

**Clackmannanshire and Stirling Child Protection Committee and Adult Support and Protection Committee**

**Multi-Agency Public Protection Learning and Practice Development Workforce Strategy**

**2020-2023**



**Contents: Page**

1. Introduction 3
2. Context 3
3. Aims 3
4. Scope 4
5. Principles 6
6. Governance 7
7. Public Protection Learning and Practice Development Sub-Group 7
8. Single Agency Responsibility 9
9. Identifying Learning/Training Needs 9
10. Training – Booking Courses and Cancellation 10
11. Evaluation of Training 10
12. Training Audience 11
13. Multi Agency Facilitation/Pool of Trainers 12
14. Data Protection and General Data Protection Regulations 12

**Appendix 1a.**

Multi Agency Public Protection Training Guide 13

**Appendix 1b.**

Multi Agency Public Protection Learning and Practice Development Essential Framework

14

**Appendix 1c.**

Refresher Training 17 **Appendix 1d.**

Competencies, Knowledge and Skills 18

**Appendix 2.**

Trauma Informed and Trauma Safe Practice - Baseline Knowledge and Skills 18

**Appendix 3.**

Wider Multi Agency Public Protection Training – Best Practice 19

**Appendix 4.**

Contact details and additional relevant training in relation to Public Protection 19

**1)** **Introduction**

The purpose of this document is to set out the multi-agency approach to public protection learning and practice development for the workforce within Clackmannanshire and Stirling. It therefore looks at both learning and training co-ordinated and delivered by the Public Protection Learning and Development Adviser and other agencies. It includes the responsibilities of partners and other relevant agencies, with the aim of the strategy being to promote and develop a competent, confident and engaged multi-agency workforce in relation to protection across the lifespan.

**2) Context**

Public Protection cuts across all sectors of our communities, as do our services, and the aim of this strategy is to create a more integrated approach to public protection across the lifespan.

At the forefront of this aim, the Clackmannanshire and Stirling Child Protection Committee and Adult Support and Protection Committee were established in 2016 and maintain robust links with the Clackmannanshire and Stirling Alcohol and Drug Partnership (ADP), the Clackmannanshire and Stirling Health and Social Care Partnership, Community Justice Partnerships and Violence against Women & Girls Partnerships.

The Child Protection Committee and the Adult Support and Protection Committee are fully committed to ensuring that the staff, partnership agencies and agencies contracted to undertake work on behalf of the Local Authorities, have access to appropriate levels of learning and training that support them to carry out their roles and responsibilities safely and effectively. Our Multi-Agency Public Protection Learning and Practice Development Workforce Strategy will therefore support operational staff including partner agencies to improve outcomes for the most vulnerable that use our services.

**3) Aims**

The overall strategic aim of this Strategy is to support a confident, competent, engaged and skilled workforce who is able to 1) identify abuse/harm/potential abuse/harm at an early stage. 2) Prevent abuse/harm. 3) Protect those at risk and intervenes and supports those who have experienced abuse and/or harm. This will be achieved through improving:

* A shared understanding of the tasks, processes, roles and responsibilities and local arrangements for protecting people and promoting their wellbeing.
* Communication between professionals including a common understanding of key terms, definitions and thresholds for action.
* Solid decision – making based on information sharing, through assessment, critical analysis, professional judgement and outcome focused planning.

Key to success of this strategy is the facilitation and co-ordination of high quality multi- agency learning and training across Clackmannanshire and Stirling that responds to the learning identified from a range of local and national sources. The provision of such learning/training will contribute to the effective development of knowledge and skills amongst the workforce and lead to better outcomes for children and adults in our communities.

Our multi-agency learning and training aims to foster a shared responsibility of the tasks, processes, principles, roles and responsibilities outlined in national guidance and local arrangements for the protection of adults and children and in promoting their welfare.

We aim to support the development of the multi-agency workforce by helping to develop and enhance skills and knowledge in a range of ways that are designed to promote and support learning into practice; these include yet are not exclusive to: facilitated courses, online and digital learning, briefings, practitioner forums and protected learning sessions.

**4) Scope**

The operational workforce is defined as staff, students and volunteers from the voluntary, universal, and statutory/ and or private sector whose work or whose remit includes supporting children, young people and/or adults within Clackmannanshire and/or Stirling.

The scope and remit of this strategy includes:

* Child Protection
* Adult Support and Protection;

And is closely aligned to Multi-Agency Public Protection Arrangements (MAPPA), the Clackmannanshire and Stirling Violence against Women’s & Girls Partnerships, Clackmannanshire Health and Social Care Partnership, Clackmannanshire and Stirling Drugs Partnership, Community Justice Partnership and the intersection of mental ill health and the government’s CONTEST agenda.

