



# **Merton Safeguarding Children Board (MSCB)**

## **Multi-Agency Training Programme**

**April 2010 – March 2011**

**Produced by the MSCB Training Team  
and  
Endorsed by the Training Sub-Committee**

**Version 1: Published 01 April 2010**

## On-line child safeguarding learning with the:



The Merton Safeguarding Children Board are proud to announce that our new child safeguarding e-learning packages, provided by the e-Academy, were launched on 24 March 2010.

There are various on-line child safeguarding modules to meet the needs of all who come into contact with children, adolescents and families. All packages are **free** to most professionals who work with children, schools and families in Merton.

For more information about these e-learning packages, and how to apply, you need to contact the Champion for your organisational sector.

The champions are:

<b>Name of Champion</b>	<b>Organisational Sector(s)</b>	<b>Contact Details</b>
Jenny Arokiasamy	Early Years, Childcare & Children's Centres	jenny.arokiasamy@merton.gov.uk Tel: 020 8288 5680
Janette Brown	SW London & St George's Mental Health Trust	jbrown@swlstg-tr.nhs.uk Tel: 020 8682 6391
Anne Marie Howell	Education—Primary and Secondary Schools	annmarie.howell@merton.gov.uk Tel: 020 8288 5658
Shazia Khadim	Merton Youth Service	shazia.khadim@merton.gov.uk Tel: 020 8274 5814
Alison Richards	Merton Children's Social Care	alison.richards@merton.gov.uk Tel: 020 8545 3179

**If you are unclear about who to contact, please phone:  
Merton Safeguarding Children Board Administrator: 020 8545 4866**

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Please visit [www.merton.gov.uk/lscbtraining](http://www.merton.gov.uk/lscbtraining) for updates to this programme and to book on-line.

**Applications and enquiries should be addressed to:**

**Merton SCB Training & Administration**

**4th Floor – Civic Centre**

**London Road**

**Morden, Surrey, SM4 5DX**

**Tel: 020 8545 4866/3158**

**Fax: 020 8545 4198**

**Email: [mertonlscb@merton.gov.uk](mailto:mertonlscb@merton.gov.uk)**

# Merton SCB Member Agencies

## STATUTORY AGENCIES

### London Borough of Merton

Adult Social Care  
Children's Social Care  
Connexions  
Education  
Housing  
Legal Services  
Youth Justice  
Youth Services

### Health

Epsom & St Helier University Hospitals NHS Trust  
London Ambulance Service  
South West London & St George's Mental Health Trust  
Sutton & Merton Primary Care Trust (SMPCT)

### Police

Borough Police  
Child Abuse Investigation Team (CAIT)

### Probation

South West London Probation Service

### Cafcass

## VOLUNTARY AGENCIES



## Foreword from Tony Eccleston, Independent Chairperson for Merton Safeguarding Children Board

I am pleased to introduce the training programme for 2010-11. One of my priorities is to promote high quality multi-agency training for local statutory and voluntary agencies. On the following pages a very comprehensive programme that has been designed in response to changes in legislation and guidance, which reflects the latest research, and is based on best practice and feedback from participants and trainers. We know that training will make a major contribution to keeping children safe from abuse or neglect unless it reaches all of those involved in our services and its lessons become embedded in our ways of working. For these reasons it remains an area to the Board is highly committed and on which it spends a significant proportion of its budget.

The last year has been an extremely challenging time for everyone involved in child protection work. The public, media and government interest in the way professionals work to keep children safe in England has been regularly under scrutiny since the 'Baby Peter' case hit the headlines 18 months ago. In 2009 the Government published their action plan in response to Lord Laming's 58 recommendations and highlighted the importance of single agency and multi-agency training in preventing children from suffering harm. At the time of writing, the Government is in the process of revising 'Working Together to Safeguard Children'. The LSCB Training Sub Committee will consider the implications for chief executives, senior managers, lead members, frontline managers and practitioners and reflect them in the development of the training programme. In the meantime, we will ensure that our courses continue to address the corner stones of best practice in child protection and enable staff to, "... understand normal child development and recognise potential signs of abuse or neglect." (Lord Laming Recommendation 29) and "... create a shared language and understanding of local referral procedures, assessment, information sharing and decision making across early years, schools, youth services, health, police and other services who work to protect children." (Lord Laming Recommendation 30)

I am all too aware that training opportunities can sometimes be restricted by busy workloads. However, this should not be accepted as the norm. Staff working directly with children and families, as well as team and senior managers, must have access to regular and relevant child protection training. Over the next year, agencies will be expected to report to the LSCB on how successful they are in ensuring their staff are appropriately trained – in house and through multi-agency training - and the Board will monitor this.

We need to persist in developing training that is innovative, responsive and makes a real difference to children's lives. If you attend any of the sessions listed on the following pages, please take time to give your honest and constructive feedback to the course facilitators.

Last but not least, on behalf of all the partner agencies I wish to thank Debbie Wright (Associate Director of Social Work for the South West London Mental Health Trust) for chairing and leading the Training Sub Committee. My thanks also go to Paul Lawrence (LSCB Training Officer) and all the partner and independent trainers, along with Sheena Maclean and Bernie Fleming (LSCB Administrators) for ensuring the training programme is well organised and delivered.



Tony Eccleston, Merton SCB

March 2010

[The protection of children in England: action plan. The Government's response to Lord Laming \(DCSF, 2009\)](#)

# The Merton SCB Training Programme

## Roles and Responsibilities

### Agencies and Employers

Individual agencies are responsible for ensuring that their staff, paid and unpaid (i.e. volunteers), are competent and confident in carrying out their responsibilities for safeguarding children and promoting the welfare of children and their family.

Agencies should ensure that their staff are aware of how to recognise and respond to child protection concerns, including signs of possible abuse and/or neglect and how to make a referral to Merton Children's Social Care – these areas are covered in our Introduction to Child Safeguarding course (C1). Additional and complimentary training can be gained by attending the Common Assessment Framework (CAF) and/or Health courses which are included in this brochure.

Agencies also have a responsibility to identify adequate resources and support for multi-agency training by:

- Providing staff who have the relevant expertise to support the Merton SCB (e.g. by sitting on the training sub-committee, and/or contributing to training)
- Allocating the time required to complete multi-agency tasks effectively
- Releasing staff to attend the appropriate multi-agency training courses
- Ensuring that staff receive relevant single agency training that enables them to maximise the learning derived from multi-agency training and have opportunities to consolidate learning from multi-agency training; and
- Contributing to the planning, resourcing, delivery and evaluation of training

(taken from chapter 16 London Child Protection Procedures 2007)

### Merton SCB Training Sub-Committee

The Merton Safeguarding Children Board ensures that:

- All multi-agency training in Merton promotes a shared understanding of national guidance and local arrangements in relation to safeguarding and child protection. This covers the underpinning principles, the roles and responsibilities of those involved, and the tasks and processes entailed.
- All relevant staff and volunteers in the Statutory and Private, Voluntary and Independent (PVI) sectors are equipped with the skills to identify safeguarding issues, understand, and are able to take part in effective, inter-agency child protection processes. This includes the need for all professionals to work together and with children, young people and their families/carers.

## Merton SCB Training Sub-Committee Terms of Reference

- To establish an effective annual, inter-agency training programme based on an overarching needs analysis for all agencies & groups in Merton
- To identify training needs arising from legislative and regulatory change, policy initiatives & developments in professional practice
- To ensure that training offered is based on the latest research and evidence about what works to promote positive outcomes for children and families
- To monitor and evaluate training effectiveness

## Trainers/Facilitators for the Merton SCB

<b>(Dr) Monica Aziz:</b>	Consultant Psychiatrist, Merton CAMHS (Child & Adolescent Mental Health Service)
<b>Dermot Brady:</b>	Probation Officer, London Probation Service
<b>Janette Brown:</b>	Named Nurse for Child Protection, Adult Mental Health, South West London & St Georges Mental Health Trust
<b>Tracy Clarke:</b>	Deputy Service Manager Early Years Childcare and Children's Centres
<b>Linda Cunningham:</b>	Named Nurse, Child Protection, Epsom & St Helier NHS Trust
<b>John Deegan:</b>	Manager, Brightwell Respite Care Centre, LBM
<b>Stephanie Doyle:</b>	Team Leader, Family Support, LBM
<b>Facilitators from:</b>	Childnet International
<b>Linda Finn:</b>	Stronger Families Project Co-ordinator, London Borough of Sutton
<b>Chris Giles:</b>	Youth Justice Service Manager, LBM
<b>Perdeep Gill:</b>	Independent Trainer
<b>Siyyara Hamid:</b>	Private Fostering Social Worker, LBM
<b>Tajinder Hayre:</b>	Senior Social Worker, Merton Community Drug Team
<b>Ray Jones:</b>	Independent Trainer
<b>Shazia Kadim:</b>	Senior Youth Officer, LBM
<b>Paul Lawrence:</b>	Multi-Agency Trainer, Merton SCB
<b>Alec Parsons:</b>	Independent Trainer
<b>Tracey Podger:</b>	Quality & Standards Manager, LBM
<b>Isabelle Paget:</b>	Named Nurse, Child Protection, NHS Sutton and Merton
<b>Yvonne Rhoden:</b>	Violent Crime Directorate, Metropolitan Police
<b>Anne Roberts:</b>	0-12 Supporting Families Team Manager
<b>Vivienne Springer:</b>	Independent Trainer
<b>Sara Swann:</b>	Independent Trainer
<b>Ann Traynor:</b>	Locality Manager, South West London St Georges Trust
<b>Ann Waller:</b>	Training Coordinator, Merton CAMHS
<b>Jo Witcomb:</b>	Detective Constable, Child Abuse Investigation Team (CAIT), Metropolitan Police

