

**PSCB Safeguarding Children Training Programme**

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## Welcome to PSCB's Safeguarding Children Training Programme!

Portsmouth Safeguarding Children Board Training courses are for everyone in the children's workforce and those working with adults who are parents and carers in the city. This includes paid staff and volunteers working in the statutory, voluntary and independent sectors.

**The aim of the programme is:**

* To improve practitioners' and managers' knowledge, skills and attitudes in relation to safeguarding children.
* To provide opportunities for practitioners to learn together through multi-agency training courses, workshops and seminars.
* To keep the workforce up to date with key messages from national and local Serious Case Reviews and research
* To develop the children's and adult’s workforce to improve outcomes for children, young people and those who care for them.

The content of this training programme is based on the national government guidance 'Working Together to Safeguard Children 2018'.

This training programme is developed and delivered by a multi-disciplinary team of locally based trainers who have particular knowledge and experience in various aspects of safeguarding children. Some of the courses are commissioned from specialist trainers and organisations from outside the local agencies.

## How to use this training programme

The PSCB training programme offers a safeguarding training pathway for people working directly with children and parents to develop their skills and knowledge and also ensure that specialist areas are covered through workshops and seminars.

It is each individual organisation's responsibility to ensure that their staff are properly trained in relation to safeguarding children.

All workers and managers working with children and parents should have an appropriate level of safeguarding training. Workers and their managers should consider their training needs and apply to attend the relevant courses offered through this programme and other organisations in the city. Please see the course details in this booklet and use these as a guide as to which training course/s particular groups of staff should attend.

Everyone should have their regular safeguarding knowledge, refreshed at least every 3 years (every 2 years for DSL in schools). This means that workers and managers should continuously reflect on their learning needs and identify the most appropriate training to keep their knowledge and skills up to date.

Working together 2018 is an essential feature of safeguarding and promoting the welfare of children and as stated above, the aim of this training programme is to offer multi-agency training opportunities to the workforce in Portsmouth. However, it is not always possible and practical for everyone to participate in the multi-agency programme and as such we also offer training courses on a single agency basis.

There will be new training courses on offer each year and other safeguarding training briefings, sessions or events organised by PSCB throughout the year. PSCB will promote any training events as widely as possible. Training events will be advertised on the PSCB website. Please have a regular look on [www.portsmouthscb.org.uk](http://www.portsmouthscb.org.uk).

**Links with other safeguarding training delivered by Portsmouth City Council**

There are also other relevant multi-agency safeguarding training courses available in the city. Portsmouth Safeguarding Children Board highlights other relevant safeguarding training as:

* Domestic Abuse Training - provided by Harm & Exploitation service - Internal PCC staff please contact Christine Kirby in L&D on 02392 688627 for booking information. For external staff please email the Portsmouth IDVA project (PIP) at idva@portsmouthcc.gov.uk
* PREVENT training - provided by Hidden Violence Service - can be accessed through this link: <http://saferportsmouth.org.uk/prevent-duty/prevent-training> For further enquiries please contact Charlie Pericleous, PREVENT Co-ordinator for booking information on 023 92688357.
* Safer Recruitment training is organised by PCC ltd Vincent Driscoll
* There are further safeguarding courses offered by PCC Learning and Development team for key groups of professionals, for example social workers - Use the PLG: https://pcc.portsmouthlearninggateway.org.uk/cpd/portal.asp
* Training for Early Years providers can be accessed by contacting Tara Sutton - tara.sutton@portsmouthcc.gov.uk
* For information about Restorative Practice Training, please contact rptraining@portsmouthcc.gov.uk

## Terms and Conditions

### How do I apply for a course?

Please read the course details and guidance in this booklet before you apply to check it is the right course for you. Applicants should discuss with their manager the courses they should attend and receive permission to attend.

Once you have identified which course is right for you, please fill in the PSCB Safeguarding Children Training Booking Form which can be found on the PSCB website (<http://www.portsmouthscb.org.uk/> ).

