



**Buckinghamshire Safeguarding Adults Board**

**And**

**Buckinghamshire Safeguarding Children Partnership**

**Learning & Development Business Plan**

**2020 - 2022**

## **Introduction**

This is a joint Learning and Development Plan shared between the Buckinghamshire Safeguarding Adults Board (BSAB) and Buckinghamshire Safeguarding Children's Partnership (BSCP). Working Together 2018 and the Care Act 2014 are statutory requirements that underpin legislation and activity to support the care and wellbeing of adults and children. This business plan seeks to ensure that learning is promoted and embedded in a way that local services for children, adults and families can become more reflective and implement changes to practice

Both the BSAB and BSCP are key mechanisms for coordinating how organisations in Buckinghamshire cooperate to safeguard and promote the welfare of adults and children in the area and for ensuring the effectiveness of that work.

Making sure that staff have access to safeguarding training and wider learning and development opportunities that are relevant to their role is key to ensuring our workforce can effectively safeguard adults and children. This not only applies to those who have direct and regular contact with adults and children, but also to those who only have indirect or infrequent contact or who may be in a position where they can identify potential safeguarding risks.

The BSAB and BSCP are committed to delivering a high quality multi-agency training program, which is informed by the workforce and supports professionals, volunteers and the independent sector in their work to safeguard and promote the welfare of adults and children.

## **What does the Learning & Development Plan hope to achieve**

The Learning & Development Plan will outline how inter-agency training will be commissioned, delivered and monitored for impact, thus supporting practitioners and managers in :-

- Building an effective workforce, whose practice is underpinned by current knowledge and guidelines relevant to their role, thus developing frontline practitioner expertise
- Raising awareness and understanding of safeguarding in Buckinghamshire
- Providing a training pathway that describes continual professional development of staff. Where possible this will signpost to and support partner agencies' training pathways
- Providing a forum for sharing good practice including cascading lessons learnt from statutory reviews into serious incidents, including deaths.

## **Training Needs Assessment**

The training the BSAB and BSCP provide is decided upon by a variety of methods. These include:

- BSAB & BSCP priorities agreed by executive members
- Learning from local and national Safeguarding Case Reviews and audits
- Changes to local or national practice
- Delegate feedback and evaluations

- Input from the BSAB & BSCP sub group members
- Emerging opportunities for joint working

## **Training Delivery**

Training needs for the BSAB and BSCP are to be identified through the Sub Group Chairs, Joint Independent Board and Partnership Chair and Safeguarding Partnership Manager.

Having identified training needs these will be signed off by the Adults Safeguarding Board and Children's Partnership Executive.

Training will be delivered through the following processes:-

- **Face to Face training**

A number of locations across Buckinghamshire will be used to facilitate training events. These include both public and private sector venues to ensure that any training provision is easily accessible. Local learning events will be held at either one of these venues or if more appropriate, held within a Council owned location.

Training will be delivered by an a) external provider. This includes b) introductory and c) specialist courses.

- a) External providers will include companies deemed by the BSAB and BSCP to be professionally competent and qualified to do so.
- b) Introductory courses include, but not exclusive, to Working Together in Safeguarding Children (2-day) and Everyone's Responsibility (1-day). Both of these courses are aimed at professionals/volunteers working with children.
- c) Specialist courses to include training that meets the requirements of the BSAB/BSCP Sub Groups, Independent Chair and Safeguarding Partnership Manager. For example, but not exclusive to, Domestic Abuse, Neglect and Exploitation.

- **Multi-Agency Training**

Training already exists across a wide range of multi-agency platforms. The BSAB and BSCP will publish training events on their website on behalf of partners.

- **Learning Events**

Offer learning events relating to our business priorities and outcomes from Safeguarding Case Reviews. This will also include two annual conferences for both the BSAB and BSCP.

- **E-Learning**

Maintain appropriate e-learning opportunities in both BSAB and BSCP through our websites and signposting to other e-learning hosted within the wider multi-agency.

