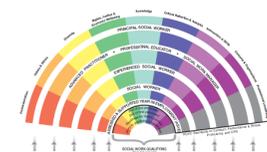
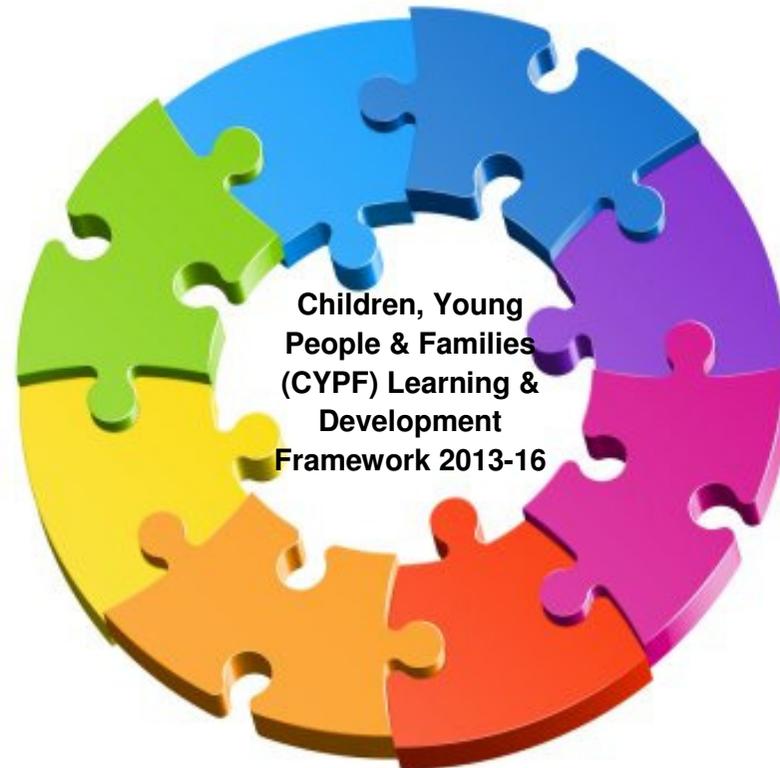


Getting it right for children in Slough

LEARNING AND DEVELOPMENT FRAMEWORK FOR CHILDREN, YOUNG PEOPLE AND FAMILIES SERVICE 2013 – 16



Getting it right for children in Slough

LEARNING AND DEVELOPMENT FRAMEWORK FOR CHILDREN, YOUNG PEOPLE AND FAMILIES SERVICE 2013–16

PURPOSE OF DOCUMENT

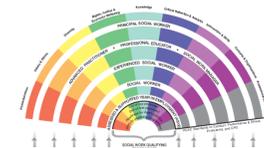
Slough Children, Young People and Families Service (CYPFS) aims to promote staff learning and development (L&D) as a prerequisite for good service delivery to children and families and for ensuring value for money for the Local Authority. This is also an aid to successful recruitment and retention of competent business support staff, and social work managers and practitioners.

This document outlines the CYPFS learning and development framework (hereafter LDF) for meeting the development needs of CYPFS business support staff, practitioners and managers. It is important to note that this complements but does not replace other L&D opportunities provided for CYPFS staff, especially corporate and LSCB activity. For managers, L&D about management practice per se will generally be done by accessing corporate L&D via the 'management portal'.

This LDF and its appendices constitute a 3 year rolling plan to deliver learning and development opportunities for these staff. It will be overseen by the L&D Steering Group and reviewed on an annual basis.

BACKGROUND

In 2011-12 CYPFS provided two separate time-limited development programmes, one for managers and one for practitioners. Much of the learning under these programmes came from training commissioned from an independent specialist training organisation. This was commissioned on the basis of routine training needs analyses, and the findings of the Ofsted Safeguarding and Looked After Children Inspection in 2011. This inspection led to an Improvement Notice being issued. For various reasons, there has been a hiatus in producing an updated LDF. The following addresses this.



