

Milton Keynes Safeguarding Children Board

Learning and Development Strategy

Introduction and Context

The Milton Keynes Safeguarding Children Board (MKSCB) has a statutory responsibility to ensure that appropriate training on safeguarding and promoting the welfare of children and young people is provided in Milton Keynes in order to meet local needs. This includes single-agency training and inter-agency training.

Regulation 5 of the Local Safeguarding Children Boards Regulations (2006) requires the MKSCB to develop policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to the training.

Working Together (2015) also requires the MKSCB to “monitor and evaluate the effectiveness of training, including inter-agency training, for all professionals in the area.”

Purpose

This strategy provides a framework for developing the workforce through safeguarding training, to ensure that all staff and volunteers are able to work competently and effectively across boundaries and organisations to safeguard children, young people and their families.

The strategy will outline how inter-agency training will be provided, how the requirement to monitor single-agency training will be fulfilled and identify the responsibilities of individuals and organisations in relation to safeguarding learning and development.

The above functions will be carried out by the MKSCB Learning and Development Sub-Group, on behalf of and reporting to the MKSCB.

Learning and Development Sub-Group

The inter-agency Learning and Development sub-group will lead on the strategic planning and oversight of learning and development activities, in accordance with the priorities of the MKSCB and the needs of local agencies and organisations across Milton Keynes.

The Learning and Development sub-group will also oversee the effective implementation of the Learning and Improvement Framework and seek assurance that learning and development opportunities successfully equip the wider workforce with the skills and knowledge required to promote positive safeguarding outcomes across Milton Keynes (the Terms of Reference for the MKSCB Learning and Development Sub-Group can be found in Appendix A)

Principles of the MKSCB Learning and Development Strategy

The Learning and Development Strategy is based upon the following core principles. It is the expectation of the MKSCB that all partner agencies and organisations ensure that safeguarding children training reflects these core principles:

- All training is child focussed so that the voice of the child and the child's welfare remain paramount
- Training creates and supports an ethos that values working collaboratively with others, respects diversity, promotes equality and encourages the participation of children and families in the safeguarding process
- Training recognises and promotes the importance of understanding the lived experiences of the children and young people
- Trainers are knowledgeable about safeguarding, child protection and promoting welfare. When delivering on complex areas, trainers will have relevant specialist skills and knowledge.
- Training recognises factors that can create additional vulnerabilities in children and young people
- Training is informed by current research, lessons from serious case reviews, child deaths, national and local policy and practice developments (see MKSCB Learning and Improvement Framework)
- Training is underpinned by the values contained within Working Together (2015)

- Training is reviewed annually and evaluated to ensure that it meets the agreed learning outcomes and has a positive impact on practice

Learning and Development Needs

The MKSCB continues to follow the principles and training requirements of Working Together 2010 guidelines on groups and levels of training which meet the needs of the workforce. The level of training required will depend on the role of the individual and the extent of their involvement with children and young people. Target groups include members of statutory, independent and voluntary and community organisations (see Table 1).

All organisations are responsible for their internal workforce development and training plans with regards to safeguarding. This includes a responsibility to provide training for all staff via induction and single-agency training.

For staff in groups 2-8, staff training can also be accessed via the MKSCB inter-agency training programme.

All staff working with children or families must have completed a basic induction at the commencement of employment, which includes safeguarding children training, and should cover the procedures in their own organisation.