This strategy spans a 3-year period between 1st April 2020 and 31st March 2023 and requires sufficient flexibility to respond to emerging issues, regular with review essential to take account of changes both locally and nationally. Thus, the strategy will be reviewed as and when required, and delivery against the strategy reported on a regular basis, to ensure it is still appropriate. This strategy links to the Child Protection and Adult Support and Protection Business Action Plans and is aligned with the following:

* Clackmannanshire Children’s Plan 2021-2024
* Stirling Children’s Plan 2021-2024
* Local Gender Based Violence and Alcohol & Drug Partnership plans.
* Clackmannanshire and Stirling Health and Social Care Strategic and Workforce Plans
* Scottish Social Services Council (SSSC) Learning Strategy 2017-2021
* Scotland’s Digital Health and Social Care Strategy 2018
* National Health and Social Care Workforce Plan

Delivery of this strategy is also in line with the National Framework for Child Protection Learning Development (2012) and the Adult Support and Protection Training Framework (2012).

The high level priorities and actions for 2020-2021 are: (***Please note*** Priorities are determined by the Adult Protection Committee and Child Protection Committee respectively for each year respectively and can be summarised as:

|  |  |  |
| --- | --- | --- |
| **High Level Priorities across the Lifespan** | **How we plan to meet these?** | **What are our proposed Outcomes for 2020-21** |
| Protection across the Lifespan | Agreement through the Learning and Practice Development Sub- Group and respective Committees on what is the essential training across the lifespan. | Publish a Multi-agency strategy that promotes public protection is everyone’s responsibility. |
| IRD’s | Intra-agency IRD training | IRD’s are delivered in a consistent and timeously. |
| SMART Planning | Multi-agency SMART Plans Training across the lifespan | Case files show safe plans are SMART |
| Learning from SCRs/ICRs | The learning from Initial / Significant Case Reviews (ICR / SCR), Significant Adverse events  / LSIs embedded into multi- agency training. | Agencies have embedded the learning into practice |
| Frameworks and Tools to assess risk | Multi--agency training in existing frameworks and tools. | Case files show assessments are based on existing frameworks and tools. |
| Domestic Abuse | Multi-agency training based on the principles of gender based violence. | Children and adults report they feel safer |
| **High Level Priorities - Child Protection** | **How we plan to meet these?** | **What are our proposed Outcomes for 2020-21** |
| Neglect | Multi-agency neglect training | Case files have a shared consistent approach to recognising and evidencing neglect |
| Impact of Parental Substance Use | Briefings on IPSU (Impact of Parental Substance Use) Training | Case files show a shared approach in working in partnership to assess IPSU |
| Mental Ill Health | Access to multi-agency mental health first-aid training and other mental health training opportunities through NHS Forth Valley. | Case files show a shared consistent approach to recognising, supporting, and signposting to mental health services. |
| Legislation & Guidance | Multi –agency training in regards to the Children (Equal Protection from Assault) (Scotland) Act 2019  Multi-agency briefings on the changes to the National Child Protection Guidance and other national guidance. | Agencies will have a shared understanding of changes in legislation and what this will mean for practice. |
| **High Level - Adult Support and Protection** | **How we plan to meet these?** | **What are our proposed Outcomes for 2020-21** |
| Risk Assessment and Management of Risk | Adult Support and Protection Risk Assessment and Management of Risk Training for Council Officers. | Case files have a consistent approach in the assessment and management of adults at risk of harm. |
| Chronologies | Multi-Agency training on Chronologies. | Case file have a succinct evidenced chronology. |
| Adult Support and Protection Case Conferences | Review and supplement the cadre of suitably trained Adult Support and Protection Case Conference Chairs. | An increase in the number Adult Support and Protection Case Conferences. |

There is a need to develop wider public awareness of what is Public Protection and the impact of abuse/harm for the person affected, however, this is out with the scope of this strategy. Priorities for the wider public protection awareness will need to be identified and will be part of a wider Engagement and Communication Strategy.

