The availability of high quality and effective inter-agency learning and development is a crucial part of the Local Safeguarding Children’s Board statutory duties, and one which is taken very seriously in Rotherham by all partner members of the Board.

Both RLSCB and employers are responsible for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding children and promoting children’s welfare. Employers should therefore support the different learning and development requirements of their employees by supporting active participation in the activity outlined in subsequent chapters.

As part of our new Learning and Improvement Framework, we have committed to retain the staff “groups” first published in Working Together 2010, as we think these help build an accessible and transparent framework for learning and development provision.

There are clear expectations relating to people’s behaviour whilst attending learning and developments, such as:

- Behaving in an appropriate and professional manner at all times: any behaviour which is deemed to be aggressive, disrespectful, violent or intimidating will not be tolerated. Any attendee who displays such behaviour will be asked to leave and their line manager made aware of the concerns relating to their behaviour.

- The use of inappropriate comments: If any comments made cause concern with regard to safeguarding issues this will be challenged and will also be passed to line managers and/or safeguarding professionals for their consideration.

- All attendees are expected to be active learners: everyone has a responsibility to be respectful and to also participate. Additionally, all attendees must observe any health and safety information provided to them at training.

In breaching one of the above, or similarly in failing to attend a scheduled learning event without 48 hours prior notification of non-attendance to the RLSCB Learning & Development administrator, RLSCB reserves the right to charge the individual’s employer. The calculated average cost per delegate per day is £28.00 for those staff employed in a partner already contributing to the RLSCB partnership budget. The cost for non-attendance may be higher for staff from those agencies who do not already contribute to RLSCB.

To ensure you have the most up to date version of this directory, please visit: www.rotherham.gov.uk/safeguardingchildren

We look forward to helping you learn and develop,

Warren Carratt
Service Manager - RLSCB
Chapter 1: Safeguarding Staff Groups & Competencies

In 2013, the Government published a refresh of the statutory guidance for agencies and RLSCBs in regard to safeguarding practices, Working Together to Safeguard Children. Unlike the previous version (2010), this publication does not include prescription for how local areas define the workforce and subsequently determine learning and development need. However, it does put a duty on LSCBs to publish a “Learning and Improvement Framework”.

In Rotherham’s Learning & Improvement Framework, we have retained the model used in Working Together 2010 and have kept 8 categories, called groups, which staff will be associated with or qualify for. For the purposes of this interagency Learning & Development Prospectus, only groups 3 - 8 are included as learning and development for groups 1 & 2 is a single agency responsibility which the RLSCB will quality assure.

Whilst the structure of the groups can be quite confusing, it is seen as a model of best practice and has worked successfully in Rotherham for the last few years; therefore the following is an attempt to simplify the guidance.

As the groups escalate from 1 - 8, the eligibility of staff to “qualify” for that group narrows as specific, specialist knowledge increases. Therefore, Group 1 is relevant to a much wider range of staff than Group 2 and so on, though the learning and development at each level is not incremental in all cases, e.g. it is not a prerequisite for staff in Group 5 to have undertaken the interagency training for Groups 3 - 4, as by the very nature of the roles in Group 5, there is an expected level of knowledge and skills in safeguarding practice that assumes the competencies identified for lower groups has been met as a matter of course.

This means that – when trying to determine what learning and development is right for you – you need to ensure you check the different groups outlined overleaf, as your role may appear in more than one, which has an impact on the learning and development you need to undertake to comply with our local policies and procedures.

The following diagram explains this in relation to the relevant chapter:

Access to all of the learning and development outlined in this prospectus is free at the point of entry. The RLSCB have developed a cost recovery charge where delegates who do not attend on the day without prior notification may be required to pay a financial penalty. This is explained in greater detail during the booking process.

