process
- Recognise when to ask for additional support
- Be able to identify what support is available for Lead Professionals

**Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## **Managing Early Help in your Service**

**Target Group:** Service Managers, Team Leaders, Pastoral Leaders in schools

This course will inform and support managers to ensure that Early Help processes are established and delivered in their services to enable staff teams to deliver early help to children, young people and families.

**Course duration:** Half Day

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
24 September 2019	09:30 – 12:30	Castle Hill

**Course objectives:**

On completion of this course you will:

- Understand what Early Help processes are
- Understand the relevance and benefits of using these processes to deliver Early Help to children, young people and families
- Be able to identify Manager/Team Leader responsibilities to manage and be able to monitor these processes
- Be aware of Quality Assurance materials and how they can be used to improve integrated working

**Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## **Workshop to Raise Awareness of Prevent (WRAP)**

**Target Group:** Children Services.

Prevent is part of the UK's counter terrorism strategy, preventing people from becoming involved in terrorism or supporting terrorism.

**Course duration:** Two hours

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
26 June 2019	09:30 – 11:30	Castle Hill
14 Nov 2019	09:30 – 11:30	Castle Hill

### **Course objectives:**

On completion of this course you will:

- Describe who may be vulnerable to terrorism
- Understand why some people are able to influence and manipulate others to commit crimes
- Recognise when a vulnerable individual may need your help
- Have an awareness on what help and support looks like in Bolton

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

# Specific Safeguarding Courses

## Assessment Skills

**Target group:** those people working on a regular basis with children and young people who may be involved in undertaking holistic and child centred assessments. This is a skill-based course designed to enhance and develop workers existing practice.

**Course duration:** Full Day

DATES	TIME	VENUE
11 October 2019	09:30 – 16:30	Castle Hill

**Course objectives:** On completion of this course you will be able to:

- Recognise the key principles of assessment
- Discuss and develop assessment skills including observation and analysis
- Consider what communication skills are needed to work effectively with families
- Identify factors affecting assessments
- Record assessments and share information in line with guidance and legislation

**Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## **Child Safeguarding Practice Reviews** (Formerly Serious Case Reviews)

**Target group:** Those people who work regularly with children and young people and require a higher level of expertise and a fuller understanding of working together requirements to identify and assess concerns and then to plan, undertake and review actions and interventions.

It is expected that staff will have previously completed the Keeping Children Safe – Child Protection Processes Level 3 or the Schools Designated Person course within the last two years.

(Health Warning: this course will be considering some of the worst cases of child abuse).

**Course duration: Half Day**

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
4 July 2019	09:30 – 12:30	Castle Hill
14 Feb 2020	09:30 – 12:30	Castle Hill

### **Course objectives:**

On completion of this course you will be able to:

- Know the relevant functions of the Bolton Safeguarding Children Board in relation to Serious Case Reviews
- Describe the criteria and purpose of a Child Safeguarding Practice Review outlined in Working Together 2018
- Understand the themes from national and local Child Safeguarding Practice Review
- Identify how the lessons learned from Child Safeguarding Practice Review impact on your practice

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***Developing a Coordinated Approach to Children who go Missing***

**Target group:** Practitioners who work with children who have been reported missing or are likely to go missing. This could be social workers, youth workers or workers from specialist services that work with children and families, pastoral school staff.

**Course duration:** Half Day

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
08 May 2019	09:30 – 12:30	Castle Hill
27 Nov 2019	09:30 – 12:30	Castle Hill

### **Course objectives:**

Practitioners in all services will be aware of the risk indicators in relation to children who go missing; understand the processes and provision in place in Bolton to support children who go missing and the role they must play in safeguarding these children.

- Know what 'missing' means in relation to legislation and guidance
- Be able to identify risks and vulnerabilities of children who are missing
- Be able to describe why children go missing
- Consider what you can do to prevent or reduce the risks related to children going missing

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***Domestic Abuse and Violence Awareness***

**Target group:** practitioners/teaching practitioners /volunteers who may be working with children and young people where domestic abuse is an issue.