A central theme of all the learning and practice development opportunities links to the National Trauma Framework (informed and skilled workforce). See Appendix 2

<http://www.nes.scot.nhs.uk/media/3971582/nationaltraumatrainingframework.pdf>

The Learning and Practice Multi-agency Workforce Development Strategy will reflect lessons from case reviews, any relevant new research, changes in local and national guidance/procedures/policies. The Multi-Agency Public Protection Learning and Practice Development Training Guide and Essential Training Framework can be found in Appendix 1&1b. To further support supervisors and staff in regards to core competences, knowledge and skills across the lifespan. A document of the same name is in development. This document is adapted from the National Child Protection Learning and Development Framework. This helps supports and promotes **Public Protection is Everyone’s Responsibility.**

**5)** **Principles**

All activity related to the implementation of this strategy will:

* Place the child/adult at the centre promote understanding of the person’s daily life experiences and wishes and feelings, the importance actively listening to and never losing sight of the child/adult and his or her needs.
* Create an ethos that values working with others, promote equality, respect diversity and encourage the participation of individuals, families and carers in Public Protection processes, supporting children and adults to be safe from abuse and harm.
* Reflect the appropriate legislation and national / local policies and procedures.
* Recognise, respect and respond to the needs of everyone in Clackmannanshire and Stirling including those who currently experience difficulty in accessing services whether on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religious belief or non-belief, sex and/or sexual orientation, poverty, literacy and unemployment issues.
* Promote and deliver learning that is relevant, meaningful and accessible and the content are proportionate to the requirements of the workforce.
* Empower participants with information, guidance and support to meet their own identified learning and practice development needs.
* Include quality assurance processes to identify the impact of learning and development and the overall effectiveness of the learning on outcomes for children, adults and their families
* Reflect lessons from case reviews and any relevant new research.
* Include learning opportunities that are outcome focused and reflect trauma and trauma responsive practice.
* Promote digital capabilities and competence of the workforce where possible.

**6)** **Governance**

Delivery of this strategy is accountable to the respective Child Protection and Adult Support and Protection Committees. The Public Protection Learning and Practice Development Sub-Group is a multi-agency group, with representation from statutory, independent and voluntary sector partners that meets at least four times a year to ensure operational delivery of the Strategy and related Action Plan.

Any of the partner agencies can table a motion if they feel the strategy is not being followed and/or requires changes. This is achieved as an agenda item for the next Sub–Group. If the matter cannot be resolved at the Sub-Group the matter is taken to the Child Protection and/or Adult Protection Committees respectively detailing in writing what the issues/concerns are. The respective Committees will have the final say as to what needs to happen and when to address the issues and concerns.

**7)** **Public Protection Learning and Practice Development Sub-Group**

The Terms of Reference of the Public Protection Learning and Practice Development Sub-Group are authorised by the respective Committees. The Public Protection Learning and Practice Development Sub-Group, chaired by the Public Protection Learning and Development Advisor, has a role in ensuring there is sufficient high quality training available for the health and social care workforce within Clackmannanshire and Stirling, including the development, commissioning and delivery of multi-agency training, and coordinate ongoing training needs analysis to identify gaps and future training needs.

The Public Protection Learning and Practice Development Sub-Group is made up of representation from the Health and Social Care Partnerships, Clackmannanshire Council, Stirling Council, NHS Forth Valley, Police Scotland (‘C’ Division), Scottish Fire and Rescue Service, Scottish Ambulance Service, Clackmannanshire, Clackmannanshire Community Justice Partnership, Stirling Community Justice Partnership, Clackmannanshire Resilience Learning Partnership and Stirling Alcohol and Drug Partnership (ADP), Action for Children (represent 3rd sector) and Scottish Children’s Reporter Administration (SCRA). This ensures Public Protection Learning and Practice Development needs are considered within the broader context of wider professional and workforce development.

Members of the Sub-Group will do this by:

* Agreeing, delivering and monitoring an action plan to deliver on this strategy.
* Being responsive to any identified learning needs across all sectors.
* Highlighting the learning identified by those and their carers who use our services.
* Providing leadership across agencies to support and promote quality and consistency in practice.
* Providing guidance on what learning/training may be required for whom and by when in relation to Public Protection.
* Reviewing, evaluating and responding to learning and training feedback.
* Providing reports and statistical information on learning/training delivery and impact on practice.
* Sharing and learning through attendance at local and national Public Protection forums.
* Maintaining links with respective Organisational Development Teams in Clackmannanshire and Stirling, Clackmannanshire and Stirling Health & Social Care Partnership, Falkirk Council and NHS Forth Valley.

Overall we aspire to have a workforce across all partnership agencies and sectors that is trained and supported in all work relating to Public Protection. This Learning and Practice Development Multi-agency Workforce Strategy provides: a) A framework to guide individuals in their continued professional development. b) Support Managers/Supervisors to consider their staff relevant learning/training needs according to the needs of the service, caseload and overall professional development.