**Group 3**
This refers to members of the workforce 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 includes the following job roles:

- Head teachers; Teachers; Providers of extended schools activities; Learning Mentors; Behaviour & Support Teams; 14-19 Providers; Educational Psychologists; EWOs; Health Visitors; School Nurses; Children’s Nurses; Sick Children’s Nurse; Child Psychologists; CAMHS workers; Paediatricians; Children’s Allied Health Professionals; Midwives; Gynaecological nurses and counsellors; orthopaedic staff (nursing and medical); A&E staff; Ophthalmic staff; Gynaecological and Urinary medical staff; children’s sessions day surgery staff; anaesthetists who work with children; Paediatricians; Children’s Social Workers; CAFCASS Advisers; Youth Workers; Youth Offending Teams; PYPPOs and Police in child protection roles; Managers or deputies in Playgroups; Children’s Centres, Day Nurseries, Nursery Schools, Nursery classes in primary schools, Registered childminders and nannies.

The mandatory learning & development requirement for group 3 staff is the same as those of group 3 (included in chapter 2) of this prospectus; and additionally those outlined in chapter 4.

All staff in this group also have access to the learning and development identified in chapter 3, dependant on their role.

**Group 4**
This refers to members of the workforce who have particular responsibilities in relation to undertaking section 47 enquiries, including professionals from health, education, police and children’s social care; those who work with complex cases and social work staff responsible for co-ordinating assessments of children in need. This includes the following job roles:

- Head teachers or designated safeguarding leads; Designated Lead school governor; EWOs; Health Visitors; School Nurses; Children’s Nurses; Sick Children’s Nurse; Midwives; Gynaecological nurses and counsellors; orthopaedic staff (nursing and medical); A&E staff; Ophthalmic staff; Gynaecological and Urinary medical staff; children’s sessions day surgery staff; anaesthetists who work with children; Paediatricians; Children’s Social Workers; CAFCASS Advisers; Youth Workers; Youth Offending Teams; PYPPOs and Police in child protection roles; Managers or deputies in Playgroups; Children’s Centres, Day Nurseries, Nursery Schools, Nursery classes in primary schools, Registered childminders and nannies.

The mandatory learning & development requirement for group 4 staff is the same as included in chapter 2 of this prospectus; however staff in this group also have access to the learning and development identified in chapter 3, dependant on their role.

---

**Table: Learning & Development Groups & Competencies**

<table>
<thead>
<tr>
<th>Group 3 Core Workshop (Chapter 2)</th>
<th>Group 4 Core Workshop (Chapter 4)</th>
<th>Group 3 &amp; 4 Core Refresher Workshop (Chapters 3 &amp; 4)</th>
<th>Safeguarding Leads Master Classes (Chapters 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory for staff in Group 3</td>
<td>Mandatory for staff in Group 4</td>
<td>Optional for staff in this group</td>
<td>Mandatory for staff in this group</td>
</tr>
</tbody>
</table>

All staff are eligible for those optional workshops included in Chapter 3.
Groups 5 & 6

This refers to professional advisors, named and designated lead professionals. This includes the following job roles:

Independent Conference Chairs; Safeguarding Unit Manager and assistants; Safeguarding Board Manager and special advisors; Named Nurse, Designated Nurse, Named Doctor, Designated Doctor, Named Paediatrician; and named safeguarding leads for Early Years, Youth Service, Schools & FE institutions, Voluntary and community organisations, Police & Probation, Social Work Team Managers; Social Work Service Managers; Social Work Practice Educators/Supervisors; Safeguarding Unit staff; Health children’s services managers, Police CPU/PYPPO managers; HR Managers recruiting in a children & young people’s setting.

The safeguarding competencies for staff in groups 5 & 6 staff is the same as those in group 3 (included in chapter 2) of this prospectus; and additionally those outlined in chapter 5. Not all of the Master classes are mandatory for professionals in Groups 5 & 6, however it is expected that each individual will attend at least one of the available master classes per year.

All staff in this group also have access to the learning and development identified in chapter 3, dependant on their role.