Table 1: Training Groups Identified in Working Together 2010

1	Those who have infrequent contact with children, young people and/or parents/carers
2	Those in regular or in intensive but irregular contact with children, young people and/or parents/carers
3	Those who work predominantly with children, young people and/or parents/carers
4	Those who have particular specialist child protection responsibilities
5	Professional advisers and designated leads for child protection
6	Operational managers of services for children, young people and/or parents/carers
7	Senior managers responsible for strategic management of services for children, young people and/or parents/carers
8	LSCB members

MKSCB Training Strands

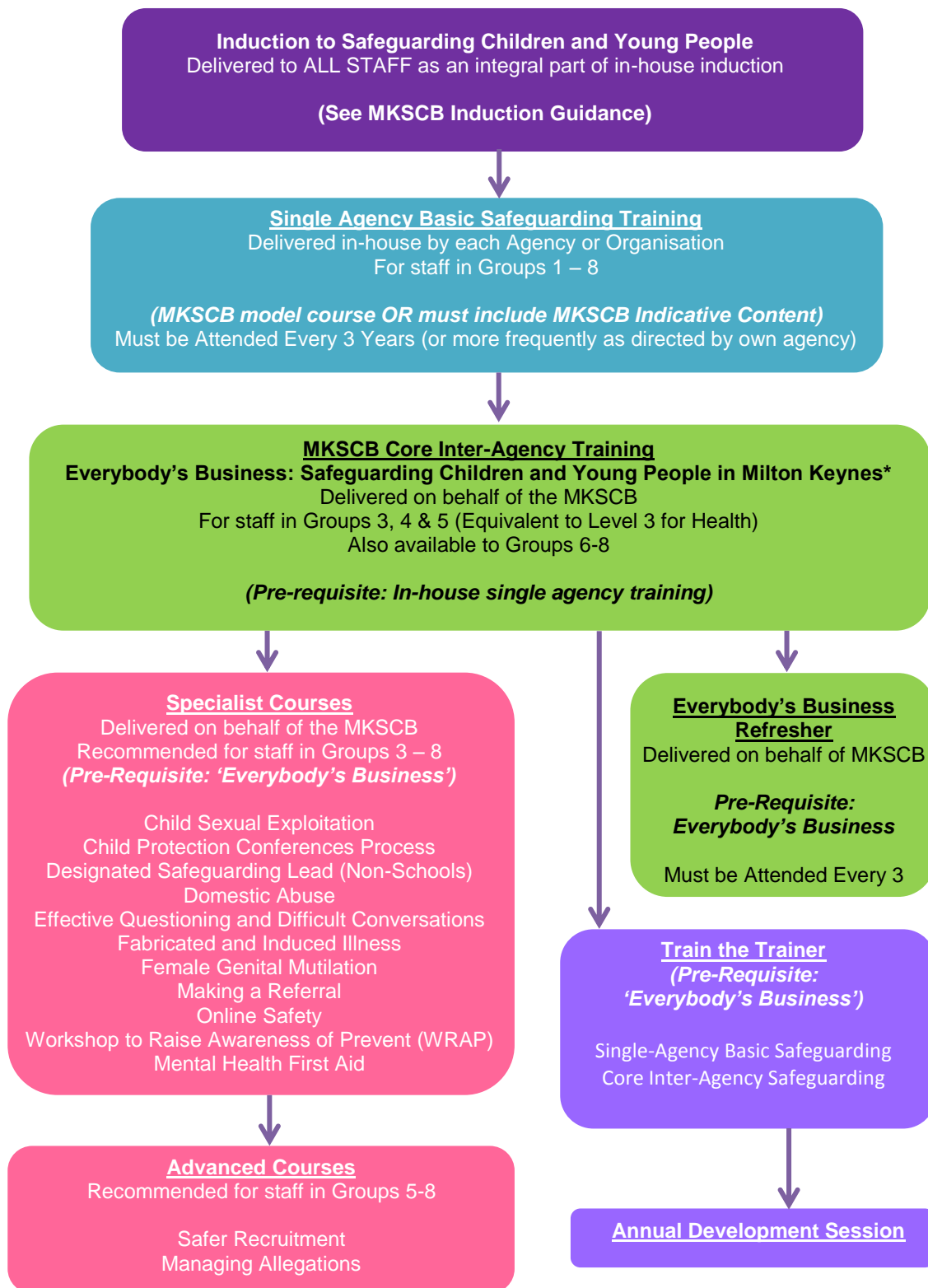
The needs of the workforce across Milton Keynes are varied. Therefore, it is important that there are a range of differentiated training options for local professionals. The MKSCB has developed guidelines on the strands of training required for different targets groups of staff (see Table 2). The MKSCB has also developed a Training Pathway (see Figure 1).

