



Bedfordshire Local Safeguarding Children Board

Approved Training Programme

2007

Version 2



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Local Safeguarding Children Board Approved Training Programme 2007

Introduction

Bedfordshire Local Safeguarding Children Board (LSCB) has a number of statutory functions, some of which are clearly linked to the provision of training as outlined in the LSCB Training Policy. You will find a copy of this policy on the LSCB website once it has been agreed. www.bedfordshirelscb.org.uk/training.php

In Bedfordshire, the LSCB has approved a programme of inter-agency training designed to provide opportunities for practitioners working with children and families to learn together how to safeguard children and promote their welfare. This programme supports LSCB agencies by approving a range of training activities to help employers meet their workforce development responsibilities for safeguarding children. The foundation training activities described in this programme utilise the nationally approved materials, *Safeguarding children: a shared responsibility (DfES, 2005)*.

Working Together to Safeguard Children (DfES, 2006) makes it clear that 'individual agencies are responsible for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare' (4.4). This includes ensuring that 'employees are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment. This knowledge and expertise should be put in place before employees attend inter-agency training' (4.5).

Consequently, this programme is for practitioners who have already received awareness training and are equipped to recognise and respond to safeguarding concerns. These prior learning requirements will enable participants to reap the utmost benefit from learning with colleagues from other agencies.

I'm sure you will agree with me that inter-agency learning provides a rich environment to promote exploration of the strengths and constraints of professional cultures, and encourage critical reflection. I recommend this programme to you.

Ian Angus
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Training Standards

The content of LSCB approved courses meet the education and training standards set out in *Education and Training for Inter-Agency Working: New Standards* (Salford University, 2004). These state that 'during education and training, the practitioner will participate in a variety of learning experiences and will have developed knowledge and skills in relation to:

- Their professional / occupational role and responsibilities in the context of the roles and responsibilities of other organisations and their various professions / occupations in relation to safeguarding children
- The process and content of inter-agency consultation and will have developed an awareness and ability to respect and welcome the views of other practitioners
- The processes which encourage and the barriers which inhibit effective inter-agency communication
- Evaluating information and evidence and distinguishing between fact and opinion
- The use and application of ethical principles and values in inter-agency work
- The stages during which they must collaborate with other practitioners in different organisations
- The evaluation and management of the processes involved in inter-agency collaboration
- Record-keeping in different forms with accompanying understanding of the practical implications of confidentiality'

Additionally, LSCB endorsed training will:

- 'be delivered by trainers who are knowledgeable about safeguarding and promoting the welfare of children and have facilitation skills. When delivering training on complex cases trainers should have the relevant specialist knowledge and skills;
- be informed by current research evidence, lessons from serious case and child death reviews, and local and national developments;
- reflect an understanding of the rights of the child and be informed by an active respect for diversity and the experience of service users, and a commitment to ensuring equality of opportunity; and
- be regularly reviewed to ensure that it meets the agreed learning outcomes.' (*Working Together*, 4.23)

Training Pathways

Depending on your role, you are likely to fall into one of three practitioner groupings or two managerial groups. These groups ensure that people from different agencies learn alongside practitioners with a similar level of contact with children, parents and carers and have a similar level of responsibility to safeguard children and promote their welfare.

The groups are described in *Working Together to Safeguard Children* (DfES, 2006, 4.19 – 4.20)

GROUP A

those in **regular contact** with children and young people and with adults who are parent/s or carers. These will be people who are in a position to identify concerns about maltreatment, including those which may arise from use of the Common Assessment Framework (CAF), and who, as a minimum, need introductory training on how to work together to safeguard and promote the welfare of children. This includes housing and hospital staff, youth workers, child minders, private foster carers, those working with children in residential and day care settings and those working in sport and leisure settings in both a paid and unpaid capacity.

GROUP B

those who **work regularly** with children and young people, and with adults who are carers, and who may be asked to contribute to assessments of children in need. This includes GPs, hospital and community health staff, family centre workers, teachers, education welfare officers, social workers, mental health and learning disability staff, probation officers. This group should have a higher minimum level of expertise: a fuller understanding of how to work together to identify and assess concerns, to plan, undertake and review interventions.

GROUP C

those with a **particular responsibility** for safeguarding children, such as designated or named health and education professionals, police, social workers, and other professionals undertaking section 47 enquiries or working with complex cases, including fabricated and induced illness. Those in this group need to have a thorough understanding of working together to safeguard and promote the welfare of children, including in complex and / or serious cases.

OTHER

Operational managers at all levels, within organisations employing staff to work with children and families, or with responsibility for commissioning or delivering services, benefit from specific training on inter and multiagency practice to safeguard and promote the welfare of children. Practice supervisors, professional advisers/designated child protection specialists and service managers need not only a foundation level of training, but may also need training on joint planning and commissioning, managing joint services and teams; chairing multi-disciplinary meetings; negotiating joint protocols and mediating where there is conflict and difference. Specific training on the conduct of serious case reviews will be relevant to some.

those who have a **strategic and managerial responsibility** for commissioning and delivering services for children and families. This includes those in each of the agencies listed in section 11 of the Children Act 2004, any other members of LSCBs, school governors and trustees.

This programme categorises courses according to these groupings and applications for training should be for courses designed for your group. If you are unsure which group you belong to please look at the list below or speak to your manager. **If your role is not shown and you are still unsure, please contact us for advice**; our contact details are on page 2.