## Target Groups

The training programme is targeted at, and available to, the following professional groups from all statutory, voluntary and independent agencies who work in, or have connections with, Merton:

### Group A

Those in **occasional** contact with children and young people, and with adults who are parents/carers. These will be people who are in a front line position to identify concerns about abuse and/or neglect, including those which may arise from use of the Common Assessment Framework (CAF), and who, as a minimum, need introductory training on how to work together to safeguard and promote the welfare of children

### Group B

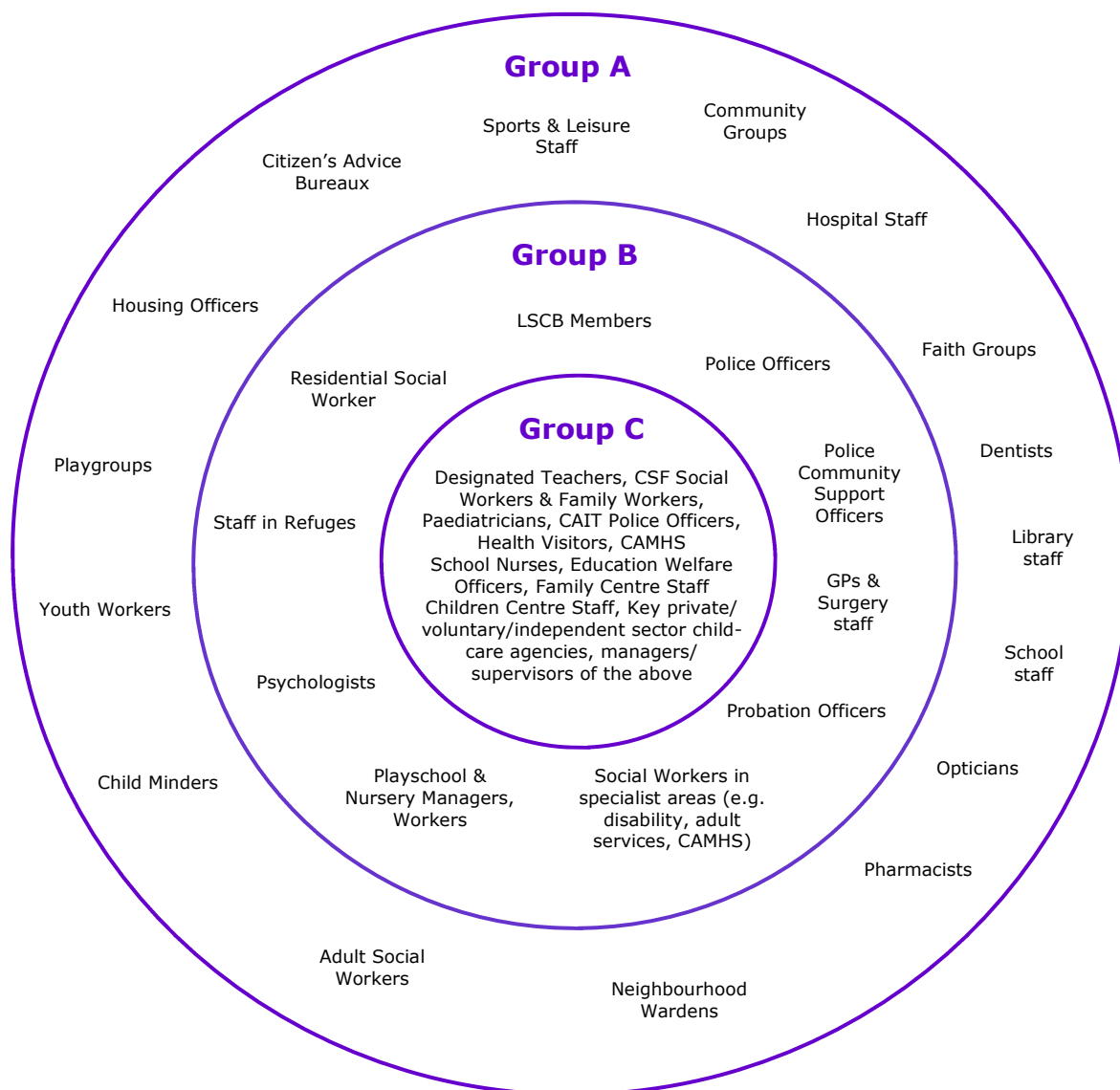
Those who **work regularly** with children and young people, and who may be asked to contribute to assessments of children in need. This group should have a fuller understanding of how to work together to identify and assess concerns, to plan, undertake and review interventions

### Group C

Those with a **particular responsibility** for safeguarding/protecting children, such as designated or named health and education professionals, police, social workers, and other professionals undertaking child protection enquiries or working with complex cases, including fabricated and induced illness. Those in this group need to have a thorough understanding of working together to safeguard and promote the welfare of children, including in complex and/or serious cases.

The following diagram can be used for individuals to identify which group they fall into: the list of job roles is not exhaustive and should only be used as a guide. Training and development needs should be identified on an individual basis through supervision and appraisal.

*Diagram adapted from NSPCC, 2000, Training Together: Guide on Inter-Agency Training*

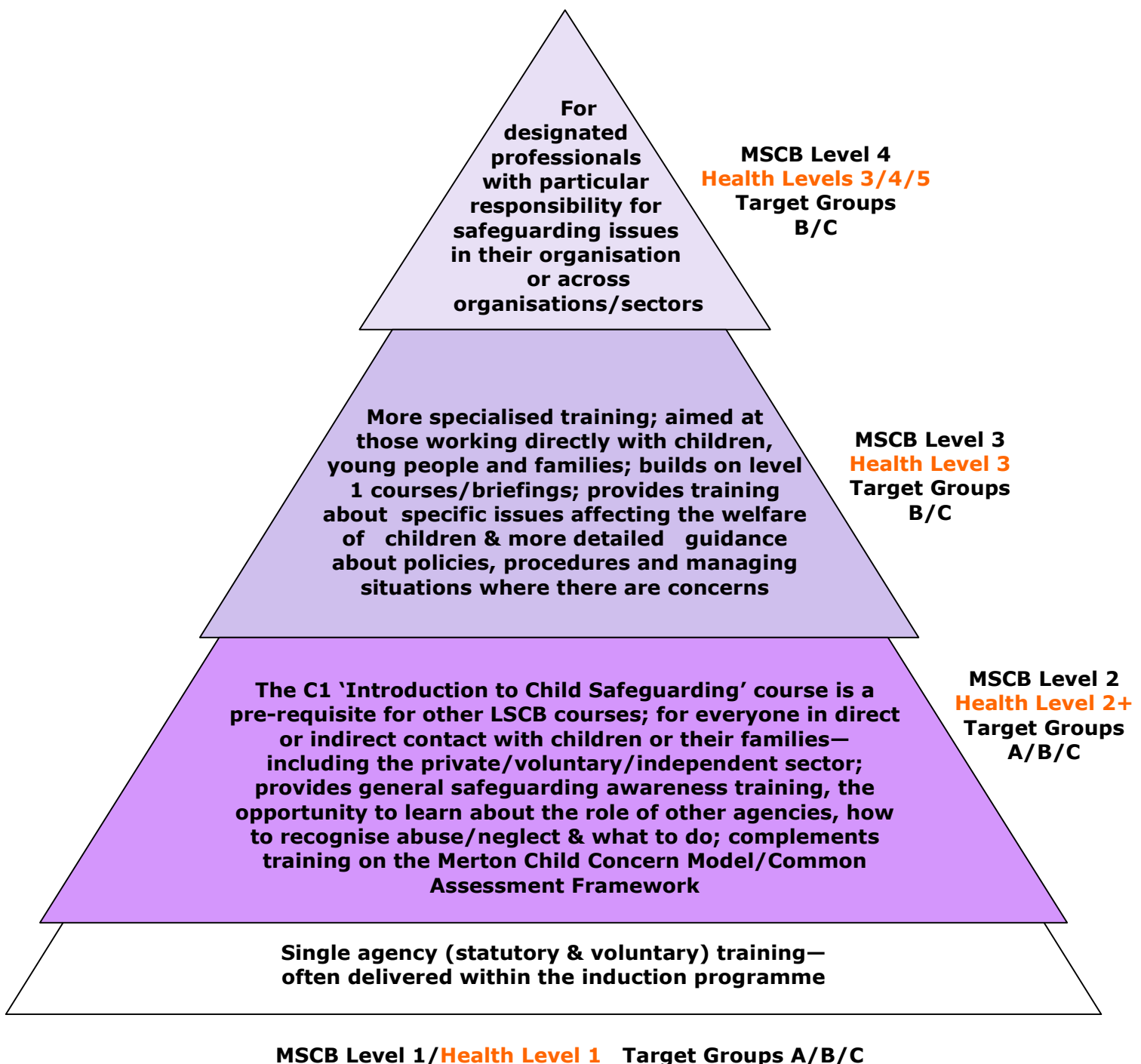


## Course Levels

This programme has three levels designed to reflect the depth of training, the role of participants and how closely they are involved in the safeguarding task.