**Course duration:** Half Day

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
26 June 2019	09:30 – 12:30	Castle Hill

**Course objectives:**

On completion of this course you will be able to:

- Identify how domestic abuse impacts individuals, children and young people
- List reasons why women sometimes return to abusive relationships
- Identify tools available to assess risk where domestic abuse is a key factor
- Explore and define interventions and services for women and children affected by domestic abuse

**Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**



## **Female Genital Mutilation**

**Target Group:** Practitioners/volunteers who would like to feel more confident and knowledgeable about this much hidden practice to support them in their work with children, young people, groups and families.

**Course Duration:** Half Day

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
2 July 2019	09:30 - 12:30	Castle Hill
17 October 2019	09:30 - 12:30	Castle Hill
12 Feb 2020	09:30 - 12:30	Castle Hill

### **Learning Objectives:**

On completion of this course you will be able to:

- Recognise how personal and professional beliefs and attitudes can have an impact when working with families and on multi-agency working
- Gain an appreciation of the need for better communication and information sharing to support good safeguarding in this area
- Have greater awareness of risk factors, including knowing how to assess risk and where to access support
- Learn more about legislation and guidance, and how these affect practice

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***Hidden Sentence: Children and Partners of Prisoners***

**Target Group:** Those people who work regularly with children young people and families who are or may be impacted upon by an offenders journey through arrest, court and prison. To fully understand the stigma, emotional and practical issues that present themselves due to imprisonment of a another ( parent or carer). Raise awareness and require a fuller understanding to identify, assess and support concerns.

**Course Duration: Full Day**

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
10 July 2019	09:30 – 12:30	Castle Hill
12 Sept 2019	09:30 – 12:30	Castle Hill
12 Dec 2019	09:30 – 12:30	Castle Hill

**Course Objectives:**

By the end of the session you will have:

- Examined perceptions and understand the associated stigma when a family is in prison
- Deconstructed the offender's journey and analysed the impact of the judicial system on children and families
- An awareness of tools and support for children and families
- A full understanding of the stigma, emotional and practical issues that present themselves due to imprisonment

**Key Learning**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***Identifying and Tools to Deal with Neglect***

**Target group:** this course is for all staff that are working with children and young people who are able to recognise and work with families where neglect is a concern.

This is a skills-based session to introduce assessment tools to support your work with children and families where neglect is a concern.

**Course duration: Full day**

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
3 Apr 2019	9:30 - 12.30	Castle Hill
13 June 2019	9:30 - 12.30	Castle Hill
17 Sept 2019	9:30 -12.30	Castle Hill
12 Dec 2019	9:30 -12.30	Castle Hill

### **Course objectives:**

On completion of this course you will be able to:

- Understand the impact of neglect on the development of children and young people
- Identify tools and skills to support your work with children and families around neglect
- Understand the role and responsibilities of the professionals involved with the children
- Explain positive intervention with neglectful families and align to Early Help and Bolton's Framework for Action

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***Identifying Child Sexual Abuse***

**Target Group:** all staff in a variety of settings who may be working directly or indirectly with children who have been or are at risk of sexual abuse.

**Course Duration:** Full Day

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
16 Oct 2019	09:30 – 16:30	Castle Hill
27 Feb 2020	09:30 – 16:30	Castle Hill

**Course Objectives:**

By the end of the session you will be able to:

- describe age appropriate sexual behaviour
- Identify the signs and indicators of sexual abuse and identify those children at risk
- Recognise the actions and behaviour of the perpetrator
- Recognise the impact of sexual abuse on a child
- Understand the role and responsibilities of the professionals involved with the children

**Key Learning**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD
- 

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***Managing Allegations***

**Target group:** This course is suitable for managers, designated/safeguarding leads across the children's workforce who work directly with children, including staff from the voluntary, independent and private sectors.

**Course duration:** Half Day

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
21 Nov 2019	09:30 –12:30	Castle Hill
15 Jan 2020	09:30 –12:30	Castle Hill

**Course objectives:**

On completion of this course you will be able to:

- Understand why allegations occur
- Understand how to deal with an allegation made against a member of staff – know what to do and what not to do
- Understand how to access appropriate support and guidance
- Understand how this links to safeguarding, safer recruitment and your policies

**Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## **MAPPA** **(Multi-Agency Public Protection Arrangements)**

**Target Group:** This awareness training is aimed predominantly social workers in all teams who may be required to contribute directly to the MAPPA process, also practitioners from all partner agencies including third, public and private sector who feel an awareness of MAPPA would be useful.