Table 2: MKSCB Strands of Training

Training Strand	Staff Who Should Access	Renewable	Working Together Group
Induction	All staff	no	1,2,3,4,5,6,7,8
Single Agency	Staff working with, or who have any contact with children and families (including those who work only with parents/carers)	Every 1- 3 years depending on own agency guidance	1,2,3,4,5,6,7,8
Inter-Agency	Staff who have responsibility for child protection, including designated leads.	Every 3 years	3,4,5,6,7,8
Specialist (Including Specialist Advanced – see below)	Staff who need specific knowledge around certain areas such as child protection conferences, domestic abuse, managing & supervising, managing allegations, the role of the designated safeguarding lead. Managers and supervisors managing staff who have responsibility for safeguarding and child protection	As required As required	3,4,5,6,7,8 <i>depending on need</i> 5,6,7,8

This list is not exhaustive; if you are unsure what level of training you should be accessing, please contact your agency representative or the MKSCB.

Figure 1: MKSCB Training Pathway



Induction Training

Working Together to Safeguard Children (2015) states that organisations that work with children and/or their families must have an induction into safeguarding which includes, “familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child’s safety or welfare”.

MKSCB has developed an induction check list, which is recommended as a minimum content. Guidelines are also provided on the stages of employment at which induction standards should be achieved (see Appendix B).

Single-Agency (Basic) – Responsibility of Individual Agencies

Individual agencies are responsible for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children. In line with requirements under S11 of the Children Act 2004 to safeguard and promote the welfare of children, all agencies should have systems in place to identify the training needs of their employees. Agencies should also have systems in place to identify any reasons for workers not completing training courses.

All staff working with children, or who have contact with families where there are children, should attend basic single-agency safeguarding children training. Basic single agency safeguarding training is intended to provide a good foundation level of knowledge to staff, and should include as a minimum the MKSCB indicative content (see Appendix C). MKSCB has also developed a model safeguarding course for local agencies and organisations to use (see Train the Trainer, below).

As part of the quality assurance function of the MKSCB, agencies should be prepared to provide evidence to the MKSCB of the following:

- Number of employees who have or have not completed single agency training as required by the agency or organisation
- Evidence of how the agency is assured that single agency safeguarding training being provided to staff within agencies or organisations is consistent with the core principles and minimum standards set by the MKSCB
- Evidence of how the agency or organisations is evaluating its training

- Details of any staff training needs identified through the annual training needs analysis agencies/organisations may undertake

Basic safeguarding training is a pre-requisite to attending inter-agency via the MKSCB. This may take the form of e-learning for individuals without access to single-agency basic safeguarding training within their own organisation. Basic safeguarding must incorporate the MKSCB Levels of Need, or be completed alongside reading the Levels of Need document.

MKSCB Inter-Agency Training

The purpose of inter-agency training, at both strategic and operational levels, is to achieve better outcomes for children and young people by fostering:

- Improved communication and information sharing between professionals including a common understanding of key terms, definitions and thresholds for actions
- A shared understanding of the tasks, processes, principles, roles and responsibilities outlined in national guidance and local arrangements for safeguarding children and promoting their welfare;
- More effective and integrated services at both the strategic and individual case level
- Effective working relationships, including an ability to work in inter-disciplinary groups or teams
- Sound child-focussed assessments and decision-making and learning from serious case reviews (SCRs) and reviews of child deaths

In addition, inter-agency training should help those practitioners working with children, young people and/or their parents/carers to:

- Collaborate effectively with colleagues across organisations boundaries
- Understand one another's roles and responsibilities
- Know what services are available locally for children and families
- Share knowledge and expertise
- Understand how different agencies operate

- Recognise the value of inter-agency working in safeguarding and promoting the welfare of children.

