



Haringey Local Safeguarding Children Board (LSCB)
Multi-agency training programme
2009-2010

CONTENTS

| | |
|--|-----------|
| Learning together to keep children safe | 2 |
| Training strategy | 4 |
| Core child protection processes | |
| Working together in child protection | 9 |
| Conducting effective multi-agency assessments | 10 |
| Assessing and managing risk | 12 |
| Child protection conferences | 13 |
| Listening to children | 14 |
| Specific aspects of child protection work | |
| Child protection and disability | 16 |
| Calendar of courses pullout | 18 |
| Child protection and domestic violence | 21 |
| Adolescent domestic violence | 22 |
| Child protection and substance misuse | 23 |
| Impact of parental mental illness on children | 24 |
| Engaging reluctant and resistant families' | 25 |
| | |
| Training for trainers | 26 |
| | |
| Contacts | 27 |
| Application form | 30 |

Learning together to keep children safe

Welcome to Haringey Local Safeguarding Children Board (LSCB) Training Programme for 2009-10, which is developed by the multi-agency Training and Development Sub-Group reporting to the LSCB.

The LSCB is responsible for co-ordinating services to safeguard and promote the welfare of children in Haringey and for monitoring the effectiveness of those services. Haringey LSCB has representation from the Local Authority, Health Services, the Metropolitan Police Service, Probation Services, CAFCASS and a range of voluntary organisations. One way in which we can provide quality services is to ensure that we have a well-trained workforce across all agencies that work with children and families. The aim of the LSCB, through provision of well-evaluated multi-agency training opportunities, is to make the safeguarding of children mean

something to everyone and to enable the best possible service to be provided to children and their families in the event that they become at risk of harm.

The LSCB is a key partner in the design of a workforce development strategy for the borough. Part of the strategy is to ensure each agency fulfils their responsibility to identify those staff that need child protection training and to make sure that they receive it at the appropriate level. It is an expectation that basic level child protection awareness training is delivered within single agencies.

Please make sure you read the introductory pages carefully as they make the strategy and application process very clear.

The range of courses available in 2009/10 reflect our continued commitment to your development and our determination to maintain excellent practice in child protection work and management. Your role, contribution and

participation are vital to ensure we understand the various roles that we play in the lives of children, and that we work together effectively to achieve our aim of making Haringey a happy, healthy and safe place in which to grow up.

Rachel Oakley
Chair LSCB Training and
Development Sub Group

LSCB training strategy

Single Agency Responsibility

Child Protection training is an essential component of the duty for each statutory agency under the Children Act 2004, to safeguard and promote the welfare of children. It is the responsibility of individual agencies to ensure that they have systems in place to provide basic child protection awareness training to staff who work directly with children and families or in services that affect them. Those systems should also be able to identify which staff have specific child protection responsibility within an organisation and to direct these people to take up the multi-agency training opportunities offered locally via the Local Safeguarding Children Board.

e-Learning

We are extending the range of learning opportunities we offer and have developed an e-learning course to give a basic introduction to child protection. At the time of writing, this course is being piloted within the Local Authority and is available to any council employee with access to the council Intranet.

Multi-agency training

The multi-agency child protection training planned and run by the LSCB complements the training on child protection offered within single agencies and is pitched at a more advanced level. **No-one will be accepted onto a multi-agency course unless they have previously completed some child protection awareness training, either within their organisation or elsewhere.**

LSCB training courses will help staff to be able to reflect on practice from different perspectives and to develop a toolbox of skills to help them work effectively with children and families.

The LSCB training programme makes a distinction between training on core child protection processes and training to aid learning about specific aspects of child protection work. The two-day core course, *Working Together in Child Protection*, is the mandatory starting point for anyone who has not done a multi-agency course before or who wants a refresher on new legislation. We recommend that those staff with identified child protection responsibility take all the core courses.

The programme includes a two-day *Training for Trainers* option. This is aimed at designated child protection officers within organisations and is designed to enable them to deliver basic awareness training to their own staff. A condition for entry on the course is that applicants have previously completed *Working Together in Child Protection* and *Assessing and Managing Risk*.