- **Virtual Training**

The BSAB/BSCP reserves the right to replace face to face training with a virtual delivery option. This option can be exercised due to unforeseen circumstances arising, for example situations similar to Covid 19 (2020) where Government guidelines preclude/restrict social interactions.

This option can also be discussed with any organisation that wishes to commission training under the BSAB/BSCP umbrella and it would be their preferred training delivery method.

## **Impact Assessment**

The learning and development delivered under this business plan will provide a training pathway for multi agencies and voluntary third sector organisations. The training will be delivered by external providers who will be required to provide training that meets the statutory or national standards and takes into cognisance the local delivery aspects of policy and procedures in Buckinghamshire.

The BSAB/BSCP will undertake a continual assessment of all training delivered by any provider to ensure that the Buckinghamshire need is met. This will include processes to establish that the training delivered is refreshed and up to date meeting current legislation. An annual audit will be conducted with training users to establish the quality of the training delivered and seek feedback for improvement.

## **Training Costs**

Booking of all training sessions, venues and catering will be managed by the team that supports BSAB/BSCP. The team will manage all invoicing to the providers of these services and also the invoicing of those attending the training. The following attendance costs will apply throughout the timescale of this business plan i.e. 2020/2022. The cost can only be reviewed by the BSAB/BSCP in conjunction with the Joint Independent Chair and Safeguarding Partnership Manager:-

- Free as a member of an agency financially supporting the BSAB/BSCP i.e.

Buckinghamshire Council  
Thames Valley Police  
Clinical Commission Group  
Bucks Fire Service  
Bucks Healthcare NHS Trust  
Oxford Health NHS FT  
Vale of Aylesbury Housing Trust  
HM Probation  
Probation Thames Valley CRC

- A maximum of £120 per person/per training day or £60.00 per person/per half day for agencies not contributing financially to support the BSAB/BSCP.
- A maximum of £60 per person/per training day or £30.00 per half day or less attending from a registered charity in Buckinghamshire.

## **Training cancellation/non-attendance policy**

The BSAB/BSCP reserves the right to levy a fee for cancellation or non-attendance of any training session that a person has booked to attend. The responsibility for cancelling any training will be that of the person or organisation having booked it in the first place.

Due to the costs of preparing and running these courses the above charges will apply in all cases. If there is an exceptional circumstance with regards to cancellation or non-attendance then the payment of the fee will be at the discretion of the Safeguarding Partnership Manager. See appendix 1 for current BSCP charging/cancellation policy.



## BSCP Guide to safeguarding children training pathways for employers

### Introductory courses provided by your employer/organisation

|                         | Who   | What   | Content  |
|-------------------------|---|--|--|
| PROVIDED INTERNALLY "A" | All those <u>who have any contact</u> with or working with children and young people and/or adults who are parents or carers      | <b>Mandatory Induction</b><br><br>(e-learning or face to face) | Recognition of and action on potential signs of abuse and neglect in line with own agency procedures and Buckinghamshire Safeguarding Children Partnership (BSCP) policy<br>Recording of information appropriately<br>Keeping the focus on the child |
|                         | Those <u>in regular contact</u> or who have a period of intense but irregular contact with children, young people, parents/carers | <b>Single-agency training</b><br><br>(preferably face to face) | The above +<br><br>Information sharing in line with current guidance<br>Using The Assessment Framework for Children in Need<br>Communication with children and young people particularly in relation to disclosures                                  |