Chapter 2:

Group 3 Mandatory Learning & Development

Head teachers; Teachers; Providers of extended schools activities; Learning Mentors; Behaviour & education Support Teams; 14-19 Providers; Educational Psychologists; EWOs; Health Visitors; School Nurses; Children’s Nurses; Sick Children’s Nurse; Child Psychologists; CAMHS workers; Paediatricians; Children’s Allied Health Professionals; Midwives; Gynaecological nurses and counsellors; orthopaedic staff (nursing and medical); A&E staff; Ophthalmic staff; Gynaecological and Urinary medical staff; children’s sessions day surgery staff; anaesthetists who work with children; Teenage Pregnancy workers; Parenting Practitioners; Newly Qualified Children’s Social Workers; CAFCASS Advisers; Foster Carers; Outreach and FSW; Managers and staff in family centres; day centres and residential children’s homes; Portage Workers; Play workers; Connexions PAs; Youth Workers; Youth Support Workers; Young People’s Housing and Accommodation support workers; Youth Offending Teams; Managers and staff of youth offending institutions; PYPPOs and Police in child protection roles; sports coaches and officials; School and FE sports coordinators; County Sports Development Officers; School library service; Managers, deputies, assistants and workers in Playgroups; Children’s Centres, Day Nurseries, Nursery Schools, Nursery classes in primary schools, Registered childminders and nannies; trainee professionals working in Ratherham

Staff in this group are expected to demonstrate the following competencies:

- Uses child and family focused practice when identifying instances of child abuse.
- Has professionally relevant core and case specific competencies.
- Contributes to interagency assessments, gathering and sharing information and where appropriate analysing risk.
- Documents concerns in a manner that is appropriate for safeguarding and legal processes.
- Undertakes regular documented reviews of own and/or team safeguarding practice as appropriate to role (i.e. via peer to peer review, case discussion, supervision or at refresher training)
- Contributes to serious case reviews

The mandatory learning and development workshop is detailed overleaf, but for this level it includes:

RLSCB Group 3 Core

Additionally, the suite of workshops listed in chapter 3 are also available for group 3 staff, and attendance will be determined by your job role and the relevance of the workshop to this.
Aims of the workshop:
A one day multi-agency course for members of the workforce 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.

Participants will develop the knowledge and skills to be able to work together to identify, assess and meet the needs of children where there are safeguarding concerns.

Pre-workshop learning:
Participants are expected to come with a basic understanding of child abuse and neglect, the signs and indicators of abuse and what to do in response to concerns about a child or young person. This learning could be via:

- Single-agency basic foundation training
- e-Academy Foundation & Intermediate e-Learning packages

Workshop Learning Outcomes:
By the end of the workshop participants will:

- have an improved knowledge of both national legislation and local procedures in child protection from referral and assessment through to child protection case conferences, core groups and the review process
- be able to recognise factors that can impact on parenting capacity such as domestic abuse or substance misuse
- have an understanding of what further contribution they may be asked or expected to make to the safeguarding process including the need for effective information sharing and communication within multi-agency working
- have an understanding of the Serious Case Review process and lessons learned both locally and nationally

Scheduled Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/04/2014</td>
<td>30/04/2014</td>
<td>12/05/2014</td>
<td>03/06/2014</td>
</tr>
<tr>
<td>26/06/2014</td>
<td>08/07/2014</td>
<td>30/07/2014</td>
<td>22/09/2014</td>
</tr>
<tr>
<td>07/10/2014</td>
<td>23/10/2014</td>
<td>03/11/2014</td>
<td>09/12/2014</td>
</tr>
<tr>
<td>04/02/2015</td>
<td>10/03/2015</td>
<td>23/03/2015</td>
<td></td>
</tr>
</tbody>
</table>

Saturday Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/05/2014</td>
<td>12/07/2014</td>
<td>18/10/2014</td>
<td>07/03/2015</td>
</tr>
</tbody>
</table>
RLSCB Safeguarding Young People At Risk Of Child Sexual Exploitation – A Multi-Agency Approach To Supporting Young People At Risk

Aims of the workshop:
A one day multi-agency course where participants will develop the knowledge and skills to be able to work together to identify, assess and meet the needs of children and young people where there are safeguarding concerns specifically in relation to child sexual exploitation.