All our training courses are evaluated by the people who attend them and increasingly by the managers who identify the training as a need for particular staff. They are set within the competency framework of the *Common Core of Skills and Knowledge for the Children's Workforce (DfES 2005)*. The subject matter covered by the courses is regularly reviewed in light of these evaluations and the recommendations of inspections and Serious Case Reviews.

A programme calendar is included in the middle of the brochure.

All LSCB training is designed to provide attendees with up-to-date information and knowledge. Our courses allow staff from a variety of professional backgrounds to creatively explore new practical skills that they can use with children and families within the clear legislative framework that exists.

Competencies

We have included the competencies that successful completion of each course could provide you with. The competencies are based on the government's *Common Core Skills*:

- | | | | |
|-----|--|------|--|
| CS1 | Communicate with children and young people, and those involved in their care | CS8 | Enable children and young people, and those involved in their care, to manage their medicines |
| CS2 | Work with children and young people to assess their health and wellbeing | CS9 | Create an environment to safeguard children and young people from abuse |
| CS3 | Co-ordinate assessments of the health and wellbeing of children and young people | CS10 | Safeguard children and young people at risk of abuse |
| CS4 | Plan, implement, monitor and review individualised care plans to meet the needs of children and young people | CS11 | Enable children and young people to understand their health and wellbeing |
| CS5 | Co-ordinate and review the delivery of care plans to meet the needs of children and young people | CS12 | Enable children and young people to cope with changes to their health and wellbeing |
| CS6 | Plan and implement transfer of care and discharge with children and young people, and those involved in their care | CS13 | Improve the services provided by practitioners to address the health and wellbeing needs of children and young people. |
| CS7 | Plan, implement, monitor and review interventions with children and young people, and those involved in their care | | |

Applications

Applications for courses should be made in consultation with your manager and in response to identified training need. It is up to managers to verify whether or not a member of staff has completed single agency awareness training and is therefore eligible to apply. Some courses use methods of evaluation that will involve asking your manager how your practice has changed as a consequence of attending a course.

If you apply for more than one course at a time, you will need to complete a separate application form for each course. There is an application form at the back of this brochure that you can photocopy and fax to the LSCB office – alternatively you can download a form from www.haringeylscb.org. You will receive an email confirming your attendance about a month before the course.

All courses are very popular. There is no guarantee of a place on the course you select but you will be put on a waiting list for the next available course. Everyone who receives

confirmation of a place on a course will be expected to attend - in the event that you do need to cancel, please ensure that you inform us.

LSCB Training and Development Sub-Group



Core child protection processes

COURSE TITLE

Working together in child protection

The basis of an effective child protection service must be that professionals and individual agencies work together on a multi-disciplinary, multi-agency basis, with a shared understanding of aims, objectives and standards of good practice. This course is the starting point for learning about child protection and how it impacts on and interacts with different organisations; it will give you a taste of all core child protection processes. It is mandatory for anyone wishing to apply for more core courses.

Aimed at:

- ⊙ Those in regular contact with children or practitioners in services that affect children and who might be expected to contribute to enquiries, assessments and protection plans.
- ⊙ Those who manage services and/or supervise staff or volunteers, or who hold strategic responsibilities
- ⊙ Those with particular responsibilities for safeguarding and child protection

The course covers:

- ⊙ The London Child Protection Procedures
- ⊙ Relevant current legislation and research
- ⊙ Definitions of abuse and the different forms the abuse takes
- ⊙ Guiding principles and values
- ⊙ The multi-agency context
- ⊙ Issues of threshold
- ⊙ Culture and language
- ⊙ Information sharing and confidentiality

Duration: Two days*Dates and venue:*

22-23 September 2009

24-25 November 2009

19-20 January 2010

2-3 March 2010

27-28 April 2010

6-7 July 2010

All the above courses will be held at **Haringey Cypriot Centre, Earlham Grove, N22**

Time:

9.30 – 4.30 (registration from 9am)

Costs: No charge*Related to core skills**competencies:* CS9, CS10

“I was really made to think”

COURSE TITLE

Conducting effective multi-agency assessments

The Assessment Framework is an inter-agency approach to assessing the support needs of children and families as a means of ensuring appropriately targeted services. This course gives an overview of the contribution that different agencies make to the assessment. It aims to improve the quality of assessments and explores techniques for remaining child-focused, considering children within their wider family and environmental context.