When planning your training it is suggested that you identify the target group for your role and select training at the appropriate level.

The levels and targets groups should be used as a general guide for course suitability; however flexibility should be adopted when choosing training to ensure that individual/professional learning and development needs are best met.



**MSCB Training Levels are shown in Black and these are mapped against the Health (Inter-Collegiate, 2006) training levels shown in Orange**

## Recommendations regarding frequency of training

Child Safeguarding training should be integrated into the individual workers Personal Development Plan (PDP) and linked to the objectives in their annual appraisal.

**'Working Together' (2010)** recommends that individuals with regular contact with children/young people/families should refresh their Introductory Training every 2 years. For those individuals with less frequent contact the recommendation is every 3 years. More details regarding this can be found at:

<http://www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/workingtogether/workingtogethertosafeguardchildren/>

## **Merton SCB & Partnership Training**

Over this coming training year the Merton SCB is strengthening its links with trainers based in the statutory, voluntary and private sectors. In particular we are expanding our multi-agency training pool which delivers the Introduction to Child Safeguarding course (C1) —agencies contributing trainers to this pool include: Health, Police, Children's Social Care, Education and the Voluntary Sector

This Training Programme continues to include courses which are Health related and which are delivered by Health professionals. All these courses include material related to assessment and joint working. Further details of these courses can be found on pages 38/39 of this programme.

We also continue to include details of the Common Assessment Framework (CAF) training in Merton and we particularly recommend undertaking this one day training either prior to, or soon, after the C1, Introduction to Child Safeguarding, course. For further details about CAF training please refer to pages 42-43 of this programme. All CAF training should be applied for via the CAF Coordinator.

The Merton SCB is holding its annual conference on 12 November 2010. We will have nationally recognised speakers for this conference. Further details can be found on page 41 of this programme.

## **New Courses and Partnerships**

All courses are continually updated to reflect current key themes in their specified topic areas. All trainers/facilitators have practice experience and are able to address most questions which arise during the training session.

This year we are introducing a new course entitled 'Early Intervention: Supporting Merton Families via Joint Working' (C6, page 23) is delivered by specialists from the 0-12 Supporting Families Service which operates via the eleven Children's Centres in Merton.

We have also introduced a manager level course entitled 'Managing the Child Safeguarding Environment' which is being delivered by Ray Jones who is a nationally recognised speaker who has much contact with the media and has close ties with Kingston University.

Other new courses this year are:

- Working with Families: Knowledge and Skills for Effective Assessment and Intervention, C14, page 31
- Sexual Bullying, C19, page 36
- The Resilient Child: C21, page 38
- Independent Safeguarding Authority (ISA) Requirements, B1, page 37
- Every Child Matters, Be Healthy: Child and Adolescent Weight Management, H2, page 40

## Links with other Safeguarding Children Boards

The Merton SCB is forging links with other Safeguarding Children Boards via the London LSCB. Additionally we are strengthening our existing links with the Sutton and Kingston SCB's. In this programme we have two courses which are open to our colleagues in Sutton—course H2 (Female Genital Mutilation) and briefing B1 (Independent Safeguarding Authority, ISA: Requirements).

## Child Protection E-Learning (On-Line) Programme

This is a new and innovative learning tool which can be used via any computer linked to the internet whether this be in your home, your office or in a public place such as a library or internet café. When you have successfully completed all of the modules (taking only a few hours) you will be sent a completion certificate which you can keep for your professional training portfolio.

The Merton SCB launched the e-learning programme in March this year. Please refer to our website at [www.merton.gov.uk/lscbtraining](http://www.merton.gov.uk/lscbtraining) for up-to-date information about this learning option.

## Booking and Cancellation Information

This training programme is available to all Merton SCB member agencies and to voluntary, private and independent sector agencies working with children, young people and their families who live in Merton.

## Application Process

Applications for all our courses can best be made on line at [www.merton.gov.uk/lscbtraining](http://www.merton.gov.uk/lscbtraining). Alternatively applications can be made by using the event booking form on page 46 of this brochure — this form can then be faxed to the Merton SCB training administrator on 020 8545 4198. **Telephone bookings will not be accepted.**

You can apply for any number of events via the online event application form. All forms should be fully and legibly completed and include line manager details. An email address must be supplied on the form. Application forms will be acknowledged on receipt by automated email.

All completed application forms must include either a Merton Internal Cost Code or an Invoice Reference number in the event that a cancellation charge is incurred (see sections entitled 'Cancellations' information/Failure to Attend-Charges' on pages 11-12 of this Programme).

## Special Needs

If you have special needs/requirements for the event please discuss these with the course administrator at the time of your application and mention these on your booking form.

## Allocation of Places

Applications will be held on file and course places allocated on a first come, first served, basis.

To achieve a balance of attendance on courses the Training Sub-Committee has agreed that a maximum of **two places per organisation/team will be offered for each course**. Consequently it may not always be possible for professionals from the same agency/team to be offered places on the same date.

A confirmation will be sent by email to each successful applicant **ten** days prior to the course date.

Unsuccessful applicants will receive notification by phone or email **ten** days prior to the event date. Please contact the Training Administrator on 020 8545 4866 or via e mail [mertonlscb@merton.gov.uk](mailto:mertonlscb@merton.gov.uk) if you require further clarification about the progress of your application. If you do not receive confirmation of a place, this will mean you have not been allocated one.

## Funding and Attendance

Funding for this programme is provided through the Merton SCB. Access to the programme is **free** to most staff from statutory agencies and non-profit making organisations. Profit making organisations/professionals will be charged £75 per person, per course, payable in advance.

In the event of participants arriving late to a course, facilitators can exercise discretion in terms of admittance.

**Attendance at any event without prior booking is not acceptable. If this happens the individual will be turned away.**

## Cancellations

Places on training events (particularly on the C1 'Introduction to Child Safeguarding' course) are in very high demand. If you are unable to attend your booked event it is vital that you or your manager notify the Training Administrator as soon as possible.

If there is no waiting list the manager may nominate a substitute attendee. Otherwise, the place will be allocated to the next person on the waiting list.

Cancellations should ideally be made with a **minimum of two working days** notice of the event taking place. If the attendee is sick or unavoidably detained on the day of the course then they must notify the Merton SCB administrator first thing that day, otherwise a cancellation fee of £50 will be charged (see next page).

## Failure to Attend – Charges

The Merton SCB regularly monitors the take up of training, on an agency and individual basis.

**If an individual fails to attend their training event (whether this be a half day or full day event) without prior notice their line manager/organisation will be contacted and a cancellation charge of £50 will be made.** The Merton SCB will endeavour to make this charge to you within 12 weeks and, once you are notified, this will need to be paid within 28 days.

If an individual fails to attend on two or more occasions, further Merton SCB applications may be refused at the discretion of the trainer and the chair of the Training Sub-Committee.

## Timekeeping

It is important that all events start and finish promptly. Attendees should arrive 15 minutes before the course is due to start and sign the Attendance Register.

## Refreshments/Lunch

Refreshments will be provided free of charge before the event commences and at one interval during a half day event and two intervals during a full day event. Unfortunately **lunch is not provided on any of our events** and attendees will need to make their own arrangements for this. Lunch usually lasts for one hour, unless the group/facilitator(s) agree otherwise.

## Evaluation

The evaluation of all our training events is very important as this informs future programme planning. All attendees will be asked to complete an evaluation form at the end of each event. Reports on the effectiveness of this training are regularly made to the Merton SCB Training Sub-Committee and Main Merton SCB Board.