**Delegates must have completed group “A” before booking onto these courses**

|                             |   |   |   |
|-----------------------------|---|---|---|
| <b>PROVIDED BY BSCP “B”</b> | <p>Those <u>in regular contact</u> or who have a period of intense but irregular contact with children, young people, parents/carers.</p> <p>They <u>may</u> make referrals to Social Care but this would be in addition to their main role.</p> <p>Refer to your line manager &amp;/or your Agency Training Pathways for further guidance.</p> | <p align="center"><b>Multi-agency training</b></p> <p align="center">BSCP 1-day course:<br/>‘Everyone’s Responsibility’</p> | <ul style="list-style-type: none"> <li>• Understand the implications of legislation, Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2019, inter-agency policy and national guidance, including the function of the Safeguarding Children Partnership and Child Safeguarding Practice Reviews.</li> <li>• Identify thresholds and the meaning of significant harm.</li> <li>• Understanding a ‘Child Centred Approach’ and ‘Think Family’ to safeguarding.</li> <li>• Recognise the additional vulnerabilities of families where there is a disability.</li> <li>• Understand information sharing, and confidentiality and consent related to children and young people.</li> <li>• Understand the impact of parenting issues such as domestic violence and abuse (including honour- based violence), drug and alcohol misuse, mental health, neglect, self-harming and fabricated illness.</li> <li>• Identify the meaning of child exploitation.</li> <li>• Understand the additional risks around head injuries.</li> <li>• Explain the importance of good communication, recording skills and how to present safeguarding concerns verbally and in writing.</li> <li>• Understand Inter-Agency frameworks, roles and responsibilities and the child protection assessment processes.</li> <li>• To identify the impact of Adverse Childhood Experiences and the Contextual Safeguarding approach.</li> <li>• Explore the meaning of restorative justice.</li> <li>• Know how to manage allegations of child abuse perpetrated by professionals, including escalation and Whistleblowing.</li> <li>• Identify the role of the Channel Panel under the Prevent Duty.</li> </ul> |
|-----------------------------|---|---|---|

**OR**

|   |  |  |   |
|---|--|--|---|
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">PROVIDED BY BSCP "B"</p> | <p>Those <u>who work predominantly</u> with children, young people, parents/carers and who are operationally involved in / have particular responsibilities in contributing to or undertaking S47 enquiries; needs to attend CP Conferences and Core Groups and /or have advisory, designated or specialist CP roles.<br/>Includes key professionals who mainly work with adults</p> | <p style="text-align: center;"><b>Multi-agency training</b></p> <p style="text-align: center;">BSCP 2 day course: Working Together in Safeguarding Children</p> <p style="text-align: center;">+ continued relevant single agency training</p> | <ul style="list-style-type: none"> <li>• Understand the roles and responsibilities of agencies involved in safeguarding children and young people</li> <li>• Understand the key legislation and guidance that underpins safeguarding children and young people</li> <li>• be able to identify, drawing on professional and clinical expertise, possible signs of sexual, physical, or emotional abuse or neglect including domestic abuse, sexual exploitation, grooming and exploitation to support and/or commit acts of terrorism (known as radicalisation), FGM, Forced Marriage, Honour Based Violence, modern slavery, gang and electronic media abuse</li> <li>• Recognise the close links to serious harm to children and Domestic abuse in the household</li> <li>• Understand the importance of a Child Centred Approach</li> <li>• Recognise the importance of "Think Family" Approach throughout the safeguarding process</li> <li>• Know what information to record and share for safeguarding referrals and the correct processes</li> <li>• know how to contribute to, and make considered judgements about how to act to safeguard/protect a child or young person, including escalation and whistleblowing as part of this process</li> <li>• Identify Local Safeguarding Policies and Procedures for Buckinghamshire Safeguarding Children Partnership</li> </ul> |
|---|--|--|---|

| Delegates must have completed <u>one</u> of the courses within group “B” before booking onto these courses |   |   |   |
|--|---|---|---|
| PROVIDED BY BSCP “C”   | <p>As above</p> <p><b>Delegates must have previously attended BSCP’s Everyone’s Responsibility OR Working Together course</b></p> | <p><b>Multi-agency training</b></p> <p>BSCP Specialist courses which cover a wide range of Subjects</p> <p>i.e. Domestic Abuse/Neglect/Exploitation</p>             | <p>Group C plus</p> <p>Addressing issues raised in serious case reviews such as disguised compliance, aggressive behaviour and avoidance with families</p> <p>Understanding the dangers of the rule of optimism and lack of challenge</p> <p>Updates on BSCB policies and procedures and current issues including findings from local serious case reviews and audits</p> |
| Delegates can attend these events without previously attending courses within groups “B and C”             |   |   |   |
| PROVIDED BY BSCP “D”   | <p>As above</p> <p>Delegates can attend these event without previously attending Groups B and C.</p>                              | <p><b>Multi-agency training</b></p> <p><b>BSCP Learning Events, Conferences, Awareness Raising Sessions and Subject Matters that are a Partnership Priority</b></p> | <p>TBA</p>  |