Whilst social workers have lead responsibility for initial and core assessments, all agencies have a vital role to play and a contribution to make in building a comprehensive picture to inform professional judgements and decision-making.

Aimed at:

- ⊙ Those in regular contact with children or practitioners in services that affect children and who might be expected to contribute to enquiries, assessments and protection plans
- ⊙ Practitioners in adults' services who are working with adults who are parents
- ⊙ Those who manage services and/or supervise staff or volunteers, or who hold strategic responsibilities
- ⊙ Those with particular responsibilities for safeguarding and child protection

The course covers:

- ⊙ An overview of the Assessment Framework
- ⊙ Principles underpinning the assessment process
- ⊙ Stages in the assessment process
- ⊙ Assessment Framework materials and tools
- ⊙ Introduction to the Initial and Core assessment
- ⊙ The contribution of different agencies to the assessment
- ⊙ Links with the Integrated Children System and Common Assessment Framework

Duration: One day

Dates and venue:

13 October 2009
Haringey Cypriot Centre,
Earlham Grove, N22

2 February 2010

Professional Development Centre,
Downhills Park Road, London N17

11 May 2010

Professional Development Centre,
Downhills Park Road, London N17

Time:

9.30 – 4.30 (registration from 9am)

Related to core skills

competencies: CS4, CS5, CS9, CS10

“The course covered a wealth of information and was fun!”

COURSE TITLE

Assessing and managing risk

This course will help you to make and manage a comprehensive assessment of risk. It will give you a theoretical overview and some practical tools and techniques to help you assess the degree to which a child or young person is likely to suffer or be suffering from harm.

Aimed at:

- ⊙ Those in regular contact with children or practitioners in services that affect children and who might be expected to contribute to enquiries, assessments and protection plans.
- ⊙ Those who manage services and/or supervise staff or volunteers
- ⊙ Those with particular responsibilities for safeguarding and child protection

The course covers:

- ⊙ The application of professional judgement and critical thinking to decision-making when assessing and managing risk
- ⊙ An overview of the key research and theories underpinning good

assessment practice

- ⊙ How research and theory can inform decision-making and the use of assessment tools and techniques
- ⊙ The role of evidence-based practice in achieving best outcomes for children
- ⊙ Indicators of abuse in relation to ‘potentially dangerous families’

Duration: One day

Dates and venue:

5 November 2009
Haringey Cypriot Centre, Earlham Grove, N22

25 February 2010
Professional Development Centre,
Downhills Park Road, London N17

17 June 2010
Professional Development Centre,
Downhills Park Road, London N17

Time:

9.30 – 4.30 (registration from 9am)

Costs: No charge

Related to core skills

competencies: CS4, CS7, CS10

“Very engaging”

COURSE TITLE

Child protection conferences

All professional workers who attend child protection conferences must have sound knowledge of the procedures and good practice expectations.

The roles and responsibilities of all the different agencies will be addressed in preparing for conference, the conference itself, making a Child Protection Plan and post conference work in Core Groups. The course will also look at working with the strengths of families and how this can improve outcomes.

Aimed at:

Staff who have completed introductory Child Protection training (either single or multi-agency) and who attend Child Protection Conferences

The course covers:

- ⊙ Preparing for Conference
- ⊙ Conference protocols
- ⊙ Your role in the Conference
- ⊙ The role of the Chair
- ⊙ The Conference

- ⊙ The Child Protection Plan
- ⊙ Core groups and agency responsibilities
- ⊙ Links with Assessment Framework

Duration: One day

Dates and venue:

17 November 2009
Professional Development Centre,
Downhills Park Road, London N17

9 March 2010
Professional Development Centre,
Downhills Park Road, London N17

22 June 2010
Professional Development Centre,
Downhills Park Road, London N17

Time:

9.30 – 4.30 (registration from 9am)

Costs: No charge

Related to core skills

competencies: CS4, CS5, CS10

“Great course!”