Getting it right for children in Slough

HOW WE HAVE IDENTIFIED CYPFS LEARNING AND DEVELOPMENT NEEDS FOR 2013-16.

The following have been used to identify – or for Business Support staff and those in the new Early Help service, begin to identify - the L&D needs of CYPFS staff.

Locally – major local drivers were

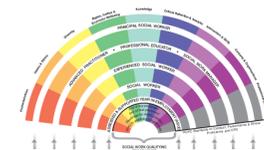
- Ongoing reviews of progress against the Slough Improvement Plan and resultant service developments in statutory and early help services
- Casework and practice audits
- Evaluation from training already provided
- Outcomes of complaints and representations
- Consultation with managers and practitioners e.g. at Team Meetings
- Feedback from Children, young people and families e.g. for case conferences and during participation events

Nationally - national drivers including, but not limited to

- DFE publications e.g. 'New Learning from Serious Case Reviews -2009-11' Brandon et al
- Ongoing monitoring of Ofsted inspection outcomes
- Changes in national legislation and policy e.g. 'Working Together 2013', the Family Justice Review, new adoption guidance etc.

CYPFS LEARNING AND DEVELOPMENT STEERING GROUP

3



Getting it right for children in Slough

The CYPFS Learning and Development Steering Group will be revived. Terms of reference will be agreed. The Steering Group will meet bi-monthly to

- Monitor the implementation of L&D activity planned under the framework - including
- Reviewing attendance on courses
- Reviewing course attendee evaluations
- Monitoring expenditure
- Reviewing and revising the L&D Framework and associated delivery plans annually-starting in March 2014 and every financial year thereafter

EXPECTED OUTCOMES

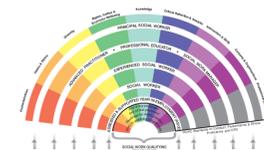
The L&D Framework will support the CYPFS in achieving the following outcomes from the CYPFS Improvement Plan. The numbers relate to their number in the improvement plan.

1.4.3 Training programme for staff addresses good practice standards and expectations

1.6.3 Managers to carry out effective supervision of social workers and the impact of supervision is evidenced on case files

2.2.9 (There is a) Programme of induction, training, mentoring and continuous professional development for social care staff, including training for staff and managers on risk analysis, child focused planning, analytical recording, supervision and decision-making.

ENSURING TAKE UP AND EFFECTIVENESS OF LEARNING AND DEVELOPMENT OPPORTUNITIES



Getting it right for children in Slough

All Managers must ensure that relevant staff attend mandatory courses or learning events. For access to other learning, managers should use performance management data, audits, supervision and appraisal, user feedback to identify L&D needs and sanction relevant L&D accordingly. The same means should be used to evaluate and test the impact of any L&D done. The Learning and Development Team will oversee the evaluation of L&D on a wider level. The framework is shown graphically in appendix 1.

CYPFS LEARNING AND DEVELOPMENT BUDGET

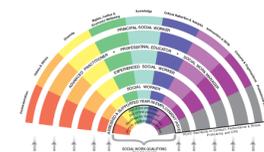
Some relevant training is available to staff but not funded by CYPFS. This includes Corporate L&D, LSCB Multi-agency training and some Children and Young People's Partnership Board training. These are **not** detailed in this CYPFS framework

A specific CYPFS L&D budget is set annually. The budget holder is Kitty Ferris AD CYPFS. The budget information is provided separately from this framework.

DELIVERING LEARNING AND DEVELOPMENT ACTIVITIES 2013 -16

The range of L&D available under the framework is shown in the graphic at appendix 1 and a schedule at appendix 2. L&D opportunities will include 'on-the job' learning, training courses, workshops, seminars, web-based learning and self-directed learning. Some will lead to the award of qualifications. Others can count towards career progression. All can count as evidence of continuing professional development. All relevant staff will be alerted to L&D activities by various means. For CYPFS-specific L&D activities, this will include the sequential publication of L&D 'brochures' advertising opportunities as these are revised or added to over time.