Employers within agencies have a responsibility to identify adequate resources and support for inter-agency training by:

- Providing staff with relevant expertise, where possible, to support the MKSCB by delivering training and/or contributing to the work of the Learning and Development sub-group (see 'Train the Trainer' - page 13 below)
- Releasing staff to attend appropriate inter-agency training courses
- Ensuring that members of staff have opportunities to put their learning in to practice
- Contributing to the planning, resourcing, delivery and evaluation of training

The MKSCB offers a range of inter-agency training, including core and specialist training. On 1 April 2017, the MKSCB introduced a charging and cancellation policy for attendance at training events (see Appendix D). However, to promote effective inter-agency working, attendance at core inter-agency safeguarding training (Everybody's Business) will be free at the point of access.

Core Inter-Agency Training

Core Inter-Agency training should be attended at least three-yearly.

The 'Everybody's Business: Safeguarding Children & Young People in Milton Keynes' course is intended for those within organisations who have responsibility for safeguarding (*i.e.* child protection officer, designated teacher, all level 3 health staff), and for any paid or unpaid staff who work on an inter-agency basis or take the responsibility for making a referral.

Staff accessing this level of course, including Designated Safeguarding Leads, will also benefit from attending 'Making a Referral - From Early Help to Child Protection' prior to other MKSCB training. This course supports workers and volunteers in agencies to understand the referral process, the information needed and the decision-making process for both child protection and early help support. It incorporates training on Levels of Need, which is the MKSCB thresholds document.

Specialist Inter-Agency Training

The MKSCB offers a range of specialist training, aimed at individuals who may come into contact with specific issues (e.g. Child Protection Conferences, Domestic Abuse, Online Safety, Managing Allegations etc.). These training events explore specific issues or processes in an in-depth manner to support practice and, as such, Designated Safeguarding Leads are encouraged to attend.

Requirements for training

The Learning & Development sub-group have agreed that all agencies who work with children or are likely to have contact with children through their work with adults should undertake regular basic safeguarding children training to ensure that they can recognise harm and know where to report concerns to.

This should be updated on a regular basis and should be between a year and 3 years, depending on individual roles and agency procedures. In addition to formal basic safeguarding training, all staff should receive regular safeguarding updates, at least annually. This may occur through staff briefings, internet e-mail bulletins or twilight training sessions.

For those who have regular contact with children and are likely to make a referral there is also core inter-agency training (Everybody's Business); this should be updated every 3 years unless individual agencies require it to be undertaken more frequently.

Basic safeguarding training is required for all practitioners who have direct or indirect contact with children and families in Milton Keynes.

Single Agency Basic Safeguarding Children Courses

Single Agency Basic Safeguarding courses are run by individual agencies or employers. They are known by different titles within each agency and may be accessed through an external provider or may be delivered in-house.

MKSCB Learning & Development sub-group is clear that e-learning should not be used as the preferred method of training individuals. The sub-group recommends that all individuals should be trained through face-to-face sessions as this facilitates discussion and allows the trainer to assess the level of understanding of individuals. E-learning is the option available for those who have no other way of accessing a course, or for experienced practitioners who need a refresher. Agencies/Organisations must be assured that e-learning is consistent with the core principles of this learning and development strategy (see page 2).

The MKSCB Learning and Development sub-group has agreed **indicative content** (see appendix C) that should be covered within all basic single-agency safeguarding courses. This provides adequate grounding for continuation onto the MKSCB inter-agency training.

Before commissioning single agency training, agencies and organisations should assure themselves that the training is compliant with MKSCB single agency training requirements. This helps to ensure that all single agency training is of the required quality and is aligned to Milton Keynes agreed policies and procedures.

The MKSCB has created a model basic safeguarding training package that is offered to local agencies and organisations using a train the trainer model (see below). This enables representatives from an agency or organisation to disseminate an approved MKSCB basic safeguarding package to their own colleagues. Organisations should include additional content into single-agency training which is specific or pertinent to the work of their own agency.