COURSE TITLE

Listening to children

With limited time, practitioners need to feel comfortable about finding ways of being with children of different ages, understanding their environment, recognising their capabilities and taking account of what their eyes and ears tell them. This course looks at how to listen to and evaluate what children and young people say. It explores a range of techniques which enable children and young people to express their views, wishes and feelings.

Aimed at:

Those in regular contact with children or practitioners in services that affect children and who might be expected to contribute to enquiries, assessments and protection plans.

The course covers:

- ⊙ Improving inter-agency awareness of the importance of listening to children
- ⊙ Developing understanding of the needs of children and young people

- ⊙ How to enable children and young people to express their views, wishes and feelings
- ⊙ Awareness of the roles and responsibilities of professionals who converse with and listen to children and young people
- ⊙ Techniques for communicating with young children

Duration: One day – maximum attendance 16 people

Dates and venue:

3 November 2009

**Haringey Cypriot Centre,
Earlham Grove, N22**

25 May 2010

Professional Development Centre,
Downhills Park Road, London N17

Time:

9.30 – 4.30 (registration from 9am)

Costs: No charge

Related to core skills competencies: CS1

Excellent course! I really learned something”



Specific aspects of child
protection work

COURSE TITLE

Child protection and disability

The increased vulnerability of children with a disability to abuse is a sensitive and challenging issue. This course explores how to overcome the barriers to good practice in working with disabled children and will help staff work more effectively with them and their carers.

Aimed at:

Staff in both mainstream and specialist services who have completed some introductory child protection training.

The course covers:

- ⊙ The disabled child in context of their environment
- ⊙ The increased vulnerability of disabled children to suffer abuse
- ⊙ The implications of disability on child protection
- ⊙ Communication with children
- ⊙ Information about local networks that support disabled children

Duration: One day

Dates and venue:

5 October 2009

Professional Development Centre,
Downhills Park Road, London N17

10 June 2010

Professional Development Centre,
Downhills Park Road, London N17

Time:

9.30 – 4.30 (registration from 9am)

Costs: No charge

Related to core skills

competencies: CS1, CS9, CS10

“It made you really consider every aspect of the subject”



Calendar of courses

Calendar of courses

| | Sep 09 | Oct 09 | Nov 09 | Dec 09 | Jan 10 |
|----|------------------|-------------------------|------------------------------|-----------------------|------------------|
| 1 | | | | Reluctant Families | |
| 2 | | | | | |
| 3 | | | Listening to Children | | |
| 4 | | | | | |
| 5 | | Disability | Risk Assessment | | |
| 6 | | DV & Adolescents | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | Training for Trainers | |
| 11 | | | | Training for Trainers | |
| 12 | | | DV & CP | | |
| 13 | | Effective Assessment | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | CP Conference | | |
| 18 | | | | | |
| 19 | | Parental Mental Illness | Training for Trainer 1/2 day | | Working Together |
| 20 | | Parental Mental Illness | | | Working Together |
| 21 | | | | | |
| 22 | Working Together | | | | |
| 23 | Working Together | | | | |
| 24 | | | Working Together | | |
| 25 | | | Working Together | | |
| 26 | | | | | |
| 27 | | | | | |
| 28 | Substance Misuse | | | | |
| 29 | Substance Misuse | | | | |
| 30 | | | | | |
| 31 | | | | | |