With the exception of bespoke activities which individual HOS's will oversee and fund, **details of L&D activities funded by CYPFS in 2013–16 are marked with an *bold below**. Note that, at the time of writing, (late Sept 2013), some have already been started or arranged. Others are subject to final sanction by the relevant manager, or in development. Planned L&D includes:

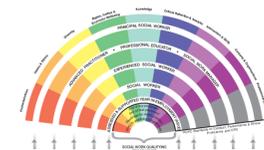


Getting it right for children in Slough

- A training needs analysis for business support managers and staff leading to planned L&D for them
- Rolling programme of practice-based training that will always be relevant e.g. 'court skills'
- Rolling programme of relevant ICS training
- One-off Mandatory CYPFs training modules for social workers and managers
- One-off Continuing Professional Development Training Courses available to all social workers and managers, subject to management agreement to attendance
- One-off Bespoke training and development for each social work service area– as determined by each Service HOS
- CYPFS Topic-based Practice Workshops – drop in lunch time sessions (minimum 4 per year)
- 'Occasional' Advanced Practice seminars led by experts in their field
- ASYE programme for NQSWs
- Step up to social work programme
- 3 Graduate Diploma placements per annum *
- 3 Practice educator awards per annum *
- Social work case and practice consultation from Consultant Practitioners (and Head of Service, Practice Improvement, whilst latter in post)
- Learning sets by agreement with HOS's, led by Consultant Practitioners
- Bespoke L&D activities for Early Help staff as commissioned by relevant AD/HOS
- Membership of College of Social Work*
- Membership of Research in Practice (RIP), for web-based learning e.g. Webinar workshops and occasional on-site 'workshops'*
- E-learning/web-based courses
- Other activities by agreement at relevant management level e.g. secondment/temporary delegation of responsibility, mentoring, 'team development days'

Please note, the frequency, content and delivery methods for all these will be determined by strategic and operational priorities and resource availability, including budgets. The aims, content, timing and delivery method of these will change and develop as needed and the framework will be revised accordingly, and as a minimum, annually.

6



Getting it right for children in Slough

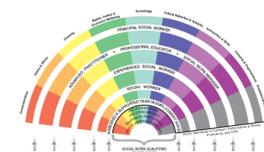
POSSIBLE ADDITIONAL L&D: SELF-FUNDED OR FUNDED AT DISCRETION OF HEADS OF SERVICE

There is also the potential to offer L&D using local 'external' providers e.g. colleagues working with adults with drug and alcohol issues. Service need will always take priority when considering requests to attend these. Funding will be by attendees themselves or, exceptionally, from service budgets as per HOS decision. NB in some cases it will be possible to invite some providers to present to service/team meetings for free, or in exchange for CYPFS staff training them in return. Various theoretical and practice-based courses are provided by the following

- Drug and Alcohol Action Team
- Domestic Abuse East Berkshire Women's Aid
- Adult Safeguarding (LA)
- Community Mental Health Team (Adults)
- Learning Difficulties and Disabilities Team
- Berkshire Adoption Advisory Service

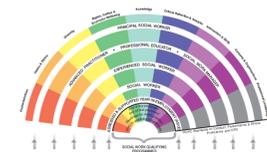
Conclusion

This document outlines the enormous range of L&D opportunities for CYPFS staff. It has been signed of by the AD and CFMT as a demonstration of their commitment to recruiting, developing and retaining only the best social work and support staff. CYPS deserve this. Slough children are entitled to it. We hope you will enjoy and benefit from the learning and development available to you under this framework.