## Certification

A Certificate of Attendance will be issued to participants who attend the whole training event. This certificate can be used by some professionals as evidence of their Continuing Professional Development/Post Registration Training and Learning (PRTL). As the certificates are generated from the application forms it is essential

## Training Events: Course Codes

- **Merton SCB Courses** (Prefixed by the letter C)
- **Health Based Courses** (Prefixed by the letter H)
- **Annual Conference** (Prefixed by the letters AC)
- **Common Assessment Framework Courses**  
(Prefixed by the letters CAF)

# Training Calendar 2010–2011

	Apr 2010	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2011	Feb	Mar
<b>C1: Page 18</b> ECM, Stay Safe Introduction to Child Safeguarding 1 Day	<b>28</b> Chaucer	<b>13</b> Civic <b>24</b> Civic	<b>11</b> Civic			<b>14</b> Civic	<b>14</b> Civic	<b>10</b> Civic <b>24</b> Civic	<b>02</b> Civic	<b>18</b> Civic	<b>02</b> Civic	<b>18</b> Civic
<b>C2: Page 19</b> E-Learning	<b>Contact your Sector Champion for enrolment details: see inside the front cover of this programme</b>											
<b>C3: Page 20</b> Developing Child Protection Policy & Procedures For Non-Statutory Set- tings 1/2 Day		<b>17</b> am Civic				<b>21</b> am Civic		<b>30</b> am Civic				<b>02</b> am Civic
<b>C4: Page 21</b> Domestic Abuse & Its Effects On Children 1 Day			<b>25</b> Civic					<b>04</b> Civic				<b>14</b> Civic
<b>C5: Page 22</b> The Child Protection Case Conference & Core Group Meeting 1 Day				<b>15</b> Civic						<b>20</b> Civic		
<b>C6: Page 23</b> <b>NEW</b> Early Intervention: Supporting Families & Joint Working in Merton 1 Day		<b>20</b> Civic					<b>12</b> Civic				<b>09</b> Civic	
<b>C7: Page 24</b> Deliberate Self Harm By A Child or Young Person 1/2 Day						<b>09</b> am Civic						<b>10</b> am Civic
<b>C8: Page 25</b> Safeguarding Children Involved In Inappropriate Sexualised Behaviour 1 Day				<b>08</b> Civic							<b>15</b> Civic	

## Training Calendar 2010–2011

	Apr 2010	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2011	Feb	Mar
<b>C9:</b> Page 26 Sexually Exploited Children & Young People 1 Day				<b>07</b> Civic								
<b>C10:</b> Page 27 The Impact On Children Living With Parental Mental Ill Health 1 Day		<b>27</b> Civic										
<b>C11:</b> Page 28 Safeguarding Children With Disabilities 1 Day						<b>23</b> Civic					<b>01</b> Civic	
<b>C12:</b> Page 29 The Protection Of Vulnerable Children: Focus On Emotional Abuse & Neglect 1 Day	<b>30</b> Chaucer							<b>02</b> Civic				
<b>C13:</b> Page 30 Engaging Difficult, Dangerous, Evasive or Manipulative Families 1 Day			<b>17</b> Civic								<b>03</b> Civic	
<b>C14:</b> Page 31 <b>NEW</b> Working with Families: Knowledge & Skills for Effective Assessment & Intervention 1 Day				<b>09</b> Chaucer							<b>17</b> Civic	
<b>C15:</b> Page 32 Good Practice In Equality & Diversity 1 Day												

## Training Calendar 2010–2011

	Apr 2010	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2011	Feb	Mar
<b>C16:</b> Page 33 Parental Substance Misuse & Its Effects On Children <i>1 Day</i>		<b>06</b> Chaucer							<b>08</b> Civic			
<b>C17:</b> Page 34 Safeguarding Children at Risk Of Abuse Through IT <i>1/2 Day</i>								<b>18</b> Civic				
<b>C18:</b> Page 35 Forced Marriage and Honour Based Violence <i>1/2 Day</i>								<b>16</b> Civic				
<b>C19:</b> Page 36 <b>NEW</b> Sexual Bullying <i>1 day</i>						<b>28</b> Chaucer						
<b>C20:</b> Page 37 <b>NEW</b> Managing the Child Safeguarding Environment <i>1/2 day</i>							<b>07</b> Civic					
<b>C21:</b> Page 38 <b>NEW</b> The Resilient Child <i>1 Day</i>			<b>24</b> Chaucer					<b>11</b> Civic				

# Training Calendar 2010–2011

## Non Merton SCB Courses

	Apr 2010	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2011	Feb	Mar
<b>H1:</b> Page 39 Female Genital Mutilation <i>1/2 Day</i>						<b>07 pm</b>  Civic						
<b>H2:</b> Page 40 <b>NEW</b> ECM, Be Healthy: Child & Adolescent Weight Management <i>1/2 Day</i>				<b>06 pm</b>  Civic						<b>12 pm</b>  Civic		
<b>AC1:</b> Page 41 Merton SCB Annual Conference <i>1 Day</i>								<b>12</b>  Civic				
<b>CAF1:</b> <i>Pages 42/43</i> The CAF Assessment Framework <i>1/2 Day</i>	<b>28 am</b>  Civic		<b>15 am</b>  Civic	<b>19 am</b>  Civic		<b>16 am</b>  Civic		<b>01 am</b>  Civic	<b>15 am</b>  Civic		<b>04 am</b>  TBC	<b>22 am</b>  TBC
<b>CAF2:</b> <i>Pages 42/43</i> Information Sharing <i>1/2 Day</i>	<b>28 pm</b>  Civic		<b>15 pm</b>  Civic	<b>19 pm</b>  Civic		<b>16 pm</b>  Civic		<b>01 pm</b>  Civic	<b>15 pm</b>  Civic		<b>04 am</b>  TBC	<b>22 pm</b>  TBC

For all CAF courses please apply direct via the CAF training website  
[www.merton.gov.uk/caf-training](http://www.merton.gov.uk/caf-training)

## Every Child Matters, Stay Safe: Introduction to Child Safeguarding

**Course Code: C1**

### **Dates and Venues:**

**28 April 2010**

Chaucer Centre Room B

**13 May 2010**

Civic Centre Rooms B&C

**24 May 2010**

Civic Centre Rooms B&C

**11 June 2010**

Civic Centre Rooms D&E

**14 Sept 2010**

Civic Centre Rooms D&E

**14 Oct 2010**

Civic Centre Rooms B&C

**10 Nov 2010**

Civic Centre Rooms B&C

**24 November 2010**

Civic Centre Rooms B&C

**02 Dec 2010**

Civic Centre Rooms B&C

**18 Jan 2011**

Civic Centre Rooms B&C

**02 Feb 2011**

Civic Centre Rooms B&C

**18 March 2011**

Civic Centre Rooms D&E

**Time: 9.30-16.30**

**Min/Max Delegates:**

16/20

**Duration: 1 day**

### **Facilitators:**

Paul Lawrence & a  
trainer from the Merton  
SCB training pool

### **Target Groups: A/B/C**

Note: It is recommended that participants also attend the two half day CAF courses entitled 'Common Assessment Framework' and 'Information Sharing' both of which complement this course.

**MSCB Course Level: 1 Health Level: 1**

### **Course Aims:**

- To explore our own attitudes and perceptions in relation to child abuse
- To raise professional awareness about recognising types of abuse and how to best protect children
- To explore assessment frameworks
- To identify professional roles and practice responsibilities, including our 'duty to protect' children and 'Working Together'
- To highlight the role of Children's Social Care and the child protection process

### **Content:**

- Own attitudes and values to child abuse
- 'Good Enough Parenting' and 'Traffic Light Parenting' models
- 'What's in the News': current headlines
- Categories of Abuse inc Non Accidental Injury
- Assessment Tools inc Timelines & Genograms
- The Assessment Framework (Triangle) and Common Assessment Framework (CAF/MWBM)
- Five Factors which increase 'dangerousness' in families
- Domestic Abuse and its effects on the family
- Risk, thresholds & the duty to protect children
- Professional Roles and Responsibilities inc 'Working Together'
- Making a referral to Merton Children's Social Care

### **Training Methods:**

PowerPoint presentation, individual questionnaire, small & large group exercises, web videos

**E Learning Child Safeguarding Programmes:  
On-line learning via the Safeguarding Children, e-Academy  
(part of the Virtual College)  
(New)**

**Course Code: C2**

**Target Groups:** All professionals in all sectors.  
Can be used a preparation for the C1,  
Introduction to Child Protection, course

**MSCB Course Level: 1 Health Level: 1**

**Please contact your Sector Champion for further details—see inside the front cover of this programme**

**On line, individually paced, learning which needs an internet link (with Internet Explorer and Flashplayer which is a small programme and easily downloadable).**

**These e-learning packages are web based and you do not need to download any software/ programmes to your computer.**



# Developing Child Protection Policy and Procedures for Non-Statutory Settings

**Course Code:** C3

## **Dates and Venues:**

**17 May 2010**

*Civic Centre Rooms D&E*

**21 Sept 2010**

*Civic Centre Rooms B&C*

**30 Nov 2010**

*Civic Centre Rooms B&C*

**02 March 2011**

*Civic Centre Rooms B&C*

**Time:** 9.30-13.00

**Min/Max Delegates:**

10/24

**Duration:** 1/2 day

## **Facilitators:**

*Tracy Clarke*

*Tracey Podger*

## **Target Groups: A/B**

Specifically pertinent for managers and leaders in voluntary, community and faith groups who are not familiar with child protection policies and procedures or require refresher training

**MSCB Course Level: 1 Health Level: 1**

## **Summary:**

Adults in positions of trust who come into contact with children and their families need to feel confident that they can safeguard children's welfare when planning and facilitating their activities. Knowing how to prevent harm to children in the first place and knowing what to do if you suspect a child is at risk of abuse are key elements for running a safe organisation.