**8) Single Agency Responsibility**

As a commitment to delivery of this strategy, it is expected that Public Protection partners/agencies will:

* Provide a mandatory induction for all staff which includes familiarisation with child and adult support and protection responsibilities and procedures to be followed if anyone has any concerns about a child’s or adults safety and welfare.
* Partner agencies are asked to identify key multi-agency training needs of their staff /volunteers so this can be reflected in the training plan/calendar. These are also built on the lessons learned from previous years and evaluations of courses already provided.
* Provide additional learning and training to equip staff for child protection and adult support and protection requirements of their particular role and ensure they are aware of messages from both local and national practice.
* Ensure there is a lead /designated person who is responsible for child and/or adult support and protection within their organisation and of whom staff can go to for support and advice.
* Ensure an employee has access to support and supervision that facilitates a reflective learning culture and opportunity for peer review of complex cases or areas of concern.
* Ensure any gaps in public protection training provision or emerging areas of concern regarding protection issues are highlighted to the Public Protection Learning and Practice Development Sub-group.
* Maintain accurate training records staff has attended/completed.

**9)** **Identifying Learning/Training Needs**

It is the position of this strategy that anyone who has contact with the public-children, young people or adults who may be at risk of abuse/harm, no matter how minimal, should undertake an appropriate level of public protection awareness training. Public Protection-Is Everyone’s Responsibility is therefore recommended as essential learning for everyone working with the public **and is mandatory learning for all Council staff.**

Multi-agency public protection learning and practice development and training needs are identified through a variety of means:

* Feedback from partners/relevant agencies represented on the Learning and practice development sub-group
* Feedback from partners/relevant agencies via annual Learning/Training Needs Analysis Review.
* From multi-agency learning/training evaluations
* Learning identified by the Child Protection Committee and Adult Support and Protection Committee
* Learning identified from a range of audits, either single agency or multi-agency from each of the local authority training needs analysis.
* The outcomes of reviews and inspections as well as the measures introduced by new legislation and Government policy.

To help Managers/Supervisors and staff the annual Public Protection Multi-agency Training Calendar and Learning Outcomes Booklet is available. The calendar is regularly updated with additional cohorts of existing opportunities and any new training opportunities added as and when approved. In the near future a web-link for all public protection multi-agency activity will be developed.

**10)** **Training-Booking Courses and Cancellation**

Staff should book multi-agency public protection training courses after discussing with their line manager / agency representative. Each training course has a related flyer, which include the dates of each event/the learning outcomes and target audience.

Course bookings should be made via email to Clackmannanshire [ssld@clacks.gov.uk](mailto:ssld@clacks.gov.uk) and Stirling employees should book directly via ERIN or People Manager. All courses have a limited number of spaces and therefore it is essential that bookings are made at the earliest opportunity. If necessary, a waiting list will be commenced and, where possible, additional cohorts will be provided. Please note all training is offered to the 3rd sector that provides a service in Clackmannanshire and Stirling. Wider multi-agency Pubic Protection learning/training opportunities are available. These opportunities should be seen as best practice and booked directly with the provider. See Appendix 3.

Cancellation of confirmed places must be made as soon as possible so that the place can be offered to someone else. In all instances, Line Managers of any candidates who have confirmed bookings and fail to attend will be notified.

In exceptional circumstances a course may need to be cancelled. In such an event, notification will be provided at the earliest opportunity and the participants will be offered a priority place at the next available cohort. There may be some occasions when a charge will be incurred for a late cancellation, but this will be highlighted in advance.

**11)** **Evaluation of Training**

All training will be evaluated at the end of a course. Our evaluation ensures we gather evidence in respect of the learning outcomes, an increase in knowledge, quality of the information provided and the initial impact on the workers practice. Continuing the process of evaluation, the evaluations will be shared by the Advisor with the Learning and Practice Development Sub-group and summarised in quarterly reports for the Adult Protection Committee and Child Protection Committee.

Where at all possible, the evaluation criteria will be the same and the overall aim will always be to ensure that the course provided is:

* Relevant to the needs of the individual and the service.
* Is of the highest standard as can be achieved.
* Responsive to the changing environment in which public protection operates.

A follow up evaluation from face- to-face training will be conducted 3-months on from the initial training. Participants will be asked: How have you put the learning into practice? What helped you put this into practice? What were the challenges?

A similar 3-month post evaluation will also be asked of their supervisor: Have you seen your supervisee put the learning into practice? What aspects have you seen in practice? What were the challenges? There is recognition of the potential limitations in the responses and a need for ongoing re-evaluation of the process.

The overall delivery and evaluation of this strategy is based on the learning/training cycle as shown below.



**12)** **Training Audience**

All courses (unless otherwise stated) are applicable to members from either the voluntary, universal, statutory and or private sector (where appropriate), who work in or whose remit incorporates Clackmannanshire and or Stirling. Courses have been designed and are delivered from awareness to intensive level.

The learning/training opportunities provided reflect the learning styles of adult learners; these will include; pre-course reading, small group exercises & discussions, video clips, case studies and PowerPoint presentations.