ROLE	GROUP
Social Care	
Social worker / assistant (children & families)	C
Social worker / assistant (not children & families)	B
Social worker / assistant (residential)	B
Social worker (YOT)	B
Family support worker	B
Reception staff	A
Early years practitioner	B
Child minder	A
Foster carer / private foster carer	A
Children's centre staff	B
Education	
Senior Education Welfare Officer	C
Education Welfare Officer	B
School Governor	B
Designated teacher / person for safeguarding	B / C
Teaching staff	A / B
Non-teaching staff (depending on role)	A
Lecturers in further or higher education	A
Peripatetic staff (depending on level or responsibility)	A / B
Educational Psychologists (working with school age children)	B
Art therapists (working with school age children)	B
School counsellors	B
Learning disability staff	B
Health	
Designated and named professionals for child protection	C
Paediatric clinicians and nurses	B
Health visitor	B
Midwife	B
General Practitioner	B
Dental Practitioners	A
Reception staff	A
CAMHS	B
Adult mental health clinicians	B
School nurse	B
Sexual health clinicians and nurses	B
Ambulance crew and controllers	A

Police	
Child abuse investigation specialist	C
Public protection officer	B
Family protection officer	B
Neighbourhood officer	A
Beat / patrol officer	A
Schools involvement officer	B
Designated officer for police protection	B
National Offender Management	
Probation officer	B
Youth Offender Team staff	B
Immigration holding centre staff	A
Managers (depending on role)	A / B
Connexions	
Named child protection advisor	B / C
Personal advisor	B
Teenage pregnancy advisor	B
Advisor assistant	A
Reception staff	A
CAFCASS	
Court Advisors	B
Community	
Housing officer	A
Registered social landlords	A
Youth services staff / volunteers	A
Sport culture and leisure service staff	A
Churches and faith group staff	A
Fire fighters	A

If your role is not included, please contact us for advice. We will develop this list over time and it is important that you tell us if your role is not included. Our contact details are on page 2.

Depending on your role, a training pathway should be agreed with your line manager to meet your individual learning needs. For all pathways there will be mandatory elements for safeguarding children and promoting their welfare (up to and including 'core' training).

A typical pathway would involve various learning activities to be completed over a period of time. Not everyone will need to attend inter-agency training and your line manager should advise you on whether safeguarding children training will be delivered by your agency, inter-agency training or both.

This programme is designed to support employers and agencies by providing inter-agency learning activities to complement a range of pathways.

Example pathways

These examples show how inter-agency training can be used in specific roles. These pathways should not be seen as either comprehensive or representative.

GP	2 year programme
Basic awareness	Half day course accessed through pct / or via induction programme Domestic violence awareness – 1 day (from Beds. DV programme)
Foundation - Group B	Safeguarding children – 2 day inter-agency
Core	Working with emotional abuse and neglect – 1 day inter-agency Child protection conferences and core groups – 1 day inter-agency Supervising skills for safeguarding children – 2 days inter-agency
Specialist	

School secretary	1 year programme
Basic awareness	Half day course accessed through education welfare / or via induction programme Domestic violence awareness – 1 day (from Beds. DV programme)
Foundation - Group A	Introduction to Safeguarding children – 1 day inter-agency
Core	Domestic violence awareness – 1 day (from Beds. DV programme)
Specialist	

Social worker (children and families)	2 year programme
Basic awareness	Common induction programme - half day course
Foundation - Group C	Effective interventions – 5 day inter-agency
Core	Assessing the needs of children in situations of domestic violence – 2 ½ days inter-agency Working with emotional abuse and neglect – half day inter-agency Child protection conferences and core groups – 1 day inter-agency
Specialist	Organised and complex abuse – 1 day inter-agency Interviewing children (ABE) – 5 day inter-agency

Example Pathways - continued

A&E nurse	1 year programme
Basic awareness	Half day course accessed through hospital trust or via induction programme
Foundation - Group A	Introduction to Safeguarding children – 1 day inter-agency
Core	Assessing the needs of children in situations of domestic violence – 2 ½ days inter-agency
Specialist	Fabricated and Induced Illness – half day inter-agency

Neighbourhood Police Officer	1 year programme
Basic awareness	Half day course accessed through induction programme Domestic violence awareness – 1 day (from Beds. DV programme)
Foundation - Group A	Introduction to Safeguarding children – 1 day inter-agency
Core	
Specialist	

Faith or community group leader	1 year programme
Basic awareness	Half day course accessed through own organisation, voluntary sector network, or distance learning Domestic violence awareness – 1 day (from Beds. DV programme)
Foundation - Group A	Introduction to Safeguarding children – 1 day inter-agency
Core	Safe recruitment and employment – 1 day inter-agency
Specialist	

Courses and Events

Course level and description	Groups
Foundation	
Introduction to safeguarding children – 1 day	A & Managers
Safeguarding children – 2 day	B & Managers
Effective interventions – 5 days	C & Managers
<p>The following describe the various Core and Specialist courses that are currently offered or under development; full details will be published as soon as possible.</p> <p>Courses shown in bold can be accessed through the Bedfordshire County Council Learning and Development Programme. LSCB has negotiated a limited number of places on these events which must be booked through LSCB using the application process outlined in the relevant sections of this programme.</p>	
Core	
Assessing the needs of children in situations of domestic violence – 2 ½ days (2 days plus a half day action learning set)	B & C
Working with emotional abuse and neglect – 1 day	B & C
Child protection conferences and core groups – 1 day	B & C
Child sexual abuse – 2 days	B & C
Supervision skills for safeguarding children – 3 days	Managers
Safe recruitment and employment – 1 day	Managers
Protecting disabled children – 1 day	
Specialist	
Fabricated and induced illness – half day	C & Managers
Interviewing children, achieving best evidence – 5 days	C
Child abuse and the internet – 1 day	B & C
Events	
Local Practice Groups – half day	All
Annual Conference – 1 day	All

Foundation

Foundation: Introduction to Safeguarding Children (1 day) Group A

Attendance Criteria

This training is for people who are in **regular contact** with children and young people and with adults who are parents/carers. You will be in a position to identify concerns about maltreatment and need introductory training on how to work together to safeguard and promote the welfare of children.