Increasingly groups applying for funding or other resources are required to have an up-to-date child protection procedures. Without this in place, access to grants, hiring premises, etc may not be possible. Also from Autumn 2009 anyone working in a paid or unpaid capacity with children and vulnerable adults will need to be registered with the Independent Safeguarding Authority. This means that organisations will need to change their recruitment procedures.

These sessions will provide a step-by-step guide on how to develop and implement child protection policies and procedures. Participants will receive a free copy of the NSPCC's '**Are They Safe? Communities Toolkit**.'

## **Content:**

- What is abuse and neglect?
- How to prevent children being harmed by abuse
- Who to turn to if there are concerns about a child
- Key guidelines about how to run a safe organisation for children
- Safe recruitment and supervision practices for paid staff and volunteers
- How to develop sound child protection policies and procedures

## **Training Method:**

PowerPoint presentation, DVD

## Domestic Abuse and Its Effects on Children

**Course Code: C4**

### **Dates and Venues:**

**25 June 2010**

Civic Centre Rooms B&C

**04 Nov 2010**

Civic Centre Rooms B&C

**14 March 2011**

Civic Centre Rooms D&E

**Time: 9.30-16.30**

**Min/Max Delegates:**

16/20

**Duration: 1 day**

### **Facilitators:**

Linda Finn

Dermot Brady

**Target Groups: B/C**

**MSCB Course Level: 2/3 Health Level: 2+/3/4/5**

### **Course Aims:**

- To raise awareness of the effects on children living with domestic abuse
- To explore the nature of domestic abuse and its prevalence
- To raise awareness in recognising domestic abuse and developing practice when working with children and adults on these issues
- To explore effective interventions

### **Content:**

- What is domestic abuse and its prevalence?
- Domestic abuse from differing perspectives including the feminist perspective and minority community perspective
- Issues relating to perpetrators
- The effects on children and children's resilience/coping strategies
- The effects of domestic violence on family dynamics/structure and parenting
- Interagency co-operation
- Support programmes for the child and the mother

### **Training Methods:**

PowerPoint presentation, small group exercises, large group discussion

## The Child Protection Case Conference & Core Group Meeting

**Course Code:** C5

**Dates and Venues:**

**15 July 2010**

Civic Centre Rooms B&C

**20 Jan 2011**

Civic Centre Rooms B&C

**Time:** 9.30-16.30

**Min/Max Delegates:**

16/20

**Duration:** 1 day

**Facilitator:**

Alec Parsons

**Target Groups:** B/C

**MSCB Course Level:** 2/3 **Health Level:** 2+/3/4/5

**Course Aims:**

- To enable participants to understand the purpose of the Child Protection Conference and its role in the safeguarding/protection process for a child
- To explain the roles and responsibilities of individual professionals/agencies involved in the Conference and the Core Group
- To develop confidence in taking an active and professional role in the conference and/or core group

**Content:**

- Learning from child deaths and serious case reviews
- A 'Child in Need' and Significant Harm - the legal framework
- Categories of Abuse and Statistics
- Assessment models and thresholds
- Child Protection Enquiries (S47)
- Your Role in the Child Protection Conference and Core Group

**Training Methods:**

PowerPoint presentation, quiz, large group feedback, role play

## Early Intervention: Assessing and Supporting Merton Families via Joint Working (New)

**Course Code:** C6

### **Dates and Venues:**

**20 May 2010**

Civic Centre Rooms B&C

**12 Oct 2010**

Civic Centre Rooms D&E

**09 Feb 2011**

Civic Centre Rooms B&C

**Time:** 09.30-16.30

**Min/Max Delegates:**

10/20

**Duration:** 1 day

### **Facilitators:**

Anne Roberts

Paul Lawrence

**Target Groups:** A/B/C

**MSCB Course Level:** 1/2 **Health Level:** 1/2+

### **Course Aims:**

- To emphasise the importance of early intervention for individuals, families and agencies
- To identify vulnerable families and individuals
- To highlight the need to 'Think Family' when intervening
- To explain, and work with, the Common Assessment Framework (CAF)
- To outline the family support services in Merton, including the role of Children's Centres
- To explore the idea of 'Working Together'
- To discuss work of the 0-12 Supporting Families and their referral process

### **Content:**

- The effectiveness of early intervention
- 'Think Family' initiative
- Increased risk—the five factors
- The resilient child
- What is a 'threshold'?
- Common Assessment Framework— Assessment & the role of the Lead Practitioner
- What is family support (in Merton)?
- Family support—needs led or resource led?
- Working Together
- Role of Children's Centres
- Referral Process to 0-12 Supporting Families Team, inc the Referral Panel Process

### **Training Methods:**

PowerPoint presentation, case scenario, small group exercise, large group exercise, DVD

# Deliberate Self Harm by a Child or Young Person

**Course Code:** C7

**Target Groups:** B/C

**Dates and Venues:**

**09 Sept 2010**

Civic Centre Rooms B&C

**10 March 2011**

Civic Centre Rooms D&E

**MSCB Course Level:** 2/3 **Health Level:** 2+/3/4/5

**Course Aims:**

- To explore the concerns raised by the increase of self harm and suicide in children & young people
- To understand the various forms of self harm that may be exhibited by a child or young person
- To explore the dynamics which may be present in the family unit
- To predict warning signs which may be presented by the individual and to proactively intervene using the most suitable technique

**Time:** 9.30-12.30

**Content:**

- Definitions of suicide, deliberate self harm and self injurious behaviour
- Statistics
- Cultural Issues
- Overdosing
- Assessment of risk
- Predisposing factors for self harming
- Types of self injurious behaviour
- Why do people self harm?
- Management of those who self harm
- Joint working

**Min/Max Delegates:**

10/20

**Duration:** 1/2 day

**Facilitator:**

Dr Monica Aziz

**Training Methods:**

PowerPoint presentation, case scenarios

# Safeguarding Children Involved in Inappropriate Sexualised Behaviour

**Course Code: C8**

## **Dates and Venues:**

**08 July 2010**

Civic Centre Rooms D&E

**15 Feb 2011**

Civic Centre Rooms B&C

**Time: 9.30-16.30**

**Min/Max Delegates:**

16/20

**Duration: 1 day**

**Facilitator:**

Perdeep Gill

## **Target Groups: B/C**

This course will be of particular relevance to school staff, youth workers, social workers, police and youth justice workers

**MSCB Course Level: 2/3 Health Level: 2+/3/4/5**

## **Course Aims:**

When children engage in inappropriate sexualised behaviour practitioners need to be clear how to respond. Some incidents may be part of a child's normal development. Other situations may be an indication of sexual abuse or that a child is a risk to their peers. This course will help practitioners better understand these issues and the key concepts of consent and the use of power and coercion.

- To demonstrate an understanding of the definitions of harmful and concerning sexual behaviour between children.
- To demonstrate knowledge in regard to the prevalence and characteristics of young people engaged in this behaviour,
- To demonstrate an understanding of the causation of such behaviour and appropriate intervention.
- Reflect on their own values and beliefs in relation to what constitutes sexual behaviour by young people.
- Demonstrate an awareness of the range of models and theories relating to this area

## **Content:**

- Introduction to the local protocol on responding to inappropriate sexualised behaviour between pupils
- Exploration of the difference between normal child development and inappropriate sexualised behaviour
- Understanding of relevant legislation (e.g. Sexual Offences Act 2003)

## **Training Methods:**

PowerPoint, small and large group discussion, quizzes, group exercises, scenarios & DVD

# Sexually Exploited Children & Young People

**Course Code:** C9

**Dates and Venues:**

**07 July 2010**

Civic Centre Rooms D&E

**Time:** 9.30-16.30

**Min/Max Delegates:**

16/20

**Duration:** 1 day

**Facilitator:**

Sara Swann

**Target Groups:** B/C

**MSCB Course Level:** 2/3 **Health Level:** 2+/3/4/5

**Course Aims:**

- To detail key issues related to the safeguarding of children and young people from sexual exploitation
- To recognise abusive and coercive relationships
- To enhance skills development in relation to assessment and action planning
- To explore national and local policy, procedures and legislation in relation to relevant subject areas

**Content:**

- What is the 'sexual exploitation of children'?
- Vulnerability & risk indicators for the child
- Recognising the early indicators of child sexual exploitation and taking appropriate action
- Grooming and other perpetrator activities
- Child trafficking and child prostitution
- Sexually active young people inc young abusers
- Exploitation and abuse of children/young people through new technology, inc the internet
- Assessing, and working with, the needs of sexually exploited children/young people and their families
- Information sharing and confidentiality issues
- Key information—'Safeguarding Children Who May Have been Trafficked' (Home Office/DCSF 2007), Sexual Offences Act (2003) and information related to the 'Merton Young Runaways and Sexual Exploitation Working Group'