**13)** **Multi-Agency Facilitation / Pool of Trainers**

Multi-agency representation of facilitators and presenters is required across all strands of Public Protection Training to ensure that opportunities for continuing professional development are available to staff across all sectors. Members of the facilitators groups will be fully supported in their role by the Public Protection Learning and Development Advisor and appropriate Lead Officer. We are keen to consult with service users through our 3rd sector partners on developing training and where it is appropriate to do so, co-deliver.

**14)** **Data Protection and General Data Protection Regulations**

Under General Data Protection Regulation (GDPR) legislation, we are required to inform individuals about the information we hold about them. Details of participant names, job titles and work e-mail addresses will be kept on a computerised database for the purposes of training course management. We may also pass on this information and details of attendance/completion to the participants own agency for their recording purposes.

In addition, we retain copies of application forms and course evaluation forms electronically within a secure shared folder within the respective local authority which is only accessible to relevant employees within Organisational Development/Learning and Development teams.

There may also be times when requests for information are made from participants who have attended our learning/training, course attendee lists (providing name, agency, role and contact details) may be shared to assist colleagues who have shared training and learning experiences to continue with and strengthen multi-agency working relationships.

|  |  |
| --- | --- |
| **Author’s name** | Neil Whettam |
| **Designation** | Learning and Development Advisor Clackmannanshire and Stirling |
| **Date** | January 2020 |
| **Review date** | June 2021 |

**[Appendix 1](#Appendix1)a – Multi –Agency Public Protection Training Guide**

Public Protection – Is Everyone’s Responsibility training ***is mandatory*** for all council staff.

Everyone working with the public – children, young people or adults who may be at risk of harm must work together to ensure that the best outcomes are achieved. This includes:

* Paid and unpaid staff / volunteers/foster carers working directly and indirectly with children, young people and adults who may be at risk of harm;
* Those working with family members such as parents/carers;
* Those managing and supervising staff working with children, young people and adults who may be at risk of harm and/or family members.

The Child Protection Committee and the Adult Support and Protection Committee are fully committed to ensuring that staff, partnership agencies and agencies contracted to undertake work on behalf of the Local Authority, have access to appropriate levels of training that support them to carry out their roles and responsibilities safely and effectively. It is our position that anyone who has contact with the public - children, young people or adults who may be at risk of harm, no matter how minimal, should undertake an appropriate level of Public Protection awareness training.

Appendix 1b outlines what is considered as essential ***training*** for which identified workforce/designated post. Other courses will be identified for the workforce as highly recommended whereby it is ***not essential*** to their role but would be relevant to their ongoing professional development. It is important to note that just because a role falls within a group for a particular type of training, it may well be within a different group for other types of training e.g. a criminal justice social worker will be within the intensive contact workforce for Adult Support and Protection but the specific contact workforce for Child Protection.

The Multi-Agency Public Protection training calendar is maintained by Clackmannanshire and Stirling Public Protection Learning and Development Advisor and reflects the Multi- Agency Public Protection training delivered and is accessible to staff in each council area, the health and social care partnership and 3rd sector partners.

Managers/ Supervisors have an overall responsibility to ensure staff undertakes an appropriate level of training in line with this guidance.

The Child Protection Committee and Adult Protection Committee reserve the right to monitor agency compliance with the training requirements as set out in this document for quality assurance purposes.