## ***BSAB Guide to safeguarding adult training pathways for employers***

### ***Introductory courses provided by your employer/organisation***

|   | <b>Who</b>  | <b>What</b>  | <b>Content</b>   |
|---|---|--|--|
| <b>PROVIDED INTERNALLY "A"</b>                          | All those <u>who have any contact</u> with or working with adults                                 | <b>Mandatory Induction</b><br><br>(e-learning or face to face) | Recognition of and action on potential signs of abuse and neglect in line with own agency procedures and Buckinghamshire Safeguarding Adults Board (BSAB) policy<br>Recording of information appropriately<br>Keeping the focus on the adult |
|   | Those <u>in regular contact</u> or who have a period of intense but irregular contact with adults | <b>Single-agency training</b><br><br>(preferably face to face) | The above +<br><br>Information sharing in line with current guidance<br><br>Communication with adults particularly in relation to disclosures  |
| <b>Criteria for Delegates to complete Group "B" TBA</b> |   |  |  |

Those in regular contact or who have a period of intense but irregular contact with adults

They may make referrals to Social Care but this would be in addition to their main role.

Refer to your line manager &/or your Agency Training Pathways for further guidance.

**E-Learning**

BSAB E-Learning courses which cover a wide range of subjects

**Multi-agency training**

BSAB 1-day course:  
'Everyone's Responsibility'

As detailed on Learning Management System.

- Understand the six key principles of all Safeguarding Adults work
- Understand the meaning of an adult at Risk of Harm
  - Recognise the definition of Wellbeing as described by the Care Act of 2014
  - Provide an awareness of legislation and guidance both nationally and locally
  - Be aware of your role and responsibilities when safeguarding adults
  - Know how to recognise and respond to types of abuse and neglect
  - Recognise what a Person-Centred Approach means
  - Understand what needs to be recorded when a safeguarding concern is recognised
  - Know how to report adult safeguarding concerns within your organisation and external agencies
  - Know how to communicate effectively in line with the government guidance Achieving Best Evidence
  - Recognise the best practice to share confidential information about at adult at risk of harm
  - Have an overview of the mental Capacity Act of 2005/2019 and Deprivation of Liberty Safeguards (DOLs or Liberty Protection Safeguards (LPS)
  - Understand the whistleblowing and escalation procedures in place
  - Be aware of the role of Adult Safeguarding Reviews

**Criteria for Delegates to complete Group "C" TBA**

|                             |   |   |   |
|-----------------------------|---|---|---|
| <b>PROVIDED BY BSAB "C"</b> | <p>As above</p> <p><b>Delegates must have previously attended BSAB's Everyone's Responsibility</b></p>                      | <p align="center"><b>Multi-agency Training</b></p> <p align="center">BSAB Specialist courses to cover a wide range of Subjects</p> <p align="center">BSAB one day course 'Domestic Abuse'</p> | <ul style="list-style-type: none"> <li>• Understand what constitutes domestic abuse including stalking.</li> <li>• Identify the legislation and guidance which underpins preventing and tackling domestic abuse.</li> <li>• Recognise the prevalence of Domestic Abuse in LGBT Communities.</li> <li>• Understand what DASH is.</li> <li>• Explain the purpose of a Marac.</li> <li>• Understand the impact on victims, survivors and their children.</li> <li>• Recognise the potential impact on brain development on a child or young person.</li> <li>• Understand why some people stay in abusive relationships.</li> <li>• Recognise older victims experience domestic abuse and examine the interventions for older people.</li> <li>• Identify the meaning of coercive and controlling behaviour and associated danger.</li> <li>• Identify the meaning of Honour based Violence, Forced Marriage and Female Genital Mutilation in the context of domestic abuse.</li> <li>• Understand why disabled people are more vulnerable to domestic abuse.</li> <li>• Recognise and understand the benefits of the ICON project.</li> <li>• Recognise the prevalence of domestic abuse in households and serious harm to children.</li> <li>• Recognise the role of Independent Domestic Violence Advisors.</li> <li>• Identify local and national support for victims and survivors of Domestic Abuse.</li> <li>• Explain the purpose of Domestic Homicide Reviews.</li> </ul> |
|                             | <p align="center"><b>Delegates can attend these events without previously attending courses within groups "B and C"</b></p> |   |   |