To raise awareness of MAPPA (multi agency public protection arrangements) for managing sexual and violent offenders in the community e.g. how custodial sentences work, parole processes, licence conditions, community orders

**Course Duration: Half Day**

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
9 July 2019	13:30-16:30	Castle Hill
12 Nov 2019	13:30-16:30	Castle Hill

### **Course Objectives:**

On completion of this course you will be able to:

- Describe the purpose of MAPPA
- Explain how to identify MAPPA offenders
- Identify how MAPPA links with safeguarding
- Identify your responsibility within the MAPPA process

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## **Professional Abuse – Could it happen here?**

**Target Group:** managers, designated/safeguarding leads from across the children’s workforce including schools, head teachers, deputy head teachers, nursery owners, managers of early years and staff from the voluntary, independent and private sectors.

Delegates should be assured that they are in a sufficient senior position to inform and participate in any self –audit, disseminate this information and highlight/challenge any poor practice.

### **Pre-Course requirements:**

- It is desirable that delegates have already attended the Managing Allegations training **or** will attend the session following this course at the next available session.
- This session includes some pre-course reading and a brief self-audit of policies and procedures in relation to professional abuse which will inform next steps beyond this.

### **Course Duration: Full Day**

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
2 October 2019	09:30 – 17:00	Castle Hill
6 February 2020	09:30 - 17:00	Castle Hill

### **Course Objectives:**

On completion of this course you will:

- Understand additional requirements to embed a safeguarding culture and guard against professional abuse
- Have a raised awareness in what a safe organisation/setting looks like
- Be able to self – audit your setting against this bench mark
- Understand barriers to safe working
- Understand potentiators for possible offenders
- Understand how to deal with an allegation made against a member of staff
- Understand how to access appropriate support and guidance

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***Recognising and Responding to Domestic Abuse***

**Target Group:** this course is intended for practitioners and managers who have contact with children and families where there are domestic abuse and child protection issues and require more in-depth knowledge of Domestic Abuse. It is expected that participants will already have attended the half day awareness session.

**Course Duration: Full Day**

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
26 March 2020	09:30 –16:30	Castle Hill

### **Objectives:**

On completion of this course you will be able to:

- Demonstrate an understanding of the MARAC process
- Identify the importance of collaborative working practices
- List the reasons why domestic abuse impacts on all victims in wide range of cultures and determine some of the barriers to seeking help
- Use tools and plan effectively to support families where domestic abuse is a key factor
- Demonstrate an understanding of the importance of safety planning for children and young people
- List appropriate intervention tools including Early Help
- Develop an awareness around the effects of domestic abuse on children and their families

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**



## ***Roles and Responsibilities of the Designated Person/Safeguarding Lead (Multi-Agency)***

**Target group:** those staff with a specific lead responsibility for safeguarding and promoting the welfare of children and young people within their organisation or setting. It is aimed at those practitioners with Designated Named/Safeguarding Lead responsibilities for safeguarding children and young people.

(N.B. There is an expectation delegates have already completed BSCB Level 1, 2 and 3 Keeping Children Safe Courses).

**Course Duration: Half Day**

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
29 Nov 2019	09:30 – 12:30	Castle Hill
31 Jan 2020	09:30 – 12:30	Castle Hill

### **Course Objectives:**

On completion of this course you will:

- Describe the role of the Designated/Safeguarding Lead
- Enhance your understanding of the role and responsibilities as the Designated Person /Safeguarding Lead
- Identify ways the Designated Person/Safeguarding Lead can support staff
- Know how to access appropriate support and guidance

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***Safeguarding Children and Diversity***

**Target group:** those people working regularly with children and their families from abroad or diverse communities who require an understanding of how cultural factors may impact on safeguarding.