**Appendix. 1b. Multi-Agency Public Protection Learning & Practice Development Essential Training Framework.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The national Framework for Child Protection Learning & Development in Scotland 2012 is designed to help individuals and their supervisors identify the core child protection competences, knowledge and skills required depending on the job they do. Clackmannanshire and Stirling Public Protection learning and development aligns with this framework for ease of understanding in terms of who requires what learning. The Framework identifies three ‘workforce groups’ and most people will find their job fits broadly into one of these three categories depending on the level of contact with children, young people or adults , as outlined below   |  |  |  | | --- | --- | --- | | **THE GENERAL CONTACT WORKFORCE**  **RECOGNISING & RESPONDING**  Those who, as part of their job are likely to come into contact with children, young people and/or adults. | **THE SPECIFIC CONTACT WORKFORCE**  **ASSESSMENT & INTERVENTION**  Those who carry out direct or regular work with children, young people and/or adults, and form more in-depth relationships with them. | **THE INTENSIVE CONTACT WORKFORCE**  **INTENSIVE SUPPORT, ADVANCED PRACTICE & MANAGEMENT**  Those who have specific designated responsibility for child or adult protection issues as part of their role e.g. Linked into their post, where they are the Lead Professional. | | The frequency of the contact will vary, but these workers will not usually be involved in any in-depth personal work with them, or have an in-depth knowledge of their circumstances. | Contact may take place in the home or other setting (e.g. Office, school, care setting, community facility etc). These workers may be asked to contribute to the risk assessment and risk management process and may be providing ongoing support. | Contact may include those involved in undertaking child protection or adult protection investigations or working with complex cases. | | Workers in the General Contact Workforce need to have the confidence and awareness to recognise when a child, young person or adult may be in need of protection, and know how to respond. | In addition to the skills of the General Contact Workforce these workers require additional competencies, knowledge and skills to reflect the nature of involvement with children, young people and adults including protecting and promoting their well-being and contributing to identifying and implementing potential interventions. | This group will have fulfilled all relevant learning and developments of The General and The Specific Contact Workforce and also require a thorough understanding of managing / working together to protect and meet the needs of children, young people and adults. |   **The Child Protection Committee and Adult Support and Protection Committee authorise all learning and development: Please Note:** ***Public Protection – Is Everyone’s Responsibility*** training is **mandatory** for all Council employees.  Managers and Supervisors should be aware that in some instances staff require more than the recommended training listed below. It is acknowledged that staff from across all of the partnership may have learning needs that do not easily fit into the essential multi-agency public protection learning indicated under each of the identified workforces above. There is therefore an expectation managers / supervisors will discuss individual learning needs as part of any continuous professional development framework identified by their professional body/service/agency. | |
| General Contact Workforce It is essential that Council employees complete the Public Protection - Is Everyone’s Responsibility E-learning or attend a face to face training (for those who do not have access or unable to use a PC.) and single agency child protection awareness training (Education and health). There is a requirement to complete the PREVENT E-learning or attend face to face PREVENT Awareness Training. (Prevent = People from being drawn into terrorism/radicalisation and ensure that they are given appropriate advice and support). | |
|  | |
| **Specific Contact Workforce** The following learning/training is agreed as the minimum requirements for the specific contact workforce. The specific contact workforce should also undertake learning/training for the general contact workforce. | |
| **Work is predominantly with Adults. Adult Support & Protection Essential Training:**  **-**AS&P 2a essential requirement for Social Care at home, Care homes, Criminal Justice Social Workers and Substance Use Workers  -AS&P 2b essential requirement for Supervisors of Health and Social Care staff, Criminal Justice Social Workers and Substance Use Workers  - -Children Affected by Parental Substance Use essential requirement for Substance use workers  - Trauma Skilled Practice. Essential requirement for Supervisors of Health and Social Care staff, Criminal Justice Social Workers and Substance Use Workers.  -Domestic Abuse and Coercive Control. Essential requirement for Children and Families. Early years.  - Domestic Abuse Multi-Agency Risk Assessment Conference (MARAC). | **Work is predominantly with Children/Families. Child Protection Essential Training:**  -AS&P2a & 2b essential requirement for Children and Families Social Workers.  -Intra-Agency Child Protection Processes Roles and Responsibilities essential requirement for Children and Families Social Workers, Heath visitors, Head Teachers and Early years.  -Trigger Trio essential requirement for Children and Families Social Workers, Heath visitors and Early years.  -Children Affected by Parental Substance Use essential requirement for Children and Families Social Workers, Heath Visitors and Early years  -Child Sexual Exploitation. Essential requirement for Children and Families Social Workers, School Nurses, Head teachers and Chairs of Parent Councils.  -Identification of Needs, Risk and Desired Outcomes. Essential requirement for Children and Families Social Workers, Heath visitors, education promoted posts and Early years  -Domestic Abuse and Coercive Control. Essential requirement for Children and Families. Early years.  - Domestic Abuse Multi-Agency Risk Assessment Conference (MARAC).  -Trauma Skilled Practice. Essential requirement for Children and Families/ Residential Social Workers |
|  | |
| **Intensive Contact Workforce.** The following learning/training is agreed as the minimum requirements for the intensive contact workforce. The intensive contact workforce should also undertake learning/training for the general and specific contact workforces as well. | |
| **Work is predominantly with Adults. Essential Training:**  **-** AS&P Council Officer and Council Officer Refresher. Essential requirement for Council Officers.  -AS&P Investigative Interviewing. Essential requirement for Council Officers  -Financial Harm. Essential requirement for Council Officers.  -Capacity and Consent. Essential requirement for Council Officers.  -Defensible Decision Making. Essential requirement for Council Officers.  -3 Acts. Essential requirement for Council Officers.  -Return Discussions for Adults that going missing. Essential requirement for Senior Social Care Officers, Day Centre Supervisors, MHO’s  - Intra - Agency Child Protection Processes Roles & Responsibilities. Essential requirement for Council Officers, MHO’s and Substance use workers, Criminal Justice Social Workers  -SMART Plans. Essential requirement for Council Officers.  -Mental Health First Aid. Essential requirement for Senior Social Care Officers, Substance use Workers  - Domestic Abuse and Coercive Control. Essential requirement for Supervisors of Health and Social Care staff, Criminal Justice Social Workers and Substance Use Workers.  -Safe and Together essential requirement for Criminal Justice Social Workers and Substance Use Workers | **Work is predominantly with Children/Families. Essential Training:**  **-** Adult Support and Protection 2a & 2b. Essential requirement for Children and families Social Workers, residential Social workers and Supported Lodging carers    - VRI Minimum essential requirement for identified Children and Families Social Workers.  -Intra - Agency Child Protection Processes Roles & Responsibilities. Essential requirement for Children and Families Social Workers, education promoted posts, Health Visitors    -Trigger Trio. Essential requirement for Children and Families Social Workers, Health Visitors  -Neglect Tool. Essential requirement for Children and Families Social Workers, Health Visitors, education promoted posts.  -Mock Hearings. Essential requirement for Children and Families Social Workers, Residential Social workers and Foster Carers  - Preparing Children for Hearings. Essential requirement for Children and Families Social Workers , Residential Social Workers , Foster Carers  -Return Discussions for children and young people missing from care. Essential requirement for Children and Families Social Workers, Residential Social workers and Foster Carers  -Supporting Individuals and Families who find it Difficult to Engage with Services. Essential requirement for Children and Families Social Workers  -SMART Planning. Essential requirement for Children and Families Social Workers  -Mental Health First Aid for Children and Young People. Essential requirement for Children and Families Social Workers, Residential Social Workers and Foster Carers  -Safe and Together. Essential requirement for Children and Families Social Workers |