To be eligible for this course you must have undertaken awareness training (or similar, possibly as part of an induction programme) that enables you to:

- define child abuse or neglect
- identify possible indicators of abuse or neglect
- name the agencies that have key responsibility to protect children from abuse or neglect

This course is **not** for people who regularly contribute to 'child in need' assessments or for those with organisational responsibility for safeguarding children such as designated and named professionals or specialist police and social workers undertaking statutory child protection enquiries.

This course will be useful for trainers planning to provide safeguarding training on a single agency basis. Whilst the course materials are not readily transferable, single agency training should be designed to meet the same learning outcomes.

Aim

To develop awareness of, and the ability to act on concerns about, the safety and welfare of children and young people.

Learning Outcomes

By the end of the training participants will be aware of:

- what to do if they have concerns about children in order to safeguard and promote the welfare of children, including those who are suffering, or at risk of suffering, significant harm
- what will happen once they have informed someone about those concerns
- the further contribution they may be asked or expected to make to the processes described in *What to Do If You're Worried a Child Is Being Abused 2006*, including how to share information
- some basic information and background about the legislative framework within which children's welfare is safeguarded and promoted.

It is anticipated that most agencies and organisations will provide training to meet these learning outcomes on a single agency basis. However, it is recognised that all agencies are likely to have a critical few Group A practitioners who would significantly benefit from inter-agency training, and that single agency training will be particularly problematic for some agencies. Consequently, the following courses are offered to meet the most critical need; some courses will be run on Saturdays to provide increased flexibility.

Course details

Date / Time	Venue	Trainers
Mon 26 Mar 07 09.00 to 16.00	Maryland House Stephenson Court Priory Business Park Fraser Road Bedford MK44 3WH	Ian Angus – LSCB Sharon Burns – Connexions
Sat 14 Apr 07 09.00 to 16.00	The Rufus Centre Steppingley Road Flitwick Beds. MK45 1AH	Ian Angus – LSCB Jean Buchanan – Education Welfare Service (Helen Field – Early Years)
Tue 12 Jun 07 09.00 to 16.00	The Pasque Charity Conference Facility Great Bramlingham Lane Streatley Luton LU3 3NT	Ian Angus – LSCB Sue Saunders – Early Years
Thurs 12 Jul 07 09.00 to 16.00	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Ian Angus – LSCB Helena Hughes – Designated Nurse for Safeguarding Children in Bedfordshire
Sat 15 Sep 07 09.00 to 16.00	The Rufus Centre Steppingley Road Flitwick Beds. MK45 1AH	Ian Angus – LSCB Helena Hughes – Designated Nurse for Safeguarding Children in Bedfordshire
Wed 14 Nov 07 09.00 to 16.00	The Pasque Charity Conference Facility Great Bramlingham Lane Streatley Luton LU3 3NT	Ian Angus – LSCB Valerie Murray – Voluntary and Community Action, South Bedfordshire

How to apply

Please see Appendix A for details on costs and how to apply.

You must have a confirmed place before attending. Confirmed places are not transferable; if you wish to reallocate your confirmed place to a colleague, a new application must be submitted and the change confirmed by LSCB.

Attendance Criteria

This training is for people who work **regularly** with children and young people, and with adults who are parents or carers, and who may be asked to contribute to assessments of 'children in need'. You will have responsibility to identify and act on concerns about maltreatment and need training on how to work together to safeguard and promote the welfare of children.

To be eligible for this course **you must** have undertaken awareness training (or similar) that enables you to:

- define the different types of child abuse and understand how this may effect children
- identify personal attitudes and beliefs and their impact on the recognition and reporting of child protection concerns
- identify possible indicators of abuse
- respond appropriately if a child raises a concern
- understand the importance of taking action to prevent child abuse
- report child protection concerns
- identify best practice when working with children and understand the importance of safe recruitment

You should also know about the Assessment Framework and how your agency may contribute towards the assessment process

This course will be useful for trainers planning to provide safeguarding training on a single agency basis. Whilst the course materials are not readily transferable, single agency training should be designed to meet the same learning outcomes.

Aims

- To develop knowledge, skills and the ability to work together on the processes for safeguarding and promoting the welfare of children, including those who are suffering, or at risk of suffering, significant harm
- To provide an opportunity for colleagues from different agencies to learn together and explore professional dilemmas.

Learning Outcomes

Participants will be able to:

- describe inter-agency roles and responsibilities for safeguarding and promoting the welfare of children
- describe, and contribute to, the processes outlined in *What To Do If You're Worried A Child Is Being Abused*, including the purpose of inter-agency activities and the decisions required at each stage
- demonstrate skills in effective collaboration between agencies to achieve intended outcomes for the child and family members
- detail the protocols and procedures to be followed, including the ways in which information will be shared across professional boundaries, within and between agencies, and be recorded
- demonstrate skills in engaging with professionals, children and families throughout the process, including contributing to strategy discussions, child protection conferences and reviews
- specify which agency, team or professional has lead responsibility at each stage of the process set out in *What To Do If You're Worried A Child Is Being Abused* and the precise roles and responsibilities of everyone else who is involved, including the way in which children and other family members will be involved
- outline the timescales set down in the regulations and guidance that govern the completion of assessments, making plans and timing of reviews
- describe the purpose and limitations of the child protection plan and core group process
- describe what to do if they are unhappy with the response from agencies following a referral or if they have any further worries about a child's welfare.