**Training Methods:**

PowerPoint, small/large group discussions, scenarios

# The Impact on Children Living with Parental Mental Ill Health

**Course Code: C10**

**Dates and Venues:**

**27 May 2010**

Civic Centre Rooms B&C

**Time: 9.30-16.30**

**Min/Max Delegates:**

10/20

**Duration: 1 day**

**Facilitators:**

Janette Brown

Paul Lawrence

**Target Groups: B/C**

**MSCB Course Level: 2/3 Health Level: 2+/3/4/5**

**Course Aims:**

- To explain types of parental mental ill health and how this can impact upon parenting
- To explore the impact of parental mental ill health on children, including possible effects on the child's physical and mental health
- To detail the legal responsibilities to take action if there are child safeguarding issues
- To explain the referral process to Children's Social Care

**Content:**

- Own personal/professional values and attitudes to abuse
- Categories of Abuse and Assessment models
- Definitions, types & statistics of Parental Mental Ill Health
- The child's perspective: 'The Lost Child'
- The effects of mental ill health on the adult, the child and parenting
- Professional roles and responsibilities
- Decision Making and 'Working Together'
- Making a referral to Children's Social Care

**Training Methods:**

PowerPoint presentation, questionnaire, case scenario, DVD

# Safeguarding Children with Disabilities

**Course Code: C11**

**Dates and Venues:**

**23 Sept 2010**

Civic Rooms B&C

**01 Feb 2011**

Civic Rooms B&C

**Time: 9.30-16.30**

**Min/Max Delegates:**

10/20

**Duration: 1 day**

**Facilitators:**

John Deegan

**Target Groups: B/C**

**MSCB Course Level: 3 Health Level: 3**

**Course Aims:**

- To highlight professional roles in safeguarding children
- To explain how to respond to child welfare concerns
- To identify specific issues for children with disabilities

**Content:**

- Child Abuse—facts/figures, Children subject to a Child Protection Plan
- Lessons learnt from child deaths
- Additional vulnerability of Children with Disabilities
- Identification of need and silencing factors
- Making a referral to Children's Social Care/ Common Assessment Framework Form/Record Keeping
- Communication skills when working with Children with Disabilities and their family

**Training Methods:**

PowerPoint presentation, case studies, small group exercise, large group feedback, DVD

# The Protection of Vulnerable Children: Focus on Emotional Abuse & Neglect (EA&N)

**Course Code: C12**

**Dates and Venues:**

**30 April 2010**

Chaucer Centre Room M

**02 Nov 2010**

Civic Centre Rooms B&C

**Time: 9.30-16.30**

**Min/Max Delegates:**

10/20

**Duration: 1 day**

**Facilitator:**

Vivienne Springer

**Target Groups: B/C**

**MSCB Course Level: 2/3 Health Level: 2+/3/4/5**

**Course Aims:**

- To give the definitions of significant harm and Emotional Abuse and Neglect (EA&N)
- To list the indicators of EA&N
- To detail the risks of EA&N on the unborn and developing child
- To describe effective and safe responses to cases of suspected/actual EA&N when working with children and families
- To explain professional roles and responsibilities in the identification, investigation and/or assessment of EA&N
- To promote professional contribution to, and the implementation of, child protection plans, linking needs with tasks and resource advocacy

**Content:**

- The roots of EA&N
- The concepts of 'Significant Harm', 'Good Enough Parenting' and the Common Assessment Framework (CAF)
- The effects of EA&N on the developing/unborn child
- Ethnic and cultural factors of neglect
- Effective intervention and protecting children subject to EA&N
- Professional Roles/Responsibilities inc Working Together
- Messages from Research

**Training Methods:**

PowerPoint, small group exercise, large group feedback, DVD

# Engaging Difficult, Evasive or Manipulative Families

**Course Code: C13**

**Dates and Venues:**

**17 June 2010**

Civic Centre Rooms B&C

**03 Feb 2011**

Civic Centre Rooms B&C

**Time: 9.30-16.30**

**Min/Max Delegates:**

10/20

**Duration: 1 day**

**Facilitator:**

*Vivienne Springer*

**Target Groups: B/C**

**MSCB Course Level: 2/3 Health Level: 2+/3/4/5**

**Course Aims:**

- To list unco-operative behaviours that families may exhibit
- To explain the four types of unco-operativeness
- To discuss the impact of the family's attitude and behaviour on the assessment process and inter-agency/multi-agency working
- To demonstrate a range of effective skills, strategies and techniques when working with families who are difficult to engage
- To highlight some safe and effective intervention methods for working with unco-operative families

**Content:**

- A model of parenting & 'Good Enough' Parenting
- Common Core Knowledge & Skills for Professionals
- Types of unco-operativeness and dangerousness
- Working in partnership with Families
- Engagement skills— inc motivational interviewing
- Managing conflict
- Emotional Intelligence and forming professional relationships with families
- Professional Assertiveness
- Messages From Research and the London Child Protection Procedures (v3), Chapter 10
- The role of the Family Intervention Project (FIP) in Merton

**Training Methods:**

PowerPoint presentation, individual exercises, small group exercises, large group feedback

## **Working with Families: Knowledge and Skills for Effective Assessment & Intervention (New)**

**Course Code: C14**

**Dates and Venues:**

**09 July 2010**

Chaucer Centre Room D

**17 Feb 2010**

Civic Centre B&C

**Time: 9.30–16.30**

**Min/Max Delegates:**

10-16

**Duration: 1 day**

**Facilitators:**

Paul Lawrence

Ann Waller

**Target Groups: B/C**

**MSCB Course Level: 2/3 Health Level: 2+/3/4/5**

**Course Aims:**

- To detail and practice, tools which assist the assessment of individuals and families
- To detail and practice, tools which promote direct work with children and families
- To demonstrate key practice theories which underpin professional practice and which enable flexible working with individuals and families

Note: this is a busy, but enjoyable, experiential course involving practical exercises, some of which will ask the participant to explore their own professional world and practice and will include confidential discussion of cases which participants can bring to the course

**Content:**

- Emotional Intelligence and relationship building
- Transactional Analysis theory—Windows on the World, Ego States, Games People Play
- Common Assessment Framework (CAF), the assessment process and family support
- Genograms, sociograms, timelines & chronologies
- Theory of containment and pressure points for individuals and families
- Systems Theory—groups and subgroups within families
- Solution Focused approaches inc Reframing techniques
- Theory of Reflection and reflective techniques

**Training Methods:**

PowerPoint presentation, individual exercises, small group exercises, large group feedback

## Good Practice in Equality and Diversity

**Course Code: C15**

**Dates and Venues:**

**Time: 9.30-16.30**

**Min/Max Delegates:**  
10/20

**Duration: 1 day**

**Facilitators:**  
Stephanie Doyle

**Target Groups: B/C**

For all professionals who work either directly or indirectly with minority groups where there are child protection concerns

**MSCB Course Level: 2 Health Level: 2+**

**Course Aims:**

To enable participants to:

- Improve their skills and practice in respect of children and families from minority communities
- Work confidently when assessing parenting capacity in terms of strengths and weaknesses
- Particularly develop positive practice strategies when interacting with children and families from black and ethnic minority communities.

**Content:**

- Understanding and developing professional practice with regards to children from minority communities
- Enhancement of assessment skills
- An overview of the diverse communities in Merton (including new communities)
- How attitudes, beliefs and values impact on direct work with children and families and multi-agency working
- Issues of culture, religion and ethnicity as they relate to making a referral or as part of a child protection investigation

**Training Methods:**

PowerPoint presentation, questionnaire, quiz, small group exercises, large group feedback, case scenario

## Parental Substance Misuse and Its Effects on Children: Hidden Harm

**Course Code: C16**

**Dates and Venues:**

**06 May 2010**

Chaucer Centre Room B

**08 Dec 2010**

Civic Centre Rooms D&E

**Time: 9.30-16.30**

**Min/Max Delegates:**

10/20

**Duration: 1 day**

**Facilitators:**

Tajinder Hayre

Paul Lawrence

**Target Groups: B/C**

**MSCB Course Level: 2 Health Level: 2+**

**Course Aims:**

- To identify the signs and symptoms which may indicate parental substance misuse
- To explore the consequences on the family of parental substance misuse
- To link parental substance misuse to parenting issues and the risks to children
- For participants to gain practice skills and strategies to positively interact with children and families where parental substance misuse has been identified

**Content:**

- Own personal/professional values and attitudes to Hidden Harm issues
- Definition of parental substance misuse and the scale of the problem
- Types of substance misuse and the consequences of these inc alcohol unit guide
- 'Think Family' approach
- Family Assessment - Common Assessment Framework and Good Enough Parenting?
- Risk elements for children
- 'Children Speaking' - personal accounts (DVD)
- Child's World DVD
- Working in Partnership - at an adult and child level
- Local Resources

**Training Methods:**

PowerPoint presentation, questionnaire, small group exercise, large group feedback, DVD, case scenario 'How many units' quiz

# Safeguarding Children at Risk of Abuse Through Information Technology

**Course Code: C17**

**Dates and Venues:**  
**18 Nov 2010**  
Civic Council Chamber

**Time: 9.30-13.00**

**Min/Max Delegates:**  
20/100

**Duration:** ½ Day

**Facilitators:**  
Childnet International

**Target Groups: B/C**

**MSCB Course Level: 2 Health Level: 2+**

## Course Background:

Over recent years there has been a heightened awareness and increasing concern about the risks posed to children and young people by their use of the internet and other forms of information technology, such as mobile phones. From grooming to cyber bullying, agencies have found themselves having to deal with a new set of problems as digital technologies advance and become more central to the lives of children and young people.