| Feb 10 | Mar 10 | Apr 10 | May 10 | Jun 010 | Jul 10 |
|----------------------|-------------------------|------------------|-----------------------|-----------------|------------------------------|
| | | | | | |
| Effective Assessment | Working Together | | | | |
| | Working Together | | | | |
| | | | | | |
| | | | | | Working Together |
| | | | | | Working Together |
| | | | | | Training for Trainer 1/2 day |
| | | | | | |
| DV & CP | CP Conference | | | Disability | |
| | | | Effective Assessment | | |
| | | | | | Substance Misuse |
| | | | Training for Teachers | | Substance Misuse |
| | | | Training for Teachers | | |
| | Parental Mental Illness | | | | |
| | Parental Mental Illness | | | | |
| | | | | Risk Assessment | |
| | | | Reluctant Families | | |
| | | | | | |
| | | | | | |
| | | | | CP Conference | |
| | | | | DV & CP | |
| | | | | | |
| Risk Assessment | | | Listening to Children | | |
| | | | | | |
| | | Working Together | | | |
| | | Working Together | | | |
| | | | | | |
| | | | | | |
| | | | | | |

COURSE TITLE

Child protection and domestic violence

This course is designed to raise awareness of domestic violence as a very serious child protection issue clearly linked to incidences of child abuse, and the fact that it has a significant effect on outcomes for children.

Aimed at:

Staff who work either with children or adults in a variety of care settings and who have completed some introductory child protection training.

The course covers:

- ⊙ Legislation and research related to domestic violence
- ⊙ The links between domestic violence and child abuse
- ⊙ The impact of domestic violence on adults
- ⊙ The impact of domestic violence on children
- ⊙ The implications of domestic violence for practice
- ⊙ Risk analysis
- ⊙ Sign-posting resources to help victims of violence

Duration: One day

Dates and venue:

12 November 2009
Professional Development Centre,
Downhills Park Road, London N17

10 February 2010
Professional Development Centre,
Downhills Park Road, London N17

23 June 2010
Professional Development Centre,
Downhills Park Road, London N17

Time:

9.30 – 4.30 (registration from 9am)

Costs: No charge

Related to core skills

competencies: CS1, CS2, CS9, CS10

“All aspects of the course were excellent”

COURSE TITLE

Adolescent domestic violence

Advanced level

This course is designed to expand on applicant's knowledge of domestic violence and will focus particularly on the experience of teenagers. Related issues such as teenage pregnancy, specific issues faced by boys and barriers to accessing services will be covered. It will explain how to ask young people about violence in their own intimate relationships, how to give advice and how to risk assess and safety plan.

Aimed at:

Practitioners and managers from statutory services who work directly with children and families and who have completed child protection and domestic violence training and who want to attend specialist training on the issues faced by adolescents.

The course covers:

- ⊙ The ways in which teenagers can be affected by domestic violence
- ⊙ The links between domestic violence and other key issues for teenagers
- ⊙ How to challenge myths and stereotypes
- ⊙ How to undertake safety planning and risk assessment with teenagers
- ⊙ Good practice examples and local projects

Duration: One day

Dates and venue:

6 October 2009
Professional Development Centre,
Downhills Park Road, London N17

Time:

9.30 – 4.30 (registration from 9am)

Costs: No charge

Related to core skills

competencies: CS1, CS2, CS10, CS12

“Top notch!”

COURSE TITLE

Child protection and substance misuse

Parents' misuse of drugs or alcohol is likely to have a significant impact on a child. Staff need to be aware of the risks and undertake and manage an appropriate risk assessment. They also need to be aware of available support services.

Aimed at:

Staff from all services that are likely to come into contact with parents who misuse substances and their children.

The course covers:

- ⊙ Different types of dependency
- ⊙ Practical information about substances and their impact
- ⊙ Legal definitions, criminal justice implications
- ⊙ Assessing drug using parents and parenting capacity
- ⊙ Introducing the Haringey Drug and Alcohol Policy and Protocols
- ⊙ Guidelines on risk assessment

Duration: Two days

Dates and venue:

28-29 September 2009
Professional Development Centre,
Downhills Park Road, London N17

12-13 July 2010
Professional Development Centre,
Downhills Park Road, London N17

Time:

9.30 – 4.30 (registration from 9am)

Costs: No charge

Related to core skills

competencies: CS1, CS9, CS10

“I enjoyed this course – there was plenty of time for discussion”

COURSE TITLE

Impact of parental mental ill health on children

The aim of this course is to increase staff understanding of the impact on the family of having or being a parent with a significant/enduring mental illness. It will help staff utilise the Assessment Framework, assessing both parenting capacity and the welfare of children.

