

BROMLEY SAFEGUARDING CHILDREN BOARD

BSCB TRAINING SUB-COMMITTEE

Terms of Reference

Aim and Objectives

The overall aim of the BSCB's Training Sub-Committee is to ensure that high quality single-agency and multi-agency child protection training is in place and for assuring the quality of multi-agency provision, so that staff are equipped with the necessary skills for safeguarding and promoting the welfare of children. This includes being able to recognise the signs and symptoms of abuse/neglect, knowing what to do in response and being able to work effectively with others within one's agency as well as across organisational boundaries.

On this basis the Sub-committee is therefore responsible for meeting the following objectives:

1. Ensure that training needs are:
 - a. identified within the context of local (including Serious Case Reviews)
 - b. national policy/practice and research developments/findings: and
 - c. met by both single-agency and inter-agency training;
2. Develop and maintain structures and processes for an organised and coordinated approach to single-agency and multi-agency training;
3. Develop and maintain a valid and reliable system of reviewing and evaluating multi-agency training, and ensure that future training is improved on this basis;
4. Produce an informed Training Strategy and report on training achievements and outcomes annually;
5. Produce a policy/procedure on training people who work with children or in services affecting the safety and welfare of children¹;
6. Plan and manage the multi-agency Safeguarding Training Programme and review the locus of responsibility for managing multi-agency safeguarding training.
7. Plan and manage the Annual Conference (this is accommodated through an elected sub-group of the sub-committee);

Chairmanship and Membership

The sub-committee is to be chaired by the member of the Board with lead responsibility for training, who is currently Julie Daly, Head of Service Safeguarding and Quality Assurance, CYP Services, LB Bromley.

Vice Chair for is the Lead officer for Education Safeguarding, currently Denise Partridge.

Membership of the sub-committee needs to include representatives from the main relevant services areas:

- Children's Social Care Services
- Health Services (NHS Bromley, South London Hospitals Trust, Oxleas NHS Trust)
- Learning and Achievement Services
- Early Years Services
- Police Services (CAIT and Borough Police)
- Leisure Services
- Community Services (Voluntary Sector)
- Youth Services
- Adult and Community Services (including Housing Services, Community Safety)

¹ Working together 2010

Representatives must have sufficient knowledge of training needs and processes to enable them to make informed contributions to the development and evaluation of the training strategy.

Responsibilities

Members are expected to support the Training Sub-committee through:

1. Ensuring that their agency provides single-agency training which complies with Working Together 2010 and the BSCB Training Strategy;
2. Helping to develop and deliver the multi-agency programme and in turn improve its accessibility through advertising the courses and encouraging/monitoring staff attendance;
3. Providing or locating venues;
4. Suggesting or identifying good trainers.

Annual Review:

Both the chairmanship and membership will be reviewed by the Executive Committee on an annual basis, at the January meeting.

Accountability

This group should report to and seek approval from the Quality Assurance and Performance Monitoring Committee.

Information Sharing

Members are welcome to forward any documentation in connection with this group, unless otherwise stated. The Chair of the Sub-committee is responsible for updating the Executive Committee on the progress made with that set out in the respective workplan section of the Business Plan.

Schedule

The meetings will take place for 2 hours on a bi-annual basis². Sub-Committee members will commit to attending all meetings, and will delegate when unable to attend.

Logistics

The Sub-committee will be facilitated by the BSCB Office. In other words, it is the responsibility of the BSCB Administrator to organise the venue for the meetings, circulate the agenda and papers and take and circulate the minutes; whilst it is the responsibility of the BSCB Development Officer to assist the Chair with compiling the TOR, workplan, agendas and papers, and checking and amending the minutes and papers accordingly.

² From January 2010 onwards.