All applicants for MKSCB inter-agency courses **must** have undertaken a single-agency safeguarding course in the last three years. Applicants **will not** be able to take up a place on MKSCB inter-agency training until single-agency training is completed. There is a presumption that all attendees will already have attended a basic safeguarding children course and have acquired basic knowledge on safeguarding. Interagency training is designed to build on the basic safeguarding knowledge.

Quality Monitoring of Single Agency Basic Safeguarding Training

The MKSCB has a specific responsibility to ensure that there is sufficient, quality **single-agency safeguarding children training** available.

There are hundreds of organisations across Milton Keynes which either work directly with children or who may have indirect contact through their work with the adults in the family. It is not possible for the MKSCB to quality assure all of these courses individually. Therefore, the MKSCB has developed three strategies for monitoring quality:

Strategy 1

The MKSCB has developed a model single-agency Basic Safeguarding course. The MKSCB does not routinely deliver this training, but does offer a Train the Trainer option to enable individuals to disseminate the model single-agency training within their own organisation. To register as an accredited trainer, applicants must first complete a trainer registration form to evidence qualifications or experience in teaching and/or training in addition to experience working safeguarding or child protection (see Appendix E), before attending a MKSCB Train the Trainer event.

Once trained, delegates will be required to operate according to the following procedures as part of the MKSCB's quality assurance activities:

- The MKSCB must be notified of the intention to deliver MKSCB training material, along with the time, date and venue details. Notification should be received at least two weeks prior to the event.
- Trainers acknowledge that a member of, or on behalf of, the MKSCB may observe and quality assure their training without prior notification.
- Trainers must not adapt or amend MKSCB training materials without prior consent from the MKSCB.
- Trainers must ensure that all delegates receiving training complete the Model MKSCB evaluation form.
- Trainers must provide to the MKSCB, within one week of delivery, the names of those who attended the training event.

- Trainers must provide to the MKSCB, upon request, copies of evaluation forms for training events delivered. Requests may be made at any time up to 12 months after delivery.
- Trainers must attend annual update sessions run by the MKSCB to keep abreast of local and national changes to policies and procedures, as well as changes in legislation.
- Trainers must complete an annual impact statement, evidencing how their delivery has led to behavioural change in delegates and, where possible, linking the training to outcomes for children, young people and their families. This will be disseminated each year by the MKSCB.

The MKSCB takes responsibility for ensuring that the course is updated in line with current legislation, guidance, policies and procedures. However, trainers are responsible for ensuring to maintain their level of knowledge and attend, as a minimum, an annual update session offered by the MKSCB to keep abreast of newly revised content.

Strategy 2

Organisations can develop their own Basic Safeguarding training. If organisations adopt this strategy, they must be satisfied of the credibility of the trainer, and assure themselves that the MKSCB indicative content for Basic Safeguarding training is included as a minimum. Training should also reflect the core principles upon which the MKSCB Learning and Development Strategy are built (see above).

Strategy 3

Organisations can commission their Basic Safeguarding training, or utilise e-learning options for their staff. It is important that e-learning and commissioned training includes the MKSCB indicative content as a minimum and is consistent with the core principles of the MKSCB Learning and Development Strategy. Where training is commissioned, organisations must ensure that their staff are informed about relevant local policies and procedures. Organisations must pay particular attention to ensuring the credibility of the trainer by obtaining demonstrable evidence of their prior knowledge and experience working within safeguarding and child protection. This may involve seeking references.

Organisations adopting Strategies 2 or 3 can contact the MKSCB who, subject to availability, may be able to attend and quality assure the delivery of Basic Safeguarding Training.