|                             |   |   |            |
|-----------------------------|---|---|------------|
| <p>PROVIDED BY BSCP "D"</p> | <p>As above<br/>Delegates can attend these event without previously attending Groups B and C.</p> | <p><b>Multi-agency training</b></p> <p><b>BSCP Learning Events, Conferences, Awareness Raising Sessions and Subject Matters that are a Partnership Priority</b></p> | <p>TBA</p> |
|-----------------------------|---|---|------------|



## **BSCP:** **CHARGING/CANCELLATION** **POLICY 2019 – 2020**

Please ensure you have read the BSCP Terms & Conditions, as detailed on our website

| Training Course / Event:   | Charges for agencies & organisations directly contributing financially to the BSCP   | Voluntary/Charity services (VCS) in Buckinghamshire   | Charges for non-contributing organisations (Education, Independent, private & commissioned services)                 |
|--|--|---|--|
|  | NB: If you are unsure of which of the above applies to you - refer to your line manager/organisation for guidance in the first instance. |   |  |
|  | <b>COST (per delegate)</b>   |   |  |
| Family Outcomes Star Assessment Tool / Graded Care Profile 2 Assessment Tool | NO charge  | NO charge   | NO charge  |
| All other BSCP courses/events – unless otherwise stated in the event details | NO charge  | £60.00 per day /<br>£30.00 half day or less   | £120.00 per day /<br>£60.00 half day or less   |
|  | <b>COST TO CHANGE DELEGATE</b><br>NB: To change a delegate – please refer to the BSCP Terms & Conditions for actions required            |   |  |
|  | NO CHARGE<br>for eligible delegate   | NO ADDITIONAL<br>CHARGE<br>for eligible delegate  | NO ADDITIONAL CHARGE<br>for eligible delegate  |
|  | <b>COST OF CANCELLATION</b><br><b>more than 10 working days before the start date of the training</b>                                    |   |  |
| ALL BSCP courses/events – unless otherwise stated in the event details       | NO charge  | NO charge   | NO charge  |
|  | <b>COST OF NON-ATTENDANCE or CANCELLATION</b><br><b>10 working days or less before the start date of the training</b>                    |   |  |
|  | £120.00 per day<br>£60.00 half day or less<br>charges apply,<br>irrespective of the reason   | £60.00 per day /<br>£30.00 half day or less /<br>Loss of payment<br>charges apply,<br>irrespective of the<br>reason | £120.00 per day /<br>£60.00 half day or less<br>/ Loss of payment<br>charges apply,<br>irrespective of the<br>reason |

**Once you have booked a place on a BSCP course/event, please ensure you keep to this commitment. Your bookings can be viewed on the Bookings & History page of your User Account on the online booking system.**

Business Plan Author :- Vince Grey

Safeguarding Partnership Manager

Safeguarding Adults Board and Safeguarding Children's Partnership

Business Plan V 1.0 Commencement Date 1<sup>st</sup> April 2020

Business Plan Review Date 1<sup>st</sup> February 2022 for updates leading into April 2022.

Business Plan to be Reviewed and updated by the Safeguarding Partnership Manager

### **Glossary**

BSAB Buckinghamshire Safeguarding Adults Board

BSCP Buckinghamshire Safeguarding Children's Partnership