Course details

Date / Time	Venue	Trainers
19/20 April 07 09.00 to 16.00	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Ian Angus – LSCB Jean Buchanan – Education Welfare Service
31 May 07 – 01 June 07 09.00 to 16.00	The Pasque Charity Conference Facility Great Bramlingham Lane Streatley Luton LU3 3NT	Ian Angus – LSCB Julie-Ann Saunders– Conference and Reviewing Service
7/8 June 07 09.00 to 16.00	Maryland House Stephenson Court Priory Business Park Fraser Road Bedford MK44 3WH	Ian Angus – LSCB Deborah Osborne – Bedfordshire-Luton Partnership (NHS) Trust
18/19 July 07 09.00 to 16.00	The Pasque Charity Conference Facility Great Bramlingham Lane Streatley Luton LU3 3NT	Ian Angus – LSCB TBC
20/21 September 07 09.00 to 16.00	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Ian Angus – LSCB Sharon Burns – Connexions

Date / Time	Venue	Trainers
3/4 October 07 09.00 to 16.00	The Pasque Charity Conference Facility Great Bramlingham Lane Streatley Luton LU3 3NT	Ian Angus – LSCB Pat Elliott – Bedfordshire Primary Care Trust (NHS)
18/19 October 07 09.00 to 16.00	The Pasque Charity Conference Facility Great Bramlingham Lane Streatley Luton LU3 3NT	Ian Angus – LSCB Sue Saunders – Early Years
7/8 November 07 09.00 to 16.00	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Ian Angus – LSCB Sharon Burns – Connexions
13/14 December 07 09.00 to 16.00	The Pasque Charity Conference Facility Great Bramlingham Lane Streatley Luton LU3 3NT	Ian Angus – LSCB Sue Saunders – Early Years

How to apply

Please see Appendix A for details on costs and how to apply.

You must have a confirmed place before attending. Confirmed places are not transferable; if you wish to reallocate your confirmed place to a colleague, a new application must be submitted and the change confirmed by LSCB.

Foundation: Effective Interventions (5 Days - modular) Group C

It is intended that practitioners attending both modules (the full 5 days) will be eligible to accredit their learning as a higher education award linked to the BA degree in Child and Adolescent Studies with Bedfordshire University. The award will be linked to the Post Qualifying Child Care Award for social workers. Further details will be published as soon as possible.

Although these events are shown as a 5 day course, they are in fact two distinct modules, 2 days (module 1) followed by 3 days (module 2). Social workers and police officers undertaking child protection enquiries / investigations should attend both modules. Named and designated staff for safeguarding children in all agencies may also attend both modules although the first module (2 days) can be accessed independently as an advanced alternative to the foundation course for group B practitioners.

There are 22 places available for Module 1 and 18 places for Module 2.

Attendance Criteria

This training is for those with a **particular responsibility** for safeguarding children, such as designated or named health and education professionals, police, social workers, and other professionals undertaking section 47 enquiries or working with complex cases, including fabricated and induced illness.

To be eligible for this course **you must** have undertaken awareness training (or similar) that enables you to:

- define the different types of child abuse and understand how this may effect children
- identify personal attitudes and beliefs and their impact on the recognition and reporting of child protection concerns
- identify possible indicators of abuse
- respond appropriately if a child raises a concern
- understand the importance of taking action to prevent child abuse
- report child protection concerns
- identify best practice when working with children and understand the importance of safe recruitment

You should also know about the Assessment Framework and how your agency may contribute towards the assessment process, as well as having a thorough understanding of working together to safeguard and promote the welfare of children, including in complex and / or serious cases.

Aims

Enhance knowledge and skills and the ability to work together on the processes for safeguarding and promoting the welfare of children in complex and challenging situations.

Provide an opportunity for people to learn together and to explore professional dilemmas.

Learning outcomes

Take and advise others on action

By the end of the training participants will be able to:

- demonstrate an in-depth understanding of what to do if they have concerns about a child's welfare and who to refer to, in complex and challenging situations
- describe any timescales set down in regulations or guidance that govern completing assessments, making plans and timing reviews
- demonstrate skills in managing exits from the safeguarding process in a manner that promotes the long-term welfare of the child.

Roles and responsibilities

By the end of the training participants will be able to:

- demonstrate a highly developed awareness of their own roles and responsibilities, and those of others, in safeguarding and promoting the welfare of children during the assessment, planning, intervention and review processes
- specify the role of designated persons in school and designated or named health professionals
- specify the agency, team or professional that has lead responsibility and the precise roles of everyone else who is involved, including the way in which children and other family members will be involved
- describe the purpose and limitations of child protection conferences.

Information sharing

By the end of the training participants will be able to:

- describe, and be able to advise others on, when and how to share information on a child about whom they have concerns, with due regard to consent and confidentiality
- relate the protocols and procedures to be followed, including the way in which information will be shared and recorded across professional boundaries and within agencies.