Quality Monitoring of Interagency Training Courses

Interagency training courses are quality-monitored on a regular basis using the following methods:

- Four stage evaluation process (see MKSCB Evaluation Framework)
- Observation by MKSCB Training Manager
- Peer observations

For courses developed by the MKSCB (e.g. Everybody's Business), the MKSCB maintains responsibility for regularly updating content to reflect learning identified (see Learning and Improvement Framework) as well as changes in legislation, policies and/or procedures. For all other courses, trainers will be responsible for ensuring that all courses are up to date and consistent with the principles of the Learning and Development Strategy.

Inter-Agency Training Pool

Inter-agency training should be delivered by practitioners who are knowledgeable about safeguarding and promoting the welfare of children. Therefore, the MKSCB has developed an inter-agency training pool to support the dissemination of core safeguarding training (e.g. Everybody's Business). In order to join the training pool, applicants must complete a registration form and evidence that they meet the criteria outlined in Appendix E.

LSCB member organisations will support the MKSCB training programme by releasing pool members from their usual place of work for up to 4 days per year. This will enable trainers to:

- Deliver up to three one day training courses each year, AND
- Attend a one day development day each year, AND/OR
- Contribute to the quality assurance of single-agency safeguarding training

To maintain sufficient trainers, the MKSCB will host an annual “Train the Trainer” event. This will involve participants undertaking a micro-teach, to enable the MKSCB to be assured of the quality of the trainer’s delivery. Delegates will also be expected to demonstrate prior teaching or training experience, or evidence aptitude and potential to join the inter-agency training pool.

Once trained, delegates will be required to observe two training events prior to co-delivering core inter-agency safeguarding training with more experienced trainers, where they will be observed by the MKSCB Training Manger.

Additional Learning and Development Opportunities

In addition to training events, the MKSCB offer a number of other learning and development opportunities.

MKSCB Briefing sessions are held when required to update all relevant staff on key issues. This includes briefing sessions to disseminate findings from reviews, including serious case reviews, and to launch new campaigns, toolkits or initiatives.

The MKSCB Annual Conference for Practitioners and Volunteers covers topical and current safeguarding issues. Details are sent out two months prior to the event.

Serious Case Review Learning Bulletins are published two-monthly, providing professionals with information regarding learning from serious case reviews both locally and nationally. The bulletins include recommendations, and provide advice and support for how to make positive changes to practice.

Trainer Development Sessions for Single-Agency and Inter-Agency Trainers - The MKSCB offers specialist development sessions for single-agency and inter-agency trainers, to ensure that trainers are kept up-to-date with current practice, and share good practice. This annual update is a requirement for all those delivering safeguarding courses developed by MKSCB.

Collaboration with the Milton Keynes Safeguarding Adult’s Board

Children do not exist in isolation. Therefore, it is important that professionals working with children consider the impact of the child's wider family and network. Similarly, Working Together (2015) states "When staff are providing services to adults they should ask whether there are children in the family and consider whether the children need help or protection from harm."

Working Together (2015) also states that "Local agencies should have in place effective ways to identify emerging problems and potential unmet needs for individual children and families. This requires all professionals, including those in universal services and those providing services to adults with children, to understand their role in identifying emerging problems and to share information with other professionals to support early identification and assessment."

Given the clear interplay between the work of the children's and adult's workforce in safeguarding and promoting the welfare of children and young people, the MKSCB are exploring with the Milton Keynes Safeguarding Adult's Board ways in which more combined learning and development opportunities can be offered to the workforce across Milton Keynes. The MKSCB are committed to exploring a more holistic approach to learning and development that responds to shared needs across different partnerships and promotes the need to consider the child behind the adult and the adult behind the child, but whilst ensuring that the needs of adults are not placed ahead of the needs of children and young people.

Appendix A: Learning and Development Sub-Group Terms of Reference

PURPOSE

Lead on the strategic planning and oversight of learning and development activities, in accordance with the priorities of the Milton Keynes Safeguarding Children Board (MKSCB) and the needs of local agencies and organisations across Milton Keynes.

