Training and Workforce Development Sub Group

Terms of Reference

Purpose
The T&WD Sub Group is responsible for ensuring that single agency and inter-agency training on safeguarding and promoting the welfare of children is provided in order to meet local needs. The Sub Group also considers any safeguarding workforce development issues that might adversely affect an organisation’s capacity to meet their safeguarding obligations.

Role and Responsibilities
Developing and reviewing the LSCB Training and Workforce Development programme.
- To develop and review a safeguarding training strategy for the local area
- To ensure that the training strategy and delivery takes account of national and local lessons from Serious Case Reviews, CDOP and multi-agency audits and reviews.

Programme Development
The T&WD Sub Group is responsible for identifying the training and development opportunities that should be made available in order to meet the LSCB’s statutory functions and to respond to national and local issues. In particular to promote a shared understanding of the tasks, processes, principles, roles and responsibilities outlined in national guidance and local arrangements for safeguarding children and promoting their welfare. To improve communication and information sharing between professionals, including a common understanding of key terms, definitions and thresholds for action; To promote sound child focused assessments and decision-making; and to promote learning from Serious Case Reviews (SCRs) and reviews of child deaths.

The programme will comprise four elements:

1) Support for single-agency training – The LSCB will set minimum standards and required learning outcomes for single agency training in Bath & North East Somerset. The T&WD Sub-group will develop its provision for the training of Designated/Lead Child Protection staff to support them in delivering training within their organisations that meets the standards. The provision of single agency training within organisations will be monitored through the annual Section 11 return

2) Core offer of Inter-agency training:
   A. Early Help & Integrated Working
   B. Standard Inter-agency Child Protection
   C. Advanced Inter-agency Child Protection
   D. Specialist Inter-agency Training
3) **Additional Training** – Some capacity will be maintained for the development of additional courses identified by the T&WD Sub Group. These will typically be those arising from national or local Serious Case Reviews, changes in legislation and issues identified through local audits etc.

4) **Evaluation of the impact of training on practice.** To additionally ensure there are effective monitoring systems in place to confirm that appropriate training is reaching the relevant staff within organisations

**Accountability**  
The T&WFD Sub Group is accountable to the LSCB.  
Members are accountable to:
- Represent own agency and take responsibility for bringing own agency’s issues regarding training to the sub group and cascade information within own organisation.
- Members are equally required to view matters from an inter-agency perspective as well as their single-agency role,
- Contribute to discussions in sub group
- Undertake work through the task and finish groups
- Qualities assure one LSCB course per year
- Time commitment
- Training sub group annual development day

**Structure**  
The Designated Nurse Safeguarding Children will chair the sub group with the Training & Development Manager deputising when required.

**Membership**  
**Core members:**  
The training and development sub-group should include people with sufficient knowledge of training needs and processes to enable them to make informed contributions to the development and evaluation of a training strategy. The following organisations and/or individuals should be represented:

| Children's Social Care, People & Communities | Principle Social Worker |
| People & Communities                     | Training & Development Manager, |
| People & Communities                     | LSCB Training Co-ordinator |
| Voluntary Children’s Sector              |                               |
| Royal United Hospital (Including Maternity) | Named Nurse |
| Sirona Care & Health CIC                  | Named Nurse |
| AWP                                      |                               |
| CAMHS                                    |                               |
| People & Communities                     | Head of Safeguarding & Quality Assurance |
| BaNES CCG                                | Designated Nurse |
| Safeguarding Children Co-ordinator for Schools |               |
| City of Bath College                     | Director of Teaching & Learning |
| Probation Trust                          |                               |
| YOT                                      |                               |
| Youth Services                           |                               |
| Police                                   |                               |
| Early Years                                             |
| LSCB                                             |
Specialist members as required

Attendance
The requirement is that members of the sub-group (or their representative) will attend at least 4 meetings per year. If members or their representatives do not attend this minimum requirement, the Chair will report this to the LSCB

Representatives
Members of the training sub group should nominate one person who will act as their substitute at meetings and can be represented by their nominated representative.

Quorum
A minimum of four agencies must be represented for T&WFD sub group meetings to be quorate.

Frequency of Meetings
It is proposed that the group meet bi monthly

Administrative Support
Administrative support will be provided by B&NES CCG

Reporting and Governance Arrangements
The sub group through the Chair will:

- Production of an annual work plan which reflects the LSCB Annual Plan and Work Programme
- 6 monthly written report from the sub-group on progress against the annual work plan and key points to be presented to the LSCB
- The Training & Workforce Development Sub-group chair to meet with the Chair of the LSCB and chairs of other Sub-groups on a quarterly basis at a time to inform the agenda setting process for the next LSCB and to review the risk register and communication strategy.
- All members of the sub-group to be responsible for maintaining a regular dialogue between the sub-group and their agency, to ensure that key staff are actively involved in and committed to the process of safeguarding in the area.
- Review the Terms of Reference every 3 years (unless appropriate do sooner) and propose amendments to the LSCB
- Minutes of sub-group meetings to be kept and draft minutes to be sent to the Chair of LSCB and business support manager following each meeting

Dispute

In the event of a dispute or conflict of interest arising between agencies across or within groups, which cannot be resolved, the Chair will draw this to the attention of the LSCB Chair for appropriate action and the LSCB Escalation Policy for Resolving Professional Disagreements will be invoked.


Date November 2015
Date to be reviewed November 2018