



Essex Safeguarding Children Board **Learning and Development Strategy**

1.0 Introduction

This strategy provides a framework for the delivery of learning and development by the ESCB.

Its overarching principles are:

- That all learning programmes support and encourage inter-agency working by enabling staff to develop behaviours, skills, and knowledge for greater inter-professional dialogue and cooperation
- That it is multi agency - i.e. the learning outcomes and programme content are aimed at a multi agency audience, with input into design and delivery from all agencies
- All programmes support reflective practice by encouraging practitioners to share their experiences and ideas in the learning environment

2.0 ESCB Learning and Development Provision

The annual programmes delivered by the ESCB will be multi agency. They have a focus on the skills, knowledge and behaviours required for inter-agency working. These are suitable for all staff who work with children, young people and their families and/or carer.

The provision of learning and development will be based on lessons from serious case reviews, partnership case reviews, multi-agency case audits, the ESCB business plan and other requirements as arising during the course of the year. It will also link to requirements from other boards and where appropriate share with other Safeguarding Boards and agencies so as to avoid duplication with single agency programmes and maximise the use of resources and shared expertise.

The programme will be flexible to meet demands and will make use of both internal expertise and trainers, as well as commissioned specialist training

providers. The programme will also incorporate opportunities for reflective learning founded in practice. It will also review new ways of delivering learning and implement these as required.

The Learning and Development Programmes offered by the ESCB will include core training courses as well as learning events, e-learning, conferences and 'lite bites'.

Lite bites are designed as an overview of a specific subject area as well as an opportunity to network. They are maximum two hour sessions and offer an opportunity for delegates to discuss and share practice issues around the subject area. They also offer an opportunity for practitioners to be directed towards further training and resources.

The programme will be developed and agreed by the Learning and Development sub-committee of the ESCB and will be in place from April – March. This core programme will be supplemented by additional learning events throughout the year as required.

3.0 Evaluation and Monitoring

All learning and development events will be evaluated and monitored in line with the ESCB quality assurance framework, training levels and outcomes guidance and other appropriate performance management tools contained within the learning and improvement framework. This includes the ESCB data set, section 11 and case audits.

In addition, all agencies will be required to complete and submit an annual training and development audit to the ESCB to ensure that they are meeting their statutory duties with regard to the scope and quality of training provided on a single and multi-agency basis. This to include for example percentage of staff trained to the appropriate level in safeguarding, as well as how lessons from learning are embedded in practice.

Impact of learning on practice

Line managers to follow up impact of the learning in practice via staff supervision and appraisals as well as sharing practice via team meetings, case reviews and peer reviews. Audits of practice also to incorporate impact of learning.

All evaluation and monitoring also to inform future learning and development programmes.

4.0 Success Criteria and Review of the Strategy

Success criteria of the learning and development strategy will be measured as:

- Increased number and multi agency mix of practitioners attending training and development appropriate to their role
- Programmes run at full capacity with learning outcomes that are multi agency
- Positive evaluations from delegates including impact on multi agency working
- Staff development embedded in appraisal process
- Positive outcomes on practice

This learning strategy will be reviewed annually to revise and amend as required.

5.0 Charging Policy

ESCB Charging Guidelines and Procedures Purpose of the Guidelines

The ESCB partners agreed to implement a charging policy to ensure that training provision is valued by participants and agencies, addressing problems with inappropriate and low/non-attendance and to increase the amount of training that can be made available.

The ESCB charging policy and procedures apply to training that is commissioned by the ESCB.

Where courses and events are free of charge or the price differs from our usual pricing structure, this will be clearly stated on the information flyer and booking information for the course.

For further information on the charging and application process including cancellations please refer to Appendix 1

Appendix 1

Procedure for applying for courses for charged for courses

The learning and development programme is published in advance on ESCB website.

Once the application has been received with line manager's signature, (or via manager's email) or through the online booking system a provisional place will be allocated, providing the delegate meets the course requirements, invoice is raised with request for payment prior to commencement of the course.

Once a payment has been received, a confirmation of place email will be generated, only then is a place on the course confirmed. (We acknowledge

that some organisational processes may make it difficult to complete this process in advance of commencement of the course, this will be built into the process and a place is only confirmed when an email has been received from the ESCB).

If there are spaces on a course and a last minute booking is made, it is expected that payment will be made at time of booking.

Charging Structure

Training will generally be charged at an agreed rate per delegate as follows:

- For private and profit making organisations: £75 per delegate
- For statutory agencies: £50 per delegate
- For voluntary and community sector organisations: £25 per delegate

This applies to one day courses. Courses lasting two days will be charged at this rate per day.

Please note that any variation to these charges will be clearly advised on course information at the time of booking.

These fees and cancellation policy will be subject to review by the Essex Safeguarding Children Board via the ESCB Learning and Development sub-committee.

All delegates will be expected to pay for places; free places will only be agreed in exceptional circumstances by prior arrangement with the ESCB Learning and Development sub-committee.

Subsidy arrangements for Early Years and Childcare Settings for Designated Person/lead for safeguarding

Early Years and Childcare at Essex County Council subsidise one place per Ofsted registered setting. The fee for these delegates will be £35 per person and ESCB will claim the difference back from ECC Early Years and Childcare.

This subsidy only applies to this specific course.

Cancellations

Once a booking is made there will be no refunds given. However it is possible to offer the place to another member of your organisation or company, or to use the place on an alternative course (subject to availability).

NB If the cancellation is less than two working days from the course date, then it is only possible to change the name of the delegate, not to switch to an alternative course.

It is the delegate's agency responsibility to co-ordinate when delegates from their agency attend training so that those services are not adversely affected or a large number of cancellations are made at short notice due to service need.

Training may be cancelled by the ESCB in exceptional circumstances:

- If there is judged to be insufficient numbers for the course to be viable
- In adverse weather conditions
- If venue, utilities or equipment failure make it unacceptable to commence or continue a course

In the above cases, the ESCB will take all reasonable steps to reschedule the missed sessions.

If the ESCB has to cancel a training session then the procedure below will be followed:

- All delegates will be informed of a cancellation by email giving one week's notice.
- When this is not possible due to time constraints, a member of the ESCB Business Support Team will contact all delegates by phone and notify them of any alternative arrangements.
- If it is not possible to give prior notice, then a member of the ESCB Business Support Team will be at the venue at arrival to advise delegates of the change to the advertised course. If a member of the Business Support Team is unable to get to the venue then a notice will be posted at the venue with the contact details of the Practice Development Manager.

All delegates will be sent a copy of the cancellation policy when they receive their email/letter of confirmation of a place on a course.