AIM

Oversee the effective implementation of the Learning and Improvement Framework and seek assurance that learning and development opportunities successfully equip the wider workforce with the skills and knowledge required to promote positive safeguarding outcomes across Milton Keynes.

FUNCTIONS

1. Develop, implement and review a Safeguarding Learning and Development Strategy which includes mandatory safeguarding requirement and standards for safeguarding learning and development opportunities
2. Develop and maintain effective quality assurance mechanisms for collecting and collating information relating to learning and development, including learning needs, opportunities and outcomes, and provide challenge to local organisations and agencies where required
3. Propose an annual programme of learning and development activities that is responsive to learning needs as identified in the Learning and Improvement Framework
4. Develop and implement an Evaluation Framework, to monitor and evaluate the effectiveness, impact and outcomes of learning and development activities using Outcome Based Accountability.
5. Lead on the arrangements for the MKSCB Annual Conference
6. Work collaboratively with other Boards and partnerships to contribute to a more coordinated approach to learning and development activity to recognise and compliment overlapping aims and responsibilities relating to safeguarding

MEMBERSHIP

The Learning & Development sub-group will have inter-agency representation including, where appropriate and relevant, voluntary, community and faith representation. Other members can be co-opted as required to bring a perspective to sub-group work.

FREQUENCY OF MEETINGS

The Learning & Development sub-group will meet bi-monthly to conduct core business and may convene separately to undertake further work.

QUORACY

For sub-group meetings to be considered quorate there should be the chair, or vice chair, plus two other agencies represented. In such circumstances where communication with all sub-group members is necessary to progress the work, this can be by email.

REPORTING ARRANGEMENTS

The Learning & Development sub-group will report to the Business Management Group. The sub-group report should, ideally, have been shared with sub-group members before being presented to the Business Management Group.

Appendix B: MKSCB Induction Checklist

Mandatory Induction into Safeguarding – Recommended Content

Working Together to Safeguard Children 2015 states that organisations that work with children and/or their families must have an Induction into Safeguarding .which includes; - “familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child’s safety or welfare”.

Milton Keynes Safeguarding Children Board has developed the below check list, recommended as minimum content. Guidelines are also provided on when these induction standards should be achieved

Subject	Included
1. Understand the different ways in which children and young people can be harmed by adults, other children and young people, or through the internet	
2. Understand what is meant by the following:	
<ul style="list-style-type: none"> • Sexual abuse 	
<ul style="list-style-type: none"> • Physical Abuse 	
<ul style="list-style-type: none"> • Emotional abuse 	
<ul style="list-style-type: none"> • Neglect 	
<ul style="list-style-type: none"> • Domestic abuse 	
3. Understand the signs and indicators of possible abuse and neglect	
4. Understand your agency/organisation procedure you need to follow if you suspect any child is being abused, neglected or bullied	
5. Know when and how to refer a concern you have about child protection	
6. Understand who to consult in relation to a child-protection or child-welfare concerns in your agency/organisation	
7. Understand your duty to report the unsafe practice of others and what to do if there is an allegation of abuse made against a person who works with children	
8. Understand what emergency action needs to be taken to protect a child, including outside normal office hours	
9. Know about the MKSCB and any role your agency, organisation or employer has on it. Including how to access the MKSCB Inter-agency Procedures on http://mkscb.procedures.org.uk/	
10. Understand what ‘inter-agency working’ means for you including the role of the MKSCB	

11. Understand other agencies' roles and responsibilities in keeping children safe from harm	
12. Know how to apply policies and procedures about sharing information and gaining consent	
13. Understand the need for keeping records and how these are filed in your organisation	
14. Attended an MKSCB approved basic safeguarding children training within their own organisation	
15. Attended interagency safeguarding training through MKSCB	