Communication and inter-agency working

By the end of the training participants will be able to:

- develop strategies for overcoming blocks to effective inter-agency working
- describe the factors that may inhibit the recognition of concerns
- recognise the impact of anxiety on effective inter-agency communication and develop strategies to overcome this
- demonstrate skills in communicating effectively with children, families and fellow practitioners
- demonstrate skills in inter-agency communication and consultation to promote positive outcomes for children and their families in all circumstances, including those where there is a difference of opinion.

Course details

Date / Time	Venue	Trainers
24 to 28 Sep 07 (5 days) Module 1 – 24/25 Sep 07 Module 2 – 26/27/28 Sep 07 09.00 to 16.00	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Ian Angus – LSCB Sacha Rymell – Children's Social Care
26 to 30 Nov 07 (5 days) Module 1 – 26/27 Nov 07 Module 2 – 28/29/30 Nov 07 09.00 to 16.00	The Pasque Charity Conference Facility Great Bramlingham Lane Streatley Luton LU3 3NT	Ian Angus – LSCB Sacha Rymell – Children's Social Care

How to apply

Please see Appendix A for details on costs and how to apply.

You must have a confirmed place before attending. Confirmed places are not transferable; if you wish to reallocate your confirmed place to a colleague, a new application must be submitted and the change confirmed by LSCB.

Core

Full details will be published as soon as possible. In the interim, LSCB has negotiated a limited number of places on courses linked to the Children's Social Care learning and development programme.

These courses are shown below.

For agencies other than Children's Social Care, all bookings must be made via the LSCB programme. Full details on how to apply are at Appendix A.

Core: Assessing the Needs of Children in Situations of Domestic Violence (2 ½ days) **Groups B & C**

5 places available for each course. Participants must be available to attend all 2 ½ days.

Attendance Criteria

This training is for those with a **particular responsibility** for safeguarding children, such as designated or named health and education professionals, police, social workers, and other professionals undertaking section 47 enquiries or working with complex cases, including fabricated and induced illness.

This training is also for people who work **regularly** with children and young people, and with adults who are parents or carers, and who may be asked to contribute to assessments of 'children in need'. You will have responsibility to identify and act on concerns about maltreatment and need training on how to work together to safeguard and promote the welfare of children.

To be eligible for this course **you must** have undertaken the relevant foundation training for your Group. This is likely to have been achieved via this LSCB programme but may have been achieved elsewhere. For comparison purposes, please see the learning outcomes for Groups B and C foundation courses.

Aim

To explore how the National Assessment Framework can be used effectively in situations of domestic violence. Current research will be linked to practice methods that will ensure the implementation of a framework for assessment is informed by local policies and legislation relating to domestic violence.

Learning Outcomes

By the end of the training participants will be able to:

- use research findings in relation to the impact of domestic violence on children, in order to inform the assessment process;
- work within the legislative framework that is in place to help women and children;
- carry out assessments in line with the national framework that take account of the complexity of engaging with that whole family and differentiate between the needs of children, mothers/women, perpetrators/men and the extended family, and
- work alongside other agencies to plan interventions that both safeguard the child and meet the needs of the whole family.

Course details

These courses are designed as a 2 day course with a separate half-day follow up session. Participants must be available to attend all 2 ½ days.

Date / Time	Venue	Trainers
7 / 8 May 07 09.30 to 16.30 7 June 07 (pm)	The Express by Holiday Inn Elstow Interchange A6/A421, Wilstead Road, Elstow, MK42 9BB	Jane Wiffin – Independent Trainer
10 / 11 September 07 09.30 to 16.30 11 October 07 (am)	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Jane Wiffin – Independent Trainer
10 / 11 January 08 09.30 to 16.30 15 February 08 (am)	The Express by Holiday Inn 2 Percival Way, Luton, LU2 9GP	Jane Wiffin – Independent Trainer

How to apply

Please see Appendix A for details on costs and how to apply.

You must have a confirmed place before attending. Confirmed places are not transferable; if you wish to reallocate your confirmed place to a colleague, a new application must be submitted and the change confirmed by LSCB.

Core: Working with Emotional Abuse and Neglect (1 Day) Groups B & C

5 places available for each course.

Attendance Criteria

This training is for those with a **particular responsibility** for safeguarding children, such as designated or named health and education professionals, police, social workers, and other professionals undertaking section 47 enquiries or working with complex cases, including fabricated and induced illness.

This training is also for people who work **regularly** with children and young people, and with adults who are parents or carers, and who may be asked to contribute to assessments of 'children in need'. You will have responsibility to identify and act on concerns about maltreatment and need training on how to work together to safeguard and promote the welfare of children.

To be eligible for this course **you must** have undertaken the relevant foundation training for your Group. This is likely to have been achieved via this LSCB programme but may have been achieved elsewhere. For comparison purposes, please see the learning outcomes for Groups B and C foundation courses.

Aim

To give participants an opportunity to consider some of the dilemmas involved in working with families where emotional abuse and neglect is an issue. Lessons from research and Serious Case Reviews will be used to enable participants to explore assessment processes as well as appropriate ways of intervening.

Learning Outcomes

By the end of the training participants will be able to:

- recognise situations where neglect and emotional abuse are impacting on a child's development;
- describe research and enquiry findings that assist in working with emotional abuse and neglect;
- use the assessment framework to conduct assessments which are informed by family history, dynamics and current context in order to reach an understanding of the needs of the child; and
- work creatively with children and families to build on strengths whilst ensuring children are protected from harm.