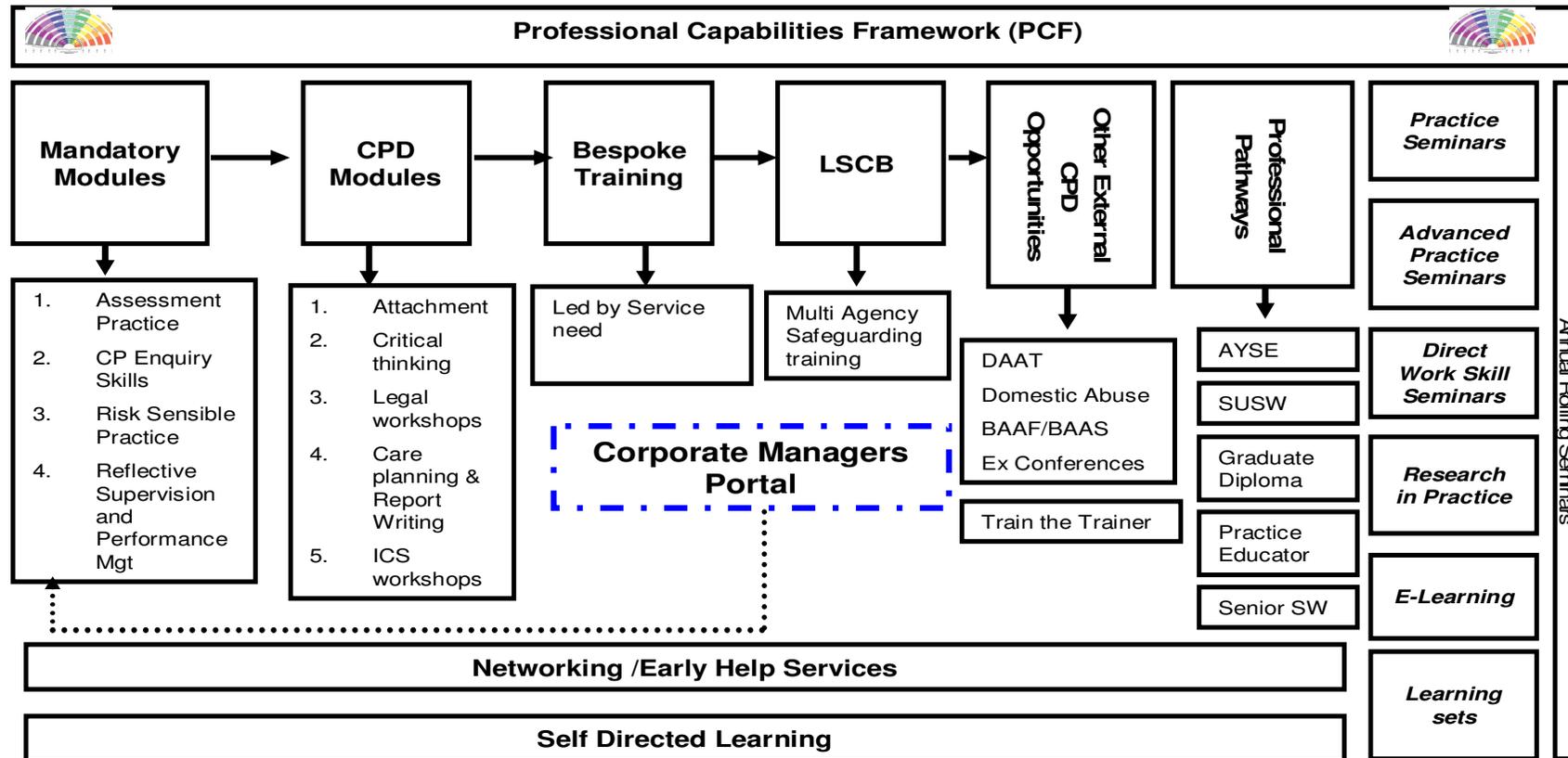
Getting it right for children in Slough

Mick Cunningham (HOS Practice Improvement) and Jatinder Matharu (Training Officer CYPFS)

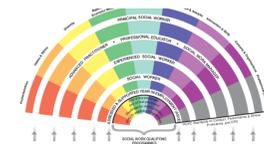


Getting it right for children in Slough

Appendix 1: Children, Young People and Families Learning and Development Framework 2013 -16



AP₉

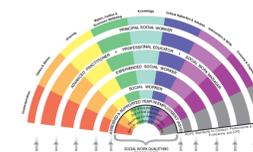


Getting it right for children in Slough

APPENDIX 2:

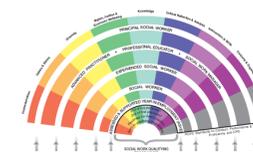
SCHEDULE OF PLANNED LEARNING AND DEVELOPMENT ACTIVITIES 2013-2016

Area of Support	Ownership	Start Date	Comments
Business Support Staff – Training Needs Analysis ‘TNA’	Wellbeing Directorate L&D Team	Start January 2014 indicative	The TNA is the first step to determining BS staff’s training needs. This will then inform a training plan, the details of which will be added to this schedule.
CYPFS Induction	All recruiting managers – senior manager lead Karl Davis HOS	ongoing	
Early Help Staff - TNA	Wellbeing Directorate L&D Team	Start January 2014 indicative	The TNA is the first step to determining Early Year’s staff training needs. This will then inform a training plan, the details of which will be added to this schedule.
Research	Research In Practice (RIP)	Annual membership	Nb we will have 2 days of on-site drop-in workshops from RIP personnel– dates to be arranged
Membership of College of Social Work	SBC pays annual membership of all relevant employees	Annual membership	



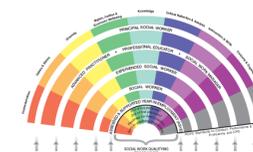
Getting it right for children in Slough

ASYE Programme for NQSWs	Programme to be 'refreshed' and co-ordinated by external provider and with a commissioned HIE providing the academic module	Sept 13 HOS has commenced temp 'group supervision' pending commissioning of external support. Nov 13 external input tbc	
Graduate Dip (PQ) 3 places per annum	Royal Holloway Uni	Started Sept 2013 - ends summer 2015	3 staff have commenced as 2013 cohort
Practice Educator Award 3 places per annum	3 funded per annum	Nov 2013	3 staff have been funded as 2013 cohort (PEP2)
Step up to Social Work	SBC	20 Nov 13 SBC has to attend launch. Students start Jan 2014 u14 month programme	2 x Students recruited. 1 each in CIN-Assess and CP –LAC – then swap over for 2 nd placement
Mandatory Training for Practice Managers: Reflective Supervision and Performance management	External provider identified STC	Indicative start date end Dec 013 – one course per annum over 2 calendar years	Subject to contract with chosen provider being finalised Nov 2013
Mandatory Training:	External provider	Start date tbc - one	Subject to contract with external provider being



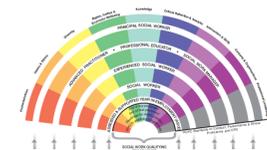
Getting it right for children in Slough

Assessment Practice and Single Assessments	identified STC	course per annum over 2 calendar years	finalised Nov 2013
Mandatory Training: Risk sensible practice	External provider identified STC	Start date tbc - one course per annum over 2 calendar years	Subject to contract with External provider being finalised Nov 2013
Mandatory Training: CP Enquiry Skills beyond the basics	External provider identified STC	Start date tbc - one course per annum over 2 calendar years	Subject to contract with provider being finalised Nov 2013
CPD Course: Attachment – observation and assessment	Michelle O' Kane (PM)	30 January 2014 one course per annum over 2 calendar years	
CPD Course: Critical Thinking and Analysis	Mick Cunningham (HOS) and Jatinder Matharu (L&D Training Officer)	1 day – indicative Feb 2014	Will need new trainer post-March 2014
CPD Course: Writing and implementing good Case Plans – CIN and CP	Sharon Richards (Reviewing Manager)	Indicative Feb 2014	
CPD Course: Writing & Implementing Good Care	Sharon Richards (IRO Manager)	Indicative tbc	