Please fill in one form per applicant (include on one form all the courses the applicant wants to attend + preferred dates) and return it via email to pscbtraining@portsmouthcc.gov.uk.

By returning the booking form, you and your manager accept the suitability of the course and agree to the terms and conditions of the training programme.

### How do I apply for Single Agency Training?

Please see page 16 of this booklet for information on our offer of Single Agency Training.

Please email the training administrator to discuss requirements and to obtain a booking form pscbtraining@portsmouthcc.gov.uk

### Charging Policy

The programme is funded by PSCB partner agencies. Schools pay for their training courses through a Service Level or Traded Services Agreement. Schools who have not signed up to the Service Level or Traded Services Agreement will be charged per delegate they send to attend the courses.

Safeguarding Children Basic Awareness courses and bespoke training courses delivered on a single agency basis will be charged as per charging policy

There is also a cancellation policy which includes charges for non-attendance. This charge will be the price of the course not attended / Cancelled under 3 days notice.

### Cancellations/Non-Attendance

The demand for this training programme is ever increasing and there are more and more organisations accessing this training. As such, we need to reduce the instances where people do not attend the training and have not cancelled in ample time to allow others to take their place. Please be aware of our cancellation policy. If we do not receive 3 working days’ notice for non-attendance, your organisation will be charged the full price of the course.

We realise that there may be exceptional circumstances, such as illness, which lead to a short-notice cancellation and this will be taken into consideration in relation to our charging policy. At the discretion of the training team, the delegate's space on the course can be substituted with a colleague of the same organisation. The line manager needs to inform us of their intention to do so and a booking form for the new delegate has to be completed and emailed to pscbtraining@portsmouthcc.gov.uk (at the latest on the scheduled date of the training course).

Delegates must ensure that they sign the register at the start of each training course to avoid any unnecessary charging.

By returning the booking form, you are agreeing to attend the whole course. Certificates will not be issued to delegate's who do not attend the whole course. Feedback may be given to the delegate's line manager regarding attendance issues.

Portsmouth Safeguarding Children Board reserves the right to cancel a course. We make every effort to ensure this does not happen and delegates will be offered the next available date.

### What material do I get from the training?

Slides will be sent in PDF Format post course completion. A certificate will be also issued at the end of the course. We do try to keep photocopying course material to a minimum for each course and all of the practice documents and tools (EHA forms, TAC Review forms, inter agency referral forms etc) can be found at on the Training page of the PSCB website - <http://www.portsmouthscb.org.uk/>

### Safe Learning and Expectations

As stated above, it is the responsibility of the delegate and their manager to ensure that the course is suitable for their requirements. Together with your manager, delegates are expected to come with their own learning objective, what you expect to gain through attending the course and have opportunities when you return to the workplace for the knowledge and skills developed by attending the course to be put into practice.

We ask all course delegates to complete a pre- and post-evaluation form. This is so we can measure the improvement in learning from delegates attending our courses and respond to any feedback to enhance and develop our training programme. For some courses, we may at times undertake more in depth evaluation which will involve contacting you and your manager after the course.

Safeguarding training can have a powerful effect on people's emotions. It can sometimes touch on personal feelings or professional conflicts or difficulties which an individual is finding upsetting at that particular time. The course presenters are aware of these things and make every effort to be sensitive to them and to do all they can to create a safe learning environment. Please speak to them if you feel you need to do so.

Trainers have the right and responsibility to discuss with delegates any safeguarding practice issues, which have been discussed as part of the course, to ensure procedures have been followed correctly and children are safe. This may include further discussion after the course with appropriate managers and agencies.

We would also ask individuals who attend our courses to take personal responsibility to take care of themselves and give consideration to the learning needs of others on the course. We reserve the right to ask a delegate to leave if the delegate's behaviour is deemed inappropriate. All delegates will be required to abide by the site rules operating at the course venue. Feedback will be given to the delegate's manager about any issues relating to inappropriate behaviour.