Course details

Date / Time	Venue	Trainers
6 July 07 09.30 to 16.30	The Express by Holiday Inn Elstow Interchange A6/A421, Wilstead Road, Elstow, MK42 9BB	Fiona Mainstone / Marianne Breschinsky – Independent Trainers
27 November 07 09.30 to 16.30	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Fiona Mainstone / Marianne Breschinsky – Independent Trainers
18 January 08 09.30 to 16.30	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Fiona Mainstone / Marianne Breschinsky – Independent Trainers

Date / Time	Venue	Trainers
27 March 08 09.30 to 16.30	The Express by Holiday Inn 2 Percival Way, Luton, LU2 9GP	Fiona Mainstone / Marianne Breschinsky – Independent Trainers

How to apply

Please see Appendix A for details on costs and how to apply.

You must have a confirmed place before attending. Confirmed places are not transferable; if you wish to reallocate your confirmed place to a colleague, a new application must be submitted and the change confirmed by LSCB.

Core: Working with Child Sexual Abuse (2 Days)

Groups B & C

5 places available for each course.

Attendance Criteria

This training is for those with a **particular responsibility** for safeguarding children, such as designated or named health and education professionals, police, social workers, and other professionals undertaking section 47 enquiries or working with complex cases, including fabricated and induced illness.

This training is also for people who work **regularly** with children and young people, and with adults who are parents or carers, and who may be asked to contribute to assessments of 'children in need'. You will have responsibility to identify and act on concerns about maltreatment and need training on how to work together to safeguard and promote the welfare of children.

To be eligible for this course **you must** have undertaken the relevant foundation training for your Group. This is likely to have been achieved via this LSCB programme but may have been achieved elsewhere. For comparison purposes, please see the learning outcomes for Groups B and C foundation courses.

Aim

To enable participants to gain a greater understanding of how sexual abuse affects children and young people, and to develop the knowledge and skills necessary to intervene effectively.

Learning Outcomes

By the end of the training participants will be able to:

- outline the legal framework as it relates to sexual abuse;
- outline the behaviour pattern of perpetrators of sexual abuse;
- explain the impact of abuse on the victim and non abusing carers;
- identify appropriate responses to sexual abuse which meet the immediate safety needs of the child and action that will need to be taken to promote their long term well being and recovery, and
- recognise and manage the emotional impact of working with sexual abuse.

Course details

Date / Time	Venue	Trainers
21 / 22 May 07 09.30 to 16.30	The Express by Holiday Inn Elstow Interchange A6/A421, Wilstead Road, Elstow, MK42 9BB	Coral Hatton – Independent Trainer
19 / 20 July 07 09.30 to 16.30	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Coral Hatton – Independent Trainer
1 / 2 November 07 09.30 to 16.30	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Coral Hatton – Independent Trainer

How to apply

Please see Appendix A for details on costs and how to apply.

You must have a confirmed place before attending. Confirmed places are not transferable; if you wish to reallocate your confirmed place to a colleague, a new application must be submitted and the change confirmed by LSCB.

Core: Supervision Skills for Safeguarding Children Managers

5 places available for each 3 day course. Participants must attend all 3 days and complete 'homework' tasks in between.

Attendance Criteria

This training is for operational managers responsible for group B practitioners who **work regularly** with children and young people and with adults who are parents/carers and contribute to assessments of 'children in need'.

To be eligible for this course **you must** have undertaken foundation training to the same standard as the people you supervise. This is likely to have been achieved via this LSCB programme but may have been achieved elsewhere. For comparison purposes, please see the learning outcomes for Groups B and C foundation courses.

Aim

The aim of this course is to equip supervisors with the skills needed to support effective assessment and care planning practice.

Learning Outcomes

By the end of the training participants will be able to:

- use current supervision knowledge and research and lessons from Serious Case Reviews to inform their supervision practice;
- help workers to analyse information through the development of critical thinking;
- analyse information through the development of critical thinking;
- use this analysis to inform decision making;
- describe the impact that child care work can have on staff and understand the link between the impact of the work and effective practice;
- use supervision skills to manage the impact of the work, and
- use models of adult learning to assist in the development of safe competent child care practice.

Course details

Date / Time	Venue	Trainers
17 September, 8 October and 5 November 07 09.30 to 16.30	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Jane Wonacott – Independent Trainer
29 January, 28 February and 14 Mar 08 09.30 to 16.30	The Forest Centre Station Road Marston Moretaine Beds. MK43 0PR	Jane Wonacott – Independent Trainer

How to apply

Please see Appendix A for details on costs and how to apply.

You must have a confirmed place before attending. Confirmed places are not transferable; if you wish to reallocate your confirmed place to a colleague, a new application must be submitted and the change confirmed by LSCB.

Core: Protecting Disabled Children (1 Day)

Groups B & C

5 places available for each course.

Attendance Criteria

This training is for those with a **particular responsibility** for safeguarding children, such as designated or named health and education professionals, police, social workers, and other professionals undertaking section 47 enquiries or working with complex cases, including fabricated and induced illness.

This training is also for people who work **regularly** with children and young people, and with adults who are parents or carers, and who may be asked to contribute to assessments of 'children in need'. You will have responsibility to identify and act on concerns about maltreatment and need training on how to work together to safeguard and promote the welfare of children.

To be eligible for this course **you must** have undertaken the relevant foundation training for your Group. This is likely to have been achieved via this LSCB programme but may have been achieved elsewhere. For comparison purposes, please see the learning outcomes for Groups B and C foundation courses.