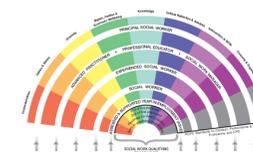
Getting it right for children in Slough

plans for Looked After Children			
CPD Course: the Legal Framework in practice – Applying Children and Families Law in assessments and casework planning	Sandy Sharma (JLT) and Karl Davis (HOS)	Indicative date To be agreed	
CPD Course: the Legal Framework in practice – Legal Planning, the PLO and issuing proceedings	Sandy Sharma (JLT) and Karl Davis (HOS)	Indicative date To be agreed	
CPD Course: the Legal Framework in practice- Record Keeping and Report Writing	Sandy Sharma (JLT) and Karl Davis (HOS)	6 December 2013: minimum of 1 course per annum	
CPD Course: the Legal Framework in practice – Court Skills from first to	Sandy Shama (JLT)	Indicative date To be agreed	



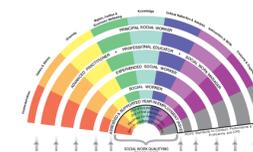
Getting it right for children in Slough

final hearing			
CPD Course: the Family Justice Review	Sandy Shama (JLT)	As and when required and agreed	
Record Keeping & report writing in the ICS age	Tbc = Stephen Palmer	Indicative start date Jan 2014 – 1 course per annum	
ICS Training programme	Stephen Palmer	Rolling programme	
ABE Training	Thames valley Police	<ul style="list-style-type: none"> • 20-24/1/2014 • More tbc 	
Advanced Practice Occasional Seminars: Conflicting timeframes in safeguarding babies and very young children from abuse and neglect	Rebecca Brown, Research Associate, Centre for Child and Family Research, Loughborough University	4 th Oct 2013 more tbc	45 places
Advanced Practice Occasional Seminars: Communicating with under	by RIP	28 February 2014	



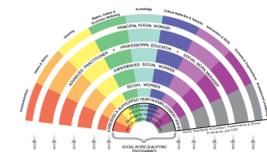
Getting it right for children in Slough

5s: workshop			
Advanced Practice Occasional Seminars: Managers' workshop 'Using evidence to champion excellence in your team'	by RIP	17 th January 2014	
Advanced Practice Occasional Seminars Evidence-informed practice for Newly Qualified Social Workers	by RIP	16 th January 2014	
Revise Pathway Career Progression	SBC	Tbc but revise by 31 st March 2014	Progression pathway needs to be redesigned
Direct work with children – Lunchtime Drop-in Practice session:	SBC Sarah Scarborough SAT Elizabeth Hill FPT	Oct 13 to end March 2014	Run every 6 weeks
The impact of dealing with disruption in fostering and adoption placements Lunchtime Drop-in	(Jackie Pape)	October 13 th 2013	



Getting it right for children in Slough

Practice session			
What your local SCR are saying? Lunchtime Drop-in Practice session	Jane Fowler Health Colleague from BHCT	17 th October 13	
Private Fostering – Lunchtime Drop-in Practice session	Carolyn Carter Consultant Practitioner	31 st October 13	
Effective chronologies – Lunchtime Drop-in Practice session	Karl Davis HOS	14 November 13	
What do effective outcomes look like? Lunchtime Drop-in Practice session	Mick Cunningham HOS	12 December 13	
Communicating with children with disabilities	Nilissa Livingstone	9 January 14	
Personalisation Lunchtime Drop-in	Nilissa Livingstone	23 January 14	



Getting it right for children in Slough

Practice session			
What your local SCRs are saying? Lunchtime Drop-in Practice session	Jane Fowler – BHCT	6 February 14	
Parental Mental Health Lunchtime Drop-in Practice session	(Peter Oldham CMHT)	20 February 14	
Autism Awareness Lunchtime Drop-in Practice session	Pauline Hallam, Head of Service, Children & Young People with ASD	6 March 2014	
Domestic Abuse Lunchtime Drop-in Practice session	Tbc –East Berkshire Women’s Aid	20 March 2014	
Private Fostering E- learning for Social Workers	Reconstruct – web- based package	December 2013 indicative	
‘Bespoke’ Training	various	various	These courses are not listed individually here. They will be specific to each service, the relevant service’s HOS will commission, pay for, organise and ensure delivery of each course. L&D Team can assist with