## Course Aims:

- To explain how children are using the internet and other technology
- To identify children who are at risk of abuse from technology and those who misuse it
- To detail assured responses to children who are identified to be at risk and appropriate intervention is used
- To outline the role of the Child Exploitation and Online Protection Centre (CEOP) and how to report concerns to them
- To provide participants with details about the local strategy on e-safety

## Content:

- The Virtual World—what children/young people are up to
- On-line child exploitation and the safeguarding of children
- Current legislation
- Reporting incidents to CEOP and Social Care
- London Child Protection Procedures and multi-agency working
- Local e-safety strategy
- Merton Young Runaways & Child Sexual Exploitation Working Group

## Training Methods:

PowerPoint, large group discussion

# Forced Marriage and Honour Based Violence

**Course Code: C18**

**Dates and Venues:**

**16 Nov 2010**

*Civic Centre Rooms B&C*

**Time: 9.30-12.30**

**Min/Max Delegates:**

12/24

**Duration: 1/2 day**

**Facilitator:**

*DC Yvonne Rhoden MBE*

**Target Groups: A/B/C**

**MSCB Course Level: 2/3 Health Level:**

**Course Aims:**

- To state and explain the definition of Honour Based Violence and Forced Marriage
- To differentiate between Forced and Arranged Marriage
- To identify motivational factors behind Honour Based Violence and Forced Marriage
- To identify and explain some indicators of Honour Based Violence/Forced Marriage and those most at risk
- To detail key elements involved in the risk assessment of those who are vulnerable to Honour Based Violence and Forced Marriage
- To summarise the main provisions of the Forced Marriage (Civil Protection) Act 2007

**Course Content:**

- Honour Based Violence
- Forced Marriage
- Undertaking a risk assessment

**Training Methods:**

PowerPoint, web links, case study, large group discussion

## Sexual Bullying (New)

**Course Code: C19**

**Dates and Venues:**

**28 Sept 2010**

Chaucer Centre Middle Hall

**Time: 9.30-16.00**

**Min/Max Delegates:**

15/20

**Duration: 1 day**

**Facilitators:**

Chris Giles

Shazia Kadim

**Target Groups: A/B/C**

**MSCB Course Level: 2/3 Health Level: 2+/3/4/5**

**Course Aims:**

- To train a broad range of professionals to be able to deliver the Brook introductory to sexual bullying workshop to young people in a variety of settings

**Course Content:**

- Overview of the 4 session workshop for young people
- Defining sexual Bullying
- Understanding the impact of sexual bullying
- Challenging gender stereotypes
- Introducing boundaries of acceptable and unacceptable behaviour
- Address language associated with sexual bullying
- Introduce ways to empower young people to identify sexual bullying situations
- Clarify the Merton SCB inappropriate sexual behaviour protocol
- Overview of national and local websites / contacts for further support

**Training Methods:**

This will be an interactive programme to primarily give you an overview of the 4 session Brook Workshop. Individual and small group work, large group feedback, quizzes, review of local resources, case scenarios

# Managing the Child Safeguarding Environment

**Course Code: C20**

**Dates and Venues:**

**07 Oct 2010**

*Civic Centre Rooms B&C*

**Time: 14.00-17.00**

**Min/Max Delegates:**

12/20

**Duration: 1/2 day**

**Facilitator:**

*Ray Jones*

**Target Groups: B/C**

**MSCB Course Level: 2/3 Health Level: 2+/3/4/5**

**Course Aims:**

**Course Content:**

- The management of thresholds and case management issues
- Supporting staff
- Creating a 'healthy' work environment
- Safer Recruitment
- Allegations against Staff
- Serious Case Reviews
- Stress Management for self and others

**Training Methods:**

Powerpoint, small group discussion, large group discussion

## The Resilient Child (New)

**Course Code: C21**

**Dates and Venues:**

**11 Nov 2010**

Civic Centre Rooms B&C

**Time: 9.30-16.00**

**Min/Max Delegates:**

15/20

**Duration: 1 day**

**Facilitator:**

Anne Waller

Nancy Graham

**Target Groups: B/C**

**MSCB Course Level: 2/3 Health Level: 2+/3/4/5**

**Course Aims:**

**Course Content:**

- Why are some children more resilient than other?
- Coping strategies
- Risk/Enabling Factors
- Role of Extended Family
- Systems Theory
- Assessment

**Training Methods:**

# Female Genital Mutilation (FGM)

**Course Code: H1**

**Dates and Venues:**  
**7 Sept 2010**  
Civic Centre Rooms D&E

**Time:** 13.00–16.00

**Min/Max Delegates:**  
12/34

**Duration:** 1/2 day

**Facilitators:**  
Isabelle Paget  
Paul Lawrence

**Target Groups: A/B/C**

**In partnership with the Sutton  
Safeguarding Children Board**

**MSCB Course Level: 1 Health Level: 1**

## Course Aims:

- To identify the types of Female Genital Mutilation (FGM) and the circumstances under which it is performed
- To explore the male perspective on FGM and how dominant this can be in specific cultures
- To detail the UK law and procedures relating to FGM undertaken in this country and abroad
- To encourage 'Working Together' to identify FGM
- To support individuals/families where FGM has taken, or might take place

## Course Content:

- Definition and types of FGM
- Why is FGM performed and by whom?
- The Male Perspective
- The Effects on Children and Women
- Prevalence and UK legislation/Policy/Procedures
- Working Together
- Referral to Social Care
- Decision Making, Action Planning and Family Support

## Training Methods:

PowerPoint, large group discussion, DVD

# Every Child Matters, Be Healthy: Child and Adolescent Weight Management (NEW)

**Course Code:** H2

## **Dates and Venues:**

**06 July 2010**

Civic Centre Rooms D&E

**12 Jan 2011**

Civic Centre Rooms B&C

**Time:** 13.00-16.00

## **Min/Max Delegates:**

12/36

**Duration:** 1/2 day

## **Facilitators:**

Alan Jackson & Anna Williams from the 'Weight Management Centre'

## **Target Groups: B/C**

**In partnership with the Sutton Safeguarding Children Board & Sutton and Merton Community Services (formerly the SMPCT)**

**MSCB Course Level: 2/3 Health Level: 3/4/5**

## **Course Aims:**

- To explore BMI measurements and link these to weight management concerns
- To explain the causes and list the risk factors associated with weight management concern
- To discuss family and societal issues related to weight management issues
- To highlight child protection issues connected to weight management concerns
- To detail the benefits of early intervention
- What works?— weight management programmes

## **Course Content:**

- The prevalence and causes of weight management issues—nature or nurture
- Identifying, measuring and recording a healthy weight—from birth to adulthood
- Who is to blame—the child, the family, the professional or society?
- The health, emotional and psychological impact of weight management issues on the child
- When does a weight management issue become a child protection issue?
- Managing weight management concern—from the child, family and professional perspectives
- Local resources and weight management programmes—Alive 'n' Kicking (Merton)

## **Training Methods:**

PowerPoint, small/large group discussion, quiz

# **Annual Conference**

**(Course Ref: AC1)**

**A Conference staged by the  
Merton Safeguarding Children Board**

**12 November 2010**

**Registration at 9am**

**9.30 - 16.30**

**Committee Rooms B/C/D/E**

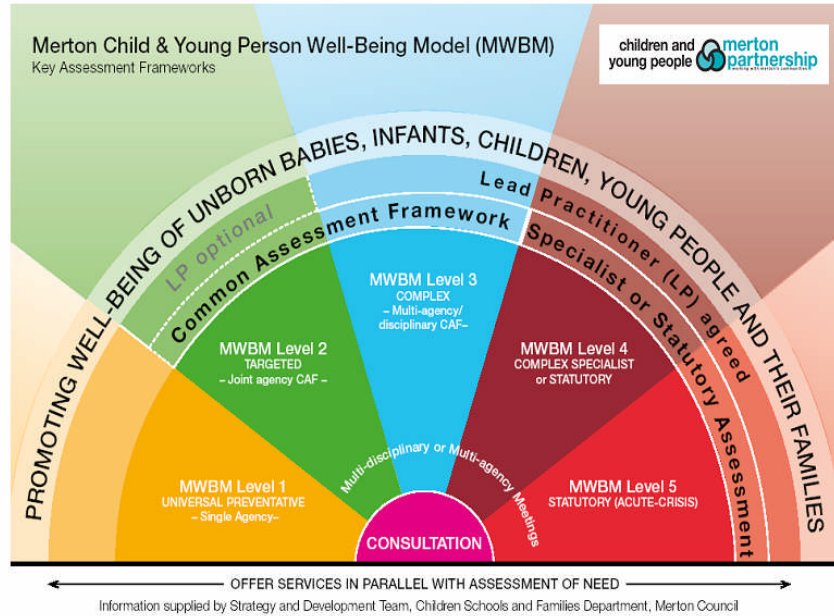
**Conference to be held in Civic Council Chamber**