Aim

This one day course aims to explore good practice in the protection of disabled children from abuse, and promote effective working together for all those concerned for their safety and welfare.

Learning Outcomes

By the end of the training participants will be able to:

- describe the particular circumstances which make disabled children vulnerable to abuse;
- assess the signs and indicators presented by disabled children who may have been subjected to abuse;
- explain the factors which may influence the threshold of intervention for disabled children; and
- communicate more confidently with disabled children about abuse

Course details

Date / Time	Venue	Trainers
20 June 07 09.30 to 16.30	The Express by Holiday Inn 2 Percival Way, Luton, LU2 9GP	Anne Patmore – Independent Trainer
19 October 07 09.30 to 16.30	The Express by Holiday Inn Elstow Interchange A6/A421, Wilstead Road, Elstow, MK42 9BB	Anne Patmore – Independent Trainer

How to apply

Please see Appendix A for details on costs and how to apply.

You must have a confirmed place before attending. Confirmed places are not transferable; if you wish to reallocate your confirmed place to a colleague, a new application must be submitted and the change confirmed by LSCB.

Specialist

Full details will be published as soon as possible. In the interim, LSCB has negotiated a limited number of places on courses linked to the Children's Social Care learning and development programme.

These courses are shown below.

For agencies other than Children's Social Care, all bookings must be made via the LSCB programme. Full details on how to apply are at Appendix A.

Specialist: Interviewing Children, Achieving Best Evidence (5 days) Group C

Availability will be established on application.

Attendance Criteria

This training is for those with a **particular responsibility** for safeguarding children, such as designated or named health and education professionals, police, social workers, and other professionals undertaking section 47 enquiries or working with complex cases, including fabricated and induced illness. It is aimed at practitioners who are expected to formally interview children as part of a child protection enquiry and police investigation.

To be eligible for this course **you must** have undertaken the relevant foundation training for Group C. This is likely to have been achieved via this LSCB programme but may have been achieved elsewhere. For comparison purposes, please see the learning outcomes for the Group C foundation course.

Aim

To provide participants with the opportunity to enhance their knowledge and skills in the effective interviewing and support of children and young people as witnesses.

Learning Outcomes

By the end of the training participants will be able to:

- demonstrate knowledge of the new guidance and the relevant legislation in relation to their roles and responsibilities;
- demonstrate skills in the interviewing of vulnerable/intimidated witnesses in accordance with the guidance framework;
- recognise and apply the principles of multi-agency working;
- develop strategies for planning and co-ordinating interviews;
- describe the requirements for the support and preparation of witnesses;
- recognise the emotional impact of the work and identify support systems.

Course details

Date / Time	Venue	Trainers
14 to 18 May 07 09.30 to 16.30	The Pasque Charity Conference Facility Great Bramlingham Lane Streatley Luton LU3 3NT	Alec Love / Craig Barlow – Independent Trainers
2 to 6 July 07 09.30 to 16.30	The Pasque Charity Conference Facility	Alec Love / Craig Barlow – Independent Trainers
15 to 19 October 07 09.30 to 16.30	The Pasque Charity Conference Facility	Alec Love / Craig Barlow – Independent Trainers
14 to 18 January 07 09.30 to 16.30	The Pasque Charity Conference Facility	Alec Love / Craig Barlow – Independent Trainers

How to apply

Please see Appendix A for details on costs and how to apply.

You must have a confirmed place before attending. Confirmed places are not transferable; if you wish to reallocate your confirmed place to a colleague, a new application must be submitted and the change confirmed by LSCB.

Events

Inter-Agency Practice Groups

There is no charge for this event

Inter-agency practice groups operate in both North and South Bedfordshire and are open to front line practitioners and first level managers from all agencies. Although attendance will enhance professional development, these are not 'courses' and the course fees and general conditions listed in Appendix A do not apply. However, **places are limited to 30 at each meeting so you must have a confirmed place before attending.**

Purpose

The LSCB recognises that safeguarding children and promoting their welfare can raise inter-agency dilemmas and issues. These groups provide a safe and open forum for practitioners to discuss issues affecting practice both within and across agencies. The practice groups will support effective safeguarding by acting as a conduit between front line practice and the LSCB.

Objectives

1. Identify areas of practice for inter-agency debate and, where necessary, resolution
2. Identify and promote best practice in partnership with LSCB
3. Facilitate peer discussion and review
4. Reduce professional / cultural barriers to effective communication and practice
5. Promote and enable learning and development informally

Facilitators

Each group is facilitated by a member of the LSCB and an experienced independent facilitator.

Agenda

Each meeting will have two distinct parts. The first part will be a planned agenda including a regular LSCB update and an agency briefing. The second part will be developed on the day and provide an opportunity for participants to bring issues for discussion.

Suggested Ground Rules for Meetings

1. Each member of the group should be listened to when they have something to say. This means that people will be given the chance to speak and will not be interrupted. We will be careful to speak one at a time and avoid the use of jargon and acronyms.
2. We will not always agree with everything other people say. When we have a different point of view we can express this. We will not get angry with other people who think differently but we will think carefully about what they have to say and what we can learn from this.
3. We will not put people down because of their race, religion, age, disability, gender or sexuality. We will take care with the words we use and the ways we behave. If anyone has said or done something that is thought to be offensive any member of the group can bring this up and try to sort it out.

4. It is important that we know that group members will not tell other people personal details we have shared. We agree that those things will be kept confidential. We do understand that the one thing that cannot be kept confidential is if anything is said that points to a child or children being at risk of harm. We also understand our obligation to report unsafe professional practice.