Guidelines for time scales to complete each part

Type of worker	Before commencing Employment	On day of commencing employment	Within 1 week	Within 1 month	Within 3 months	Within 6 Months
No direct contact with children & Families			4,5,6,7		1,2,3,14	9,10,11,12,13
Limited contact with Children and families (never alone with child)		4,5,6,7	8	1,2,3,12,13	9,10,11,14	
Frequent Access with child and family		4,5,6,7,8		1,2,3,11,12,13,14	9,10	
Lone access with child or family		1,2,3,4,5,6,7,8,11	12,13	14	9,10,15	
Specific safeguarding Responsibilities	4,5, 11,14	1,2,3, 6, 7,8,9,10,12,13			15	

Appendix C:

MKSCB Single-Agency Basic Safeguarding Minimum Indicative Content

Aim:

- To provide a basic introduction to safeguarding and child protection

Learning Outcomes

By the end of the training delegates should

- Be aware of relevant legislation and local Procedures
- Be familiar with signs and indicators of abuse and neglect
- Understand their own role and responsibility in relation to safeguarding and promoting the welfare of children and young people
- Know what to do if they have concerns about the welfare of a child
- Understand the concepts of safeguarding and child protection and the difference between the two

Target Audience:

- Those who work in an organisation where they have direct or indirect contact with children and young people, or with adults who may be parents/carers.

Duration: variable in line with Job role and level of direct contact with children

Frequency: Three yearly repeat or refresher as appropriate

Indicative Content

- Definitions of safeguarding and child protection and a statement about the difference between the two
- Links to key legislation (national, local and agency-specific) incorporating the role of MKSCB
- The four categories of abuse
- Indicators of risk factors (eg children with disabilities, children of substance misusing parents)
- Identifying signs and symptoms of abuse
- Agency child protection procedures, and where to find them
- Information sharing, including the importance of sharing information and the dangers of not sharing information
- Maintaining working practice with families in line with child protection policy
- Acknowledgement that child abuse occurs in all cultures, religions, social classes, all ages and educational backgrounds
- Information about support mechanisms for staff, parents/carers and children
- Know what to do if you have concerns about a child or young person ("If safeguarding children is everybody's responsibility, then everybody should know how, and who, to contact if they are concerned about a child or young person' *Ref: 3.6, Lord Laming Progress Report*)
- Record-keeping
- Sign-posting to other training, where relevant (including inter-agency)

Key legislation:

Working Together 2015

The Children Acts 1989 & 2004

MKSCB Inter-Agency Procedures (www.mkscb.org)

What to do if you're worried a child is being abused (2015)

Information Sharing: Guidance for practitioners and managers, and Pocket Guide 2015

Safer Recruitment protocols

Keeping Children Safe in Education 2016

+ agency-specific guidance

Version 2: Updated March 2017

Appendix D:
Charging and Non-Attendance Policy

Appendix E:

Criteria for Prospective Single-Agency and Inter-Agency Training

Single-Agency Train the Trainer – Criteria for Trainers

1. Applicants must have completed/delivered Basic Safeguarding training within the last three years
2. Applicants must have attended Everybody's Business training within the last three years
3. Applicants must have at least 12 months experience of working directly within a safeguarding or child protection role, gained within the last five years
4. Applicants must have at least 6 months (*two years for commercial trainers*) experience of teaching or training (this can include delivering teaching or training small groups of individuals)
5. Applicants must commit to delivering at least one session per year
6. Applicants must attend an annual update session to maintain accreditation
7. Applicants must agree to adhere to the terms of use for the delivery of MKCB training materials

Inter-Agency Train the Trainer - Criteria for Trainers

1. Applicants must have completed Basic Safeguarding training within the last three years
2. Applicants must have attended Everybody's Business training within the last three years
3. Applicants must have at two years of experience working directly within a safeguarding or child protection role, gained within the last 5. This must include experience of multi-agency working, contributing to assessments and attending multi-agency meetings.
4. Applicants must have at least 12 months experience of teaching or training
5. Applicants must commit to delivering at least three sessions per year
6. Applicants must attend an annual development session to maintain their accreditation
7. Applicants must adhere to the terms of use for the delivery of MKCB training materials