**Course duration:** Full Day

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
18 June 2019	09:30 – 16:30	Castle Hill
8 Nov 2019	09:30 – 16:30	Castle Hill

### **Course objectives:**

On completion of this course participants will have:

- Considered individual and family identities in the context of safeguarding children
- Developed communication skills in relation our changing community
- Identified solutions to safeguarding children from different backgrounds

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***Safeguarding Young People who are at Risk of a Forced Marriage***

**Target group:** those people working regularly with young people who may be subject to a Forced Marriage.

**Course duration:** Full Day

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
18 Sept 2019	09:30 – 16:30	Castle Hill

### **Course objectives:**

On completion of this course you will have:

- Raised your awareness of the cultural context of forced marriages and explore some of the myths
- Increased knowledge of local and national guidance and legislation
- Recognised the signs of forced marriage and know how to respond
- Be aware of what services exist to help victims of forced marriage
- Understand the role of other professionals
- Understand your roles and responsibilities in responding to forced marriages

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***Safeguarding Young People who are at Risk of Sexual Exploitation***

**Target group:** those people working regularly with young people and their families who may be vulnerable to Sexual Exploitation.

**Course duration:** Full Day

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
23 April 2019	09:30 – 16:30	Castle Hill
19 June 2019	09:30 – 16:30	Castle Hill
12 Sept 2019	09:30 – 16:30	Castle Hill
23 Jan 2020	09:30 – 16:30	Castle Hill

### **Course objectives:**

On completion of this course you will be able to:

- Develop an understanding of the issues relevant to sexual exploitation
- Recognise what makes some young people more vulnerable to sexual exploitation
- Describe the risk indicators around sexual exploitation
- Follow Bolton’s Safeguarding procedure and guidance for young people when they are at risk of sexual exploitation

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## **STORM**

### ***(Skills-based Training on Risk Management)***

**Target group:** All professionals working on an on-going basis with children and young people who may be at risk of self-harm or suicidal behaviour.

(N.B. You will be expected to practice interview techniques in role play which will be on video as part of the course)

**Course duration: 2 Full Days**

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
30 Oct 2019 (day 1 of 2)	09:30 – 16:30	Castle Hill
31 Oct 2019 (day 2 of 2)	09:30 – 16:30	Castle Hill

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
11 March 2020 (day 1 of 2)	09:30 – 16:30	Castle Hill
12 March 2020 (day 2 of 2)	09:30 – 16:30	Castle Hill

#### **Course objectives:**

By the end of the course you will be able to:

- Identify signs and symptoms of suicidal intent and assess degree of risk
- Understand basic crisis management and problem-solving techniques and how to apply them
- Employ interview techniques which you will practice on the course

#### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## ***Teenage Domestic Abuse: Raising Awareness***

**Target Group:** Practitioners/volunteers who would like to feel more confident working with groups/families where Teenage Domestic Abuse is an issue

**Course Duration:** Half Day

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
29 January 2020	09:30 – 12:30	Castle Hill

### **Learning Objectives:**

On completion of this course you will have:

- Raised your awareness of teenage domestic abuse
- Identified reasons and causes of teenage domestic abuse
- Understood your role and responsibilities to responding to teenage domestic abuse
- Identified the services and agencies who can give additional support

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## **Working with Resistant Families**

**Target group:** this is a skills-based course for staff and managers who work directly with children and families who are resistant or difficult to engage. This course aims to develop knowledge and skills around working with resistant families.

**Course duration: 2 Full Days**

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
30 April 2019 (day 1 of 2)	09:30 – 16:30	Castle Hill
23 May 2019 (day 2 of 2)	09:30 – 16:30	Castle Hill

<b>DATES</b>	<b>TIME</b>	<b>VENUE</b>
27 Sept 2019 (day 1 of 2)	09:30 – 16:30	Castle Hill
18 Oct 2019 (day 2 of 2)	09:30 – 16:30	Castle Hill

### **Course objectives:**

On completion of this course you will be able to:

- Describe the concepts of engagement and resistance
- Practice a range of skills to help improve family engagement
- Identify 'what works' with resistant families

### **Key Learning:**

On completion of this course you will have also developed:

- Your knowledge of local and national guidance
- The Common Core of Skills and Knowledge
- Evidence towards your CPD