Pre-workshop learning:
Participants are expected to come with a basic understanding of child abuse and neglect, the signs and indicators of abuse and what to do in response to concerns about a child or young person. This learning could be via:
  - Single Agency basic foundation training
  - e-Academy Foundation and Intermediate e-Learning packages
  - RLSCB Group 3 Core Workshop

Workshop Learning Outcomes:
• To provide the learner with a greater understanding of Rotherham RLSCB’s Child Sexual Exploitation policy and procedures
• To develop a greater understanding of multi-agency working
• To have a deeper understanding of the role of the Police when investigating Child Sexual Exploitation
• To provide the learner with an understanding of how to work with young people at risk of Child Sexual Exploitation

Duration
1 Day

Scheduled Dates:
23/05/2014 01/07/2014
23/09/2014 02/12/2014
03/02/2015

How to book on:
email faye.prosser@rotherham.gov.uk

RLSCB Adult Mental Health & Safeguarding Children

Aims of the workshop:
Participants will develop the knowledge and skills to be able to work together to identify, assess and meet the needs of children where there are safeguarding concerns.

Pre-workshop learning:
• RLSCB Group 3 Core Workshop (Group 3 only)

Workshop Learning Outcomes:
• Understand how to apply a multi-agency approach in working with children and families affected by parental mental health
• Understand how to use appropriate procedures and policies to support and protect children and young people affected by parental mental health
• Understand how to be able to recognise the signs and indicators in children and young people where parental mental health issues are becoming problematic
• Understand the referral process and utilise where necessary

Duration
1 Day

Scheduled Dates:
Dates will be circulated when they have been confirmed. To add your name to a reserve list, please email faye.prosser@rotherham.gov.uk

How to book on:
email faye.prosser@rotherham.gov.uk

RLSCB Hidden Harm

Aims of the workshop:
Participants will develop the knowledge and skills to be able to work together to identify, assess and meet the needs of children where there are safeguarding concerns.

Pre-workshop learning:
• RLSCB Group 3 Core Workshop (Group 3 only)

Workshop Learning Outcomes:
• Understand how to apply a multi-agency approach in working with children and families affected by parental substance misuse
• Understand how to use appropriate procedures and policies to support and protect children and young people in homes affected by parental substance misuse
• Recognise the signs and indicators of children and young people living with, or experiencing, parental substance misuse
• Understand the issues raised by parental substance misuse from a child’s perspective

Duration
1 Day

Scheduled Dates:
18/06/2014
10/09/2014
15/12/2014

How to book on:
email faye.prosser@rotherham.gov.uk
Aims of the workshop:
To raise awareness of the impact of Domestic Abuse and to gain an understanding of how to use appropriate assessment and be able to refer to specialist domestic abuse agencies.

Pre-workshop learning:
Participants are expected to come with a basic understanding of child abuse and neglect, the signs and indicators of abuse and what to do in response to concerns about a child or young person. This learning could be via:

- Single-agency basic foundation training
- e-Academy Foundation & Intermediate e-Learning packages
- Domestic Abuse training – Module 1 (Safer Rotherham Partnerships)

Workshop Learning Outcomes:
By the end of the workshop participants will:

- Be able to recognise the different types of domestic abuse and why victims don’t leave abusive relationships
- Gain an understanding of the effects and impact on children and how domestic abuse impacts on parenting capacity
- Gain an overview of the legal remedies available and the role of specialist domestic abuse agencies especially when working with high-risk cases
- Be able to undertake appropriate risk assessments and refer appropriately to MARAC

Duration
2 Day

Scheduled Date:
Dates will be circulated when they have been confirmed. To add your name to a reserve list, please email faye.prosser@rotherham.gov.uk

---

Aims of the workshop:
Participants will develop the knowledge and skills to be able to work together to identify, assess and meet the needs of children where there are safeguarding concerns.