**APPENDIX. Ic - Refresher Training**

**General Contact Workforce** – Refresher training should be identified as part of their agreed individual learning and development with their Line Manager. It should reflect changes in job roles and responsibilities, legislation, agency procedures and policies and national practice. ***(Any refresher training should be in line with your own organisations policy/ guidelines)***

**Specific Contact Workforce** – **Child Protection** (Child Protection for the General Contact Workforce) Individuals should complete refresher training via eLearning 2 -years after the initial training.

Intra–Agency Child Protection Processes Roles and Responsibilities Refresher should be completed 3-years of the initial training. The requirement is attend a further Child Protection Intra – Agency Child Protection Processes Roles and Responsibilities a further 2- years on from the refresher training.

**Specific Contact Workforce – Adult Support and Protection** Adult Support and Protection For the General Contact Workforce Refresher individuals need complete a refresher training every 2 - years through eLearning. (For the care home and care at home workforce where there is no access to E-learning it is important to attend a face- to- face training.

Adult Support and Protection Train the Trainers Refresher is for Care Home Managers/ Day Centre Managers and Care at Home Managers. This enables Managers to train their own staff at a Level 2a Adult Support & Protection. Respective Managers who attended a Train the Trainer need to refresh this training every 2- years. (To be agreed.)

**Intensive Contact Workforce** – Child Protection Introduction Refresher is discretionary between the worker and their line manager but they should be attending Intra–Agency Child Protection Processes Roles and Responsibilities as listed under the specific contact workforce. Adult Support and Protection Council Officer Refresher Training is for Council Officers under the Adult Support and Protection (Scotland) Act and should attend every 2 years. (Team Leaders and Managers are expected to attend)

*All refresher training should be informed by a workers individual learning and professional development needs. It should reflect changes in job roles and responsibilities, legislation, agency procedures and policies and national practice.*

**APPENDIX Id – Competences, knowledge and skills**

Having a “competence” means being competent in undertaking a particular task, using acquired knowledge and skills, underpinned by appropriate values.

* Competences are the overarching key strands of a worker’s contribution to child protection and adult support & protection and domestic abuse that should be able to be evidenced.
* Knowledge is familiarity with something, such as facts and information (including being aware of issues, recognising concepts and having sufficient understanding to apply the knowledge to associated tasks).
* Skills are the abilities someone has to enable them to achieve/demonstrate a competence.