Experiential learning and group participation is particularly effective in safeguarding training. Our training programme offers lots of opportunities to work together in small groups to undertake exercises to interact, try out new knowledge and skills whilst observing and learning from others. The exercises that are used are those which we hope provide a direct and concrete link back to the learners' work environment and therefore facilitate the transfer of learning.

We strive to ensure that our training programme is of high quality and that we use the best people to deliver our training. Please use our evaluation forms to provide constructive feedback about any aspect of the training. We collate this information and use it to inform future training provided and develop our training team.

### Practicalities

We do not provide lunch on any of these training courses. We do provide refreshments (hot drinks and water) throughout the day. Please bring your own lunch and snacks.

Most of our courses take place at Portsmouth Academy for Girls Training Learning Centre. The centre has ample car parking spaces and is accessible for wheelchairs.

### Training Records

It is the responsibility of each organisation and individual practitioner to keep a record of attendance at safeguarding training courses. We do keep a record of attendance at our training courses to help us with the annual training needs analysis and so we can provide evaluation reports to PSCB.

### Quality Assurance

The PSCB Safeguarding Children Training Programme is evaluated by Portsmouth Safeguarding Children's Board on an on-going basis.

By agreeing to the terms and conditions, delegates and their managers are agreeing to undertake evaluation of the training courses. We do evaluation on two levels:

* Initial evaluation: at the start and the end of the course, we will ask delegate's to complete a paper evaluation form.
* Follow up evaluation: for some courses, we will ask learner's and their manager's to complete a further paper evaluation six months after the course.

The programme is updated regularly to include key messages from Portsmouth Safeguarding Children Board and national and local Serious Case Reviews and research.

### Complaints

Any issues that arise during the course should be discussed with the course trainers. Course trainers will deal with the complaint as best as possible and pass information on to the PSCB Safeguarding Children Trainer.

Any other complaints can be discussed with the PSCB Safeguarding Children Training Manager on 023 92 688505 or made in writing and emailed to pscbtraining@portsmouthcc.gov.uk or posted to PSCB Safeguarding Children Training Programme, Floor 5 Core 2, Children's Social Care, Civic Offices, Guildhall Square, Portsmouth, PO1 2EA.

You will receive a response within 10 days of submitting your complaint.

### Promoting equalities and inclusion in training

We expect all our staff, consultants, course participants and trainers to meet this commitment.

**To ensure an inclusive + safe environment to learn we will:**

* Challenge behaviour and language that is discriminatory.
* Avoid discriminatory language. If this is used, it must be justifiable in terms of facilitating learning, and not gratuitous.
* Promote positive images of traditionally excluded groups.
* Be open to challenge and learn from this.
* Make reasonable adjustments to meet special requirements (e.g. we can supply information on any course in this guide in large print).
* Include examples in learning interventions of good practice in supporting people from minority groups.
* Use positive short listing for people who identify as having a disability.

**We ask you to:**

* Notify us of any special requirements.
* Challenge behaviour or language that you feel is discriminatory.
* Ensure that all staff are given opportunities to access learning.

## Training Team

Our training programme is delivered by one Safeguarding Children Trainer and a team of suitably experienced and qualified trainers who work across the city. The trainers are knowledgeable about safeguarding and promoting the welfare of children and are also skilled in delivering training to groups of adults. We provide a supportive induction process and on-going opportunities for development for our trainers. If you are interested in joining our training team, please contact pscbtraining@portsmouthcc.gov.uk for further information.

## Contact Us

Email us on pscbtraining@portsmouthcc.gov.uk or call 02392 83 4404 for any enquiries and further information about the training programme.

Alternatively, you can write to:

**PSCB Safeguarding Children Training Programme**

Floor 3, Core 5

Civic Offices

Guildhall Square, Portsmouth

PO1 2EA

## Not the training you were looking for?

There are other departments within Portsmouth City Council who provide training for the children's and adult's workforce in Portsmouth.

If you were looking for a different course, please try the **Learning and Development Team** at Portsmouth City Council [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk/) or if you are working in Early Years, please try the Early Support Service eytraining@portsmouthcc.gov.uk