Aimed at:

Staff who work in children's and adults' settings or with families where one or both parents suffer from mental ill health.

The course covers:

- ⊙ Ethical issues and dilemmas
- ⊙ The short and long term potential risks to children of having a parent with a mental illness
- ⊙ Acute and chronic issues and problems for both parents and children
- ⊙ The impact of parental mental illness on child development

- ⊙ The effects of personal belief systems on making and managing judgements
- ⊙ Assessment skills
- ⊙ Supporting the family
- ⊙ Identifying and managing the risks
- ⊙ Mental Health Services and what they can offer
- ⊙ Issues associated with children being carers

Duration: Two days

Dates and venue:

19-20 October 2009

Professional Development Centre, (PDC) Downhills Park Road, N17

15-16 March 2010

Professional Development Centre, (PDC) Downhills Park Road, N17

Time:

9.30 – 4.30 (registration from 9am)

Costs: No charge

Related to core skills

competencies: CS1, CS4, CS5
CS10, CS12

“Really reinforced the importance of working with other agencies”

COURSE TITLE

Engaging reluctant and resistant families

Not all families want to enter into ‘partnership’ with statutory agencies. Some are hostile, manipulative and threatening and practitioners have to work with these uncertainties. They must establish their own safety and, most importantly, that of any children. In most cases it is possible to work with parents and achieve a relationship that can lead to change and progress. This course explores strategies for working in partnership, looks at techniques which empower families and carers and develops tools that assist families in their understanding of assessments, social work interventions and the review process.

Aimed at:

Those in regular contact with children or practitioners in services that affect children and who might be expected to contribute to enquiries, assessments and protection plans.

The course covers:

- ⊙ The reasons behind reluctant and resistant participation
- ⊙ Strategies for providing services when parents are reluctant or resistant to the provision of services for their child’s wellbeing
- ⊙ The skills required to engage parents who may be reluctant or resistant to interventions
- ⊙ Developing skills in motivational interviewing.

Duration: One day-maximum attendance 16 people

Dates and venue:

1 December 2009

Professional Development Centre,
Downhills Park Road, London N17

18 May 2010

Professional Development Centre,
Downhills Park Road, London N17

Time:

9.30 – 4.30 (registration from 9am)

Costs: No charge

Related to core skills

competencies: CS1, CS4, CS9

“I feel more confident now”

COURSE TITLE

Training for trainers

This course is aimed to equip single agencies and organisations across Haringey to be able to deliver basic child protection awareness training themselves. The course will provide basic knowledge of training skills and child protection content. It will also provide some ongoing support to help trainers to implement and continue to run courses in their own setting.

Aimed at:

Staff who have been identified by their own organisations to deliver basic child protection training. All must have completed *Working Together in Child Protection and Assessing and Managing Risk* training within the last two years.

The course covers:

- © Material to be covered by trainers
- © Training techniques
- © A training pack that will enable trainers to train staff to foundation standard in Child Protection Level One

© A half day feedback session in six month's time for participants to evaluate the courses they have run.