Pre-workshop learning:
RLSCB Group 3 Core Workshop
(Group 3 only)

Workshop Learning Outcomes:

- Development an understanding of the impact of attachment and trauma on a child or young person’s development, experience and behaviour.
- Use an understanding of attachment in order to respond to difficult or unwanted behaviour.
- Have an overview of attachment and attachment theory including the neurological and physiological aspects of development.
- Have a greater understanding of the needs of Looked After and Adopted Children.

Duration
1 Day

Scheduled Dates:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/05/2014</td>
<td></td>
</tr>
<tr>
<td>17/07/2014</td>
<td></td>
</tr>
<tr>
<td>01/12/2014</td>
<td></td>
</tr>
</tbody>
</table>

How to book on:
email faye.prosser@rotherham.gov.uk
**RLSCB Working With Resistant Families – Delivered By Sue Woolmore**

**Aims of the workshop:**
Participants will develop the knowledge and skills to be able to work together to identify, assess and meet the needs of children where there are safeguarding concerns.

**Pre-workshop learning:**
- RLSCB Group 3 Core Workshop (Group 3 only)

**Workshop Learning Outcomes:**
Using a unique and powerful visual presentation, this training will provide participants with the opportunity to:
- recognise their own experience of working with resistant families
- reflect on the characteristics and behaviours of families and professionals, who are engaged in a ‘resistant’ relationship
- explore strategies for maintaining a child centred approach to practice, whilst addressing resistance from families
- reinforce the role of reflective supervision for frontline practitioners
- draw on the lessons learnt from Serious Case Reviews
- acknowledge the personal impact child protection practice has on professionals, exploring sources of support to build resilience

An extension to this learning will be provided to enable participants to:
- explore the impact of fear and stress on infant resilience and survival, drawing on attachment theory and the neurological development of infants
- address the effects of domestic violence on children and adolescents

**Duration**
1 Day

**Scheduled Dates:**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>14/05/2014</td>
</tr>
<tr>
<td>15/07/2014</td>
</tr>
<tr>
<td>24/11/2014</td>
</tr>
<tr>
<td>05/12/2014</td>
</tr>
</tbody>
</table>

**How to book on:**
email faye.prosser@rotherham.gov.uk

---

**RLSCB Child Protection Case Conferences, Care Planning and Core Groups**

**Aims of the workshop:**
A half day multi-agency course for members of the workforce 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, including attendance at Child Protection Case Conference and Core Groups. This workshop will develop the knowledge and skills to be able to work together to identify, assess and meet the needs of children where there are safeguarding concerns.

**Pre-workshop learning:**
Participants are expected to come with a basic understanding of child abuse and neglect, the signs and indicators of abuse and what to do in response to concerns about a child or young person. This learning could be via:
- Single-agency basic foundation training
- e-Academy Foundation & Intermediate e-Learning packages
- RLSCB Group 3 Core workshop

**Workshop Learning Outcomes:**
By the end of the workshop participants will:
- have an understanding of the child protection case conference system
- be able to gather and analyse information including assessment of risk, and present to conference in the appropriate format
- have an understanding of how the case conference process informs child protection planning
- have an understanding of the role and function of the Core Group
- be able to understand how your agency contributes to the conference system and your role in this

**Duration**
half day

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>27/05/2014</td>
</tr>
<tr>
<td>17/06/2014</td>
</tr>
<tr>
<td>18/09/2014</td>
</tr>
<tr>
<td>09/10/2014</td>
</tr>
</tbody>
</table>
Workshop Learning Outcomes:
By the end of the workshop participants will be able to:

• understand their own role and responsibility, and those of others, in safeguarding the welfare of child during the assessment, planning, intervention and review processes (including S47 enquiries)

• understand the information sharing protocols and procedures to be followed when sharing information on a child about whom they have concerns

• understand the process to follow when dealing with allegations against professionals who work with children and young people

• identify what a Serious Case Review is and how lessons learned from those reviews impact on practice

• demonstrate skills in inter-agency communication and consultation to promote positive outcomes for children and their families

Scheduled Dates:
Dates will be circulated when they have been confirmed. To add your name to a reserve list, please email faye.prosser@rotherham.gov.uk

How to book on:
email faye.prosser@rotherham.gov.uk
Chapter 4:
Groups 5 & 6 Mandatory Learning & Development

Master Class Workshops

Aims of the workshops:
The workshops or masterclasses will vary in terms of their themes but the aim is to enhance knowledge and skills.