**[Appendix 2](#Appendix2) - Trauma Informed and Trauma Skilled Practice - Baseline Knowledge and Skill**

NHS Education for Scotland, in partnership the Scottish Government has developed - Transforming Psychological Trauma - A Knowledge and Skills Framework for the Scottish Workforce. There are 4 practice levels within this framework. The learning and development offered over the next 3 years will reflect the principles of the Framework Level 1: Trauma informed practice and Level 2: Trauma Skilled - A baseline of knowledge and skills required by everyone in the Scottish Workforce. (Trauma Informed Pages 30-36 and Trauma Skilled Pages 37-62 within the Framework). For further information please click on the link:

<https://www.nes.scot.nhs.uk/media/3971582/nationaltraumatrainingframework.pdf>

**Please note** NHS Scotland have developed a Trauma Skilled E-Learning module. To register click on the links: If you are registered with Turas Learn, Developing your trauma skilled practice can be accessed via:

<https://learn.nes.nhs.scot/24384/elearning-psychology/developing-your-trauma-skilled-practice>

It is simple and free to register an account with Turas Learn here:

[https://turasdashboard.nes.nhs.scot//User/PersonalDetails/Create?openIdApplicationId=e8c7cbb9-34fd-4c87-8c6c-7232cf6786d7](https://turasdashboard.nes.nhs.scot/User/PersonalDetails/Create?openIdApplicationId=e8c7cbb9-34fd-4c87-8c6c-7232cf6786d7)

[**Appendix**](#Appendix2) **3 – Wider Multi – Agency Public Protection Training – Best Practice**

The strategy promotes other wider multi-agency Public Protection learning and practice development opportunities that include;

* Mental Health Awareness
* Mental Health First Aid (Adults)
* Mental Health First Aid (Children & Young People)
* SAfE Talk
* Applied Suicide Intervention Skills Training
* Supporting Survivors of Rape & Sexual Assault
* Honour Based Violence – FGM and Forced Marriage
* Identified Alcohol and Drugs Partnership Training
* Sexually Harmful Behaviour

Some of these opportunities are provided by NHS Forth Valley, Clackmannanshire and Stirling Alcohol and Drugs Partnership other are provided by other agencies. Staff wishing to access these opportunities should discuss with their line manager prior to attending and access the training through one of these providers. If there is a cost and if relevant to the needs of the service and caseload of the identified worker/service this will need to be approved by the manager with budgetary responsibility. Please click on the links to access the training above: <http://www.sdf.org.uk/useful-links/>

<https://nhsforthvalley.com/wp-content/uploads/2018/02/Health-Promotion-Service-Training-Brochure.pdf>

**Appendix 4 - Contact details for additional relevant training in relation to Public Protection**

| **Area** | **Contact** |
| --- | --- |
| **Clackmannanshire and Stirling** | Neil Whettam – Learning and Development Advisor,  [nwhettam@clacks.gov.uk](mailto:nwhettam@clacks.gov.uk) /01259 452372  Margaret Macfarlane – Business Support Admin,  [mmacfarlane2@clacks.gov.uk](mailto:mmacfarlane2@clacks.gov.uk) / 01259 456845 |
| **Organisational Development (Stirling)** | Lisa Dunbar – Learning and Development Advisor [dunbarl@stirling.gov.uk](mailto:dunbarl@stirling.gov.uk) / 07717544640 |
| **Children’s Services (Clackmannanshire)**  **Children’s Services (Stirling)** | Yvonne Lynch – Team Manager, [ylynch@clacks,gov.uk](mailto:ylynch@clacks,gov.uk) /  01259 225000  Mark Howie – Service Manager, [Howiem@stirling.gov.uk](mailto:Howiem@stirling.gov.uk) / 01786 233766 |
| **Violence Against Women and Girls (Clackmannanshire)**  **Violence Against Women and Girls (Stirling)** | Melanie Mitchel - Violence against Women Coordinator,  [melanie@resiliencelearningpartnership.co.uk](mailto:melanie@resiliencelearningpartnership.co.uk)  TBC |
| **Education (Clackmannanshire)**  **Education (Stirling)** | Helen Munro – Education Support Officer,  [hmunro@clacks.gov.uk](mailto:hmunro@clacks.gov.uk) / 01259 452441  Sarah Anderson – Education Support Officer,  [andersons1@stirling.gov.uk](mailto:andersons1@stirling.gov.uk) / 01786 233023 |
| **NHS Forth Valley (Children & Young People)**  **NHS Forth Valley (Adults)** | Maria Smart – Child Protection Advisor, NHS Forth Valley [maria.smart@nhs.scot](mailto:maria.smart@nhs.scot) / 01786 477420  Norah Quinn – Chief Nurse Learning Disability, NHS Forth Valley, [norah.quinn@nhs.scot](mailto:norah.quinn@nhs.scot) |
| **Police Scotland (‘C’ Division)** | TBC |
| **MAPPA** | Dougie Anderson - MAPPA Co-ordinator, Forth Valley  [dougie.anderson@scotland.pnn.police.uk](mailto:dougie.anderson@scotland.pnn.police.uk) /01324 574934 |
| **Forth Valley Alcohol and Drugs Partnership (ADP)** | TBC |