**Lunch Provided**

**Speakers:**

[wwwmerton.gov.uk/lscbtraining](http://wwwmerton.gov.uk/lscbtraining)

# Common Assessment Framework Training



The **Common Assessment Framework (CAF)** is a standardised national approach to conducting an assessment of a child's additional needs and deciding how those needs should be met. It provides a simple tool for a holistic assessment of a child's needs and strengths, taking account of the role of carers and environmental factors on their development, and aims to improve integrated working by promoting coordinated service provision. CAF is being embedded across all agencies who have contact with children in Merton.

Were you one of the first wave of trainees in CAF & Information Sharing (IS)?

Are you feeling the need for refresher and/or update on the CAF process in Merton?

Or have you still not gotten round to signing up to this training at all?

In any event, some good news for you ....

CAF & IS training is now condensed into just two half-day training sessions in total, which should make it easier to find time to attend. The morning session focuses on the use of CAF as a tool for assessment, while the afternoon focuses on Information Sharing guidance. You can choose to attend either or both of these as suits your need.

**Time is running out to get up to speed with CAF!  
Please sign up NOW to ensure your place.**

**Quotes from previous training sessions:**

**“Very useful in setting out the requirements/theory of CAF as well as how it might work practically”**

**“Very useful case studies helped us to think better about how and when to use the CAF”**

**“Had very little knowledge of CAF previous to course, have now learnt a lot about it”**

**“Explained the use of CAF form very well – now clear about when and how to use”**

**“Offered a clear understanding of CAF, Info Sharing and linking CCM”**

## **CAF 2010–2011 Training Dates**

### **28th April 2010 in Merton Civic Centre**

CAF from 09.30-13.00  
IS from 13.45-16.30

### **15th June 2010 in Merton Civic Centre**

CAF from 09.30-13.00  
IS from 13.45-16.30

### **19th July 2010 in Merton Civic Centre**

CAF from 09.30-13.00  
IS from 13.45-16.30

### **16th September 2010 in Merton Civic Centre**

CAF from 09.30-13.00  
IS from 13.45-16.30

### **1st November 2010 in Merton Civic Centre**

CAF from 09.30-13.00  
IS from 13.45-16.30

### **15th December 2010 in Merton Civic Centre**

CAF from 09.30-13.00  
IS from 13.45-16.30

### **4th February 2011—venue TBC**

CAF from 09.30-13.00  
IS from 13.45-16.30

### **22nd March 2011—venue TBC**

CAF from 09.30-13.00  
IS from 13.45-16.30

Access our application form at [www.merton.gov.uk/caf-training](http://www.merton.gov.uk/caf-training) where you can complete the online form

**Merton Civic Centre**  
London Road  
Morden, Surrey, SM4 5DX

**Telephone: 020 8545 4866/3158 (Merton SCB Admin)**



**Refreshments/Lunch arrangements**

Tea and coffee are provided at intervals. However **lunch is not provided**. The Civic Centre has a café which provides hot food and sandwiches and Morden Town Centre is only three minutes walk away.

**Travel Connections**

**Bus**

- From Mitcham: 118 (3 mins walk)
- From Wimbledon: 93 (3 mins walk)
- From Sutton: 164 (2 mins walk)
- From Carshalton: 157 (3 mins walk)

**Tube:**

Morden (end of Northern Line)

**Walk:**

From Wimbledon 40 mins or 30 mins from Mitcham

**Car Parking:**

York Close Car Park (£4.50 per day) is a 2 minute walk away. All streets around Morden Town Centre have restricted/permit parking.

**The Chaucer Centre**  
**Canterbury Road**  
**Morden, Surrey, SM4 6PX**

**Telephone: 020 8288 5601**



**Refreshments/Lunch arrangements**

Tea & coffee are provided at intervals. However **lunch is not provided**. The Chaucer Centre has a canteen which provides hot food and sandwiches. Shops and cafes are located at Rosehill which is a ten minute walk away.

**Travel Connections**

**Bus**

- From Morden: 164/80 (10 min walk from St Helier Ave/Middleton Road)
- From Morden: 154 (4 min walk from Dorchester Rd)
- From Mitcham: 280 (to Rosehill)
- From Sutton: 164 (8 min walk from St Helier Ave)
- From Carshalton: 157 (8 min walk from St Helier Ave)

**Tube:**

Morden (end of Northern Line, 30 minute walk to Chaucer Centre)

**Walk:**

From Morden 30 mins or 35 mins from Mitcham

**Car Parking:**

Free car park and free unrestricted on-street car parking

## Merton Safeguarding Children Board Multi-Agency Event Booking Form

**Agency: (Please circle/highlight)**

CAFCASS, Chief Executive, Children’s Social Care, Community & Housing, Connexions. Corporate, Early Years (private), Education/Early Years, Environment & Regeneration, Health, Police, Probation, Youth Inclusion, Voluntary, Private/Other

**(If you are from a private organisation there is a charge of £75 per course)  
A cancellation fee of £50 will be charged for non-attendance without prior notice.**

Event ref (e.g. C1/B1) & Date	Event Title
Participant’s Name	Job Title
Organisation/Dept/Team	Tel No.
Email Address <i>(NB Confirmations/any other info will be sent to this email address)</i>	
Work Address	
Line Managers Name	Line Managers Email Address

**Return Forms to:**

**Email: [mertonlscb@merton.gov.uk](mailto:mertonlscb@merton.gov.uk) Fax: 020 8545 4198  
Post: 4<sup>th</sup> Floor, Civic Centre, London Road, Morden, SM4 5DX**

**Please answer the questions below. You do not have to complete this section, but it helps us to make sure that the views we receive represent the diverse communities that we serve. Circle relevant information**

Male/Female

White British, White Irish, White Other, White & Black Caribbean (Mixed), White & Black African (Mixed), White & Asian (Mixed), Mixed Other (Mixed), Black Caribbean, Black African, Black Other, Indian, Pakistani, Bangladeshi, Asian Other, Chinese, Other ethnic group

Do you consider yourself to have a disability? Yes/No. If yes, do you have any special requirements for this event?

**Consent**

**I agree to give at least 48 hours notice of cancellation and I understand that I may be liable for a £50 fee if the required notice is not given - unless there are exceptional circumstances. Please supply details of cost code/invoice address to be used in case of non attendance.**

<b>Cost Code:</b>
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<b>Invoice Reference Number &amp; Address:</b>
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# Would you like to deliver training for the Merton Safeguarding Children Board?



## Can you see yourself?

- playing a key role in training professionals from the statutory, voluntary, private and independent sectors in Merton
- promoting best children and young person safeguarding practice to others
- learning from others in the process of delivering training

## Do you want to?

- enable the learning of adult professionals
- co-train with professionals from other agencies
- use the experience as a part of your Continuing Professional Development (CPD)/Post Registration Training & Learning (PRTL)

## Do you have?

- at least two year's post qualifying child protection experience, ideally with direct experience of working with children and families
- up to date knowledge of child safeguarding/child protection issues and child care legislation/guidance
- training/facilitation skills or an aptitude to develop them

We actively welcome new trainers/facilitators to our multi-professional, multi-agency training pool. You will not be paid for this role but you will develop new knowledge and skills in relation to the delivery of training and the subject matter, in a professionally supportive environment.

In conjunction with the **Sutton Safeguarding Children Board** we are offering places on a '**Train the Trainers**' course which will promote your communication/training skills and help you transfer these to the training room.

## If you would like more information please contact:

**Paul Lawrence, Multi-Agency Trainer**  
**Merton Safeguarding Children Board, London Borough of Merton**  
**Tel: 020 8545 4225      Email: [mertonlscb@merton.gov.uk](mailto:mertonlscb@merton.gov.uk)**

**Sheena MacLean, Training Administrator**  
**Merton Safeguarding Children Board, London Borough of Merton**  
**Tel: 020 8545 4866      Email: [mertonlscb@merton.gov.uk](mailto:mertonlscb@merton.gov.uk)**



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