Workshop learning outcomes:
By the end of the workshop or masterclass the participant will have covered the following:

- Providing effective supervision including reviewing and reflecting on practice issues and identifying support mechanisms for staff
- Quality Assurance systems and processes
- Promoting effective safeguarding practice
- Serious Case Reviews and the lessons learnt
- Allegations against staff and the role of the Local Authority Designated Officer (LADO)
- Authoritative Practice
- Understanding Mental Capacity
- Working with the Roma-Slovak community

Scheduled Dates:
Dates will be circulated when they have been confirmed. To add your name to a reserve list, please email faye.prosser@rotherham.gov.uk

How to book on:
Details of how to reserve a place on a workshop will be included in the direct communication sent to staff within this group.

RLSCB Safer Recruitment

Aims of the workshop:
This one day course is designed for members of staff who have a particular responsibility for recruitment and selection within their agency. It is important for all agencies to incorporate into their recruitment and selection procedures measures that help deter, reject or identify people who might abuse children or who are otherwise unsuited to work with them. The need for this was illustrated by the Soham case and the findings and recommendations contained in Sir Michael Bichard’s report into that case (2004). This training session builds on that report and recommendations.

Workshop Learning Outcomes:
- To understand the Safer Recruitment process and how it fits within the wider context of safeguarding and promoting the welfare of children
- To give participants an awareness and understanding of offender behaviour
- To identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people
- To consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting
- To help participants begin to review their own and their organisations policies and practices with a view to making them ‘safer’

Duration
1 Day

Scheduled Dates:
- 10/06/2014
- 21/10/2014
- 04/03/2015

How to book on:
email faye.prosser@rotherham.gov.uk
RLSCB is committed to ensuring that all Local Safeguarding Children Board members and advisors are as up-to-date with current practice and legislative requirements as is possible. This relates to groups 7 & 8 in the Working Together 2010 statutory guidance, though obviously this is a small group of individuals compared to groups 1 – 6.

To best ensure that Board members are exposed to the right level of learning and development, all the workshops included within this prospectus are available to them.

Additionally, RLSCB organise regular development sessions – either in isolation or in partnership with other bodies – led by the Independent Chair. This happens at least twice every year, though as part of the RLSCB Business Meeting agenda items, reports are submitted for information to keep all RLSCB members up-to-date with emerging policy changes.

The RLSCB Independent Chair is subject to an annual appraisal completed by the Strategic Director of Children & Young People’s Services (RMBC), informed by 360 degree feedback from Board members and advisors.

New members to RLSCB work through a structured induction programme with the RLSCB Business Manager, and additionally all RLSCB Members and Advisors are asked to complete an annual self-diagnostic of their competence to carry out their role for RLSCB, based on a toolkit developed by the Department for Education.

For more information about the contents of this prospectus, please contact the following:
Faye Prosser, RLSCB Learning & Development Administrator,
Tel. 01709 254924 or
Email: Faye.Prosser@Rotherham.gov.uk
Sherran Finney, RLSCB Learning & Development Coordinator,
Tel. 01709 822690 or
Email: Sherran.Finney@Rotherham.gov.uk
Warren Carratt, RLSCB Advisor for Learning & Development Strategy,
Tel 01709 823795 or
Email: Warren.Carratt@Rotherham.gov.uk
For information about RLSCB, please visit our website at: www.rscb.org.uk/Home.aspx