Duration: Two days and a half day follow-up after six months

Dates and venue:

19 November 2009

half day follow up course to course that ran in March 2009

Professional Development Centre,
Downhills Park Road, London N17

10-11 December 2009

Haringey Cypriot Centre, Earlam
Grove, N22

half day follow up course on 8 July
2009, 1.30 - 4.30pm

Professional Development Centre,
Downhills Park Road, London N17

13-14 May 2010

Professional Development Centre,
Downhills Park Road, London N17

half day follow up course in Nov 2010

Time:

9.30 – 4.30 (registration from 9am)

Costs: No charge

Related to core skills

competencies: CS9, CS13

“Thank you – it was an excellent course and the trainer is an excellent role model”

Contacts

Head of Service for Quality Assurance, Child Protection and Review, Children and Young People's Service

Tel: **020 8489 1177**

Designated Nurse Child Protection, Haringey Teaching Primary Care Trust

Tel: **020 8442 5765**

Haringey Police Child Abuse Investigation Team

Tel: **020 8345 2246**

LSCB Training Department

Tel: **020 8489 1470**

The LSCB Training Sub-Group are: Rachel Oakley (Head of Service Transformation, Children and Young People's Service - Chair); Teresa Walsh Jones (Head of Service, QA, Child Protection and Review); Farrukh Akhtar (Childcare Consultant, Haringey Council); Alison Botham (Children and Young People's Service Integrated Working lead); Suzanne Dale (Named Nurse, GOSH in Haringey); Christina Keating (Named Nurse, North Middlesex Hospital); Jo Carroll, (Named Nurse, Whittington Hospital); DS Steve Ashworth (Police Child Abuse Investigation Team); Norma Johnson (Named Nurse, Barnet, Enfield and Haringey Mental Health Trust), Diana Pillay (Middlesex University); Sarah Peel (LSCB Manager); Samantha Philips (LSCB Executive Officer).

For discussion and/or advice on Child Protection matters please call the Local Authority Children and Young People's Service Child Protection Advisors:

Janet Lamb **Tel. 020 8489 5412**

Dawn Green **Tel. 020 8489 1061**

Brian Siani **Tel. 020 8489 5462**

Sunita Khattra **Tel. 020 8489 5426**

If you need to make a child protection referral please **phone:**

The Referral and Assessment Team (Children's Social Care)

020 8489 4592 / 4582 / 4470

Notes

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Notes

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Application form

PLEASE FILL IN **ALL** SECTIONS USING **BLOCK CAPITALS**

Course details

Course title:

.....

Course dates:

.....

Course venue:

.....

Contact details

Name:

.....

Job title:

.....

Your organisation:

.....

Work address:

.....

.....

Tel:

Fax:

.....

E-mail:

.....

Have you ever received basic awareness training in child protection within your own or another organisation? YES NO

Have you attended a Working Together in Child Protection course in the last 2years either in-house, or externally? YES NO

Reason for wanting to attend this course

Please state why you want to attend this course and how it will improve the service you deliver (e.g. identified development need through performance appraisal, identified as part of induction programme, basic requirement for the job, statutory requirement for job, specific relevance to a particular aspect of your work at the moment)



Manager's Section

To be completed by the manager (attendance on courses will not be approved without this information)

Your manager's name:

Your manager's telephone number:

Do you authorise this member of staff to attend this training course?

How do you see this course contributing to your staff member's development/improvement of services? Yes

How will you ensure that the time spent on the course will be put to best effect?

Equalities Monitoring

Gender: Male Female

Do you have any special requirements? Yes No

Please specify (or if you would prefer to call us in confidence please do).

Do you consider yourself to have a disability?

Yes No

I describe my ethnic origin as:

White

British Irish Greek-Cypriot

Turkish-Cypriot Kurdish Turkish

Other White Please specify



Mixed

- White and Black Caribbean White and Black African
- White and Asian Black and Asian
- Other Mixed Please specify

Asian or Asian British

- Indian Pakistani Bangladeshi
- East African Asian
- Other Asian Please specify

Black or Black British

- Caribbean African
- Other Black Please specify

Chinese

- Chinese
- Other Ethnic Group Please specify

Data Protection

All data is securely held by Haringey Council in accordance with the principles of, and our registration under, the Data Protection Act 1998. It is treated as confidential and used for learning and development monitoring purpose only.

How to Apply

Complete and return this application form to the LSCB:

Tel: 020 8489 1470
 E-Mail: lscb@haringey.gov.uk

Successful applications will be confirmed one month before each course. Please do not attend otherwise.



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