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**

## **Early Help Training for School Staff**

**Target group: School staff** who are working with children, young people and their families at the Early Help level on Bolton's Framework for Action, who will have to complete an Early Help Assessment and call or attend a Child Action Meeting

The training focuses on the Early Help processes as outlined on Bolton's Framework for Action and Working Together 2018

This training will consist of 3 half day sessions specifically for school staff

**All course duration: Half Day – 9:30 – 12:30**

### **Early Help Processes - Schools**

**Date: 29<sup>th</sup> January 2020**

This session is for school staff who will undertake Early Help Assessments and Action Plans with parents at Level 1&2 of Bolton's Framework for Action. This session will cover:

- Introduction to the Early Help processes and identification of the benefits for children/families and practitioners
- What makes a good Early Help Assessment
- Roles and responsibilities

### **Lead Professional Role - Schools**

**Date: 5<sup>th</sup> February 2020**

This session is for staff that are undertaking the Lead Professional role at level 2 of Bolton's Framework for Action – this session builds on the Early Help Processes session. The course covers:

- An understanding of the Lead Professional role
- Identifies how the LP role fits with Child Action Meetings (CAMs)
- Provides information on how to record CAMs on the Early Help form
- Transitions – how to ensure a seamless service for children and families

### **Managing Early Help - Schools**

**Date: 4<sup>th</sup> March 2020**

This session is for Safeguarding Leads and those who are responsible for ensuring that the school meets its Early Help duties in relation to Working Together 2015 and Keeping Children Safe in Education 2016 the session covers:

- An over view of the Early Help Processes in relation to statutory guidance and your school's responsibilities
- Identification of the relevance and benefits of the Early Help for families
- Consideration of how to manage and monitor Early Help in your school

**All delegates are expected to stay for the duration of the session unless an emergency arises. Any delegate that does leave before the end of the session will not receive their certificate and will need to attend another session.**



## BSCB Multi-Agency Training Programme TSSC3 Training Request Form

**COURSE DETAILS** – please email the completed form to: [tssc@bolton.gov.uk](mailto:tssc@bolton.gov.uk)

Course Title:

Course Date:

### APPLICANT DETAILS

First Name:

Surname:

Job Title:

Organisation Name:

Correspondence Address:

Post Code

Email:

Contact Number:

### MANAGER CONTACT DETAILS

Name:

Job Title:

Contact Number:

Email:

**Please return form to the Training Shared Service Centre (TSSC):**

Email: [TrainingSharedServiceCentre@bolton.gov.uk](mailto:TrainingSharedServiceCentre@bolton.gov.uk) Tel: 01204 337600

Address: Castle Hill Centre,  
Castleton Street,  
Bolton, BL2 2JW

### What happens next?

- Applications are considered in line with BSCB selection criteria to ensure a mix of agencies.
- You will be advised if you have been allocated a place approximately one month before the course date.

# Bolton Safeguarding Children Board

## TRAINERS WANTED for BSCB Training Pool

Are you an experienced practitioner working with children and families? Then being a part of the BSCB Training Pool is a fantastic opportunity to:

- Develop your CPD knowledge through training other practitioners across the Children's Workforce
- Ensure you are keeping yourself updated on the various changes on legislation, policies and procedures.
- Meet a variety of Multi-Agency Professionals giving you an insight into how other agencies approach the subject of Safeguarding
- Support other professionals to protect and safeguard children by sharing your knowledge and experience
- Give you an opportunity to work collaboratively with practitioners from other agencies
- Help you develop your teaching and training skills with the support of the Multi-Agency Trainer
- Make a positive difference to the lives of children and young people within Bolton

## BSCB Multi Agency Training Pool would like to hear from you!

Training Pool Members must be able to commit to delivering up to 4 days' training per year. New trainers observe, shadow and train with a co-trainer. You will have the opportunity to attend a two day 'Train the Trainer' session if required.

If you would like to express an interest in joining the Multi-Agency Training Pool please contact the Multi-Agency Training Officer on 01204 337861 for an informal discussion.



Bolton  
Safeguarding  
Children

If you have any comments or feedback for next years' Training Brochure, then please email [multiagencytraining@bolton.gov.uk](mailto:multiagencytraining@bolton.gov.uk)