Local Practice Group meeting details

Date / Time	Venue	Facilitators
11 April 07 09.00 to 12.00	The Pasque Charity Conference Facility Great Bramlingham Lane Streatley Luton LU3 3NT	Letitia Collins – Independent Sally Stocker – LSCB Ian Angus – LSCB
11 April 07 13.00 to 16.00	Saturn Facilities Bedford Heights Manton Lane Bedford MK41 7PH	Letitia Collins – Independent Sally Stocker – LSCB Ian Angus – LSCB
2 July 07 09.00 to 12.00	The Rufus Centre Steppingley Road Flitwick Beds. MK45 1AH	Letitia Collins – Independent Sally Stocker – LSCB Ian Angus – LSCB
2 July 07 13.00 to 16.00	Saturn Facilities Bedford Heights Manton Lane Bedford MK41 7PH	Letitia Collins – Independent Sally Stocker – LSCB Ian Angus – LSCB
13 November 07 09.00 to 12.00	The Pasque Charity Conference Facility Great Bramlingham Lane Streatley Luton LU3 3NT	Letitia Collins – Independent Sally Stocker – LSCB Ian Angus – LSCB
13 November 07 13.00 to 16.00	Saturn Facilities Bedford Heights Manton Lane Bedford MK41 7PH	Letitia Collins – Independent Sally Stocker – LSCB Ian Angus – LSCB

How to book a place

1. Complete the Local Practice Group application form on-line at www.bedfordshirelscb.org.uk/training.php
2. Contact LSCB and ask for an application form to be sent to you.
3. Print and complete the generic application at Appendix C of this document.

Once completed, send your application to us via mail, email or fax. If sent by email, it must be sent by your authorising manager. Our contact details are:

- Phone 01234 276797
- Fax 01234 276767
- Email LSCB@bedscc.gov.uk
- Post 7 Stephenson Court, Fraser Road, Bedford, MK44 3WJ.

You must have a confirmed place before attending.

Annual Conference

Details of the conference and how to apply will be published during the summer on the LSCB web site at www.bedfordshirelscb.org.uk/training.php

General Information and How to Apply

Course Fees

Unless otherwise stated, courses are charged at £60 per day per participant for staff from all agencies that have safeguarding children responsibilities. We provide a limited number of concessionary places on most courses for voluntary organisations (£30 per day per participant).

For profit organisations – £100 a day

Agencies are encouraged to pre-purchase places on courses and we can arrange to invoice your organisation to achieve this. If your organisation is not a recognised County Council customer, you will need to provide us with banking details – bank name, address, sort code, account number and VAT number (if applicable) – on headed paper or via email before we can raise an invoice.

For individual applications, the easiest way to pay is by cheque made payable to **Bedfordshire County Council** sent to LSCB with your application; our address is shown on page 2. It will only be possible to invoice you for individual applications if your organisation is recognised by the County Council financial system (see above). Your cheque will be returned if your application is unsuccessful. Depending on demand, we may offer you an alternative course and, if you agree, hold your cheque for this purpose.

How to apply

You can apply for these courses in a number of ways:

1. Complete the generic course application form on-line at www.bedfordshirelscb.org.uk/training.php
2. Contact LSCB and ask for an application form to be sent to you.
3. Print and complete the generic application at Appendix B of this document.

Once completed, send your application to us via mail, email or fax. If sent by email, it must be sent by your authorising manager. Our contact details are:

- Phone 01234 276797
- Fax 01234 276767
- Email LSCB@bedscc.gov.uk
- Post 7 Stephenson Court, Fraser Road, Bedford, MK44 3WJ.

You must have a confirmed place before attending. Confirmed places are not transferable; if you wish to reallocate your confirmed place to a colleague, a new application must be submitted and the change confirmed by LSCB.

Cancellations

Courses are expensive to run and we expect booked participants to make every effort to attend. Where this is not possible, we reserve the right to seek reimbursement as follows:

Cancellations must be made by fax (01234 276767) or email (LSCB@bedscc.gov.uk). Cancellations via voicemail will not be considered valid.

Cancellations with at least 14 (calendar) days notice will not incur a charge.

Late cancellations, those received with less than 14 (calendar) days notice, will incur a charge of £30 for each training day. For profit organisations will incur a charge of £50 for each training day. These charges will also be applied for courses of less than one day's duration.

Booked participants who do not attend, or have not provided at least two working day's notice, will be charged at the rate of £60 per training day (or part day). For profit organisations will be charged £100 per training day (or part day).

Course allocation

Inter-agency training is most valuable where a range of professional perspectives are brought to the learning environment. Consequently, we allocate places to provide the optimal professional mix and do not allocate places on a 'first come, first served' basis.

A maximum of 22 places per course will be allocated unless indicated otherwise.

Confirmation of a place together with joining instructions will be sent by post or email 3 weeks before the course. We will make stringent efforts to inform applicants who have not secured a place as early as possible. **You must have a confirmed place before attending.** Confirmed places are not transferable; if you wish to reallocate your confirmed place to a colleague, a new application must be submitted and the change confirmed by LSCB.

Unfilled LSCB places on Core and Specialist courses provided by Children's Social Care Learning and Development will be released 4 weeks prior to the course start date. Applications for places allocated to LSCB received after the release date will be subject to availability.

Other

A course pack containing relevant material will be provided at the start of each course.

All courses start promptly, so please allow enough time to ensure you arrive on time. To avoid disruption, we reserve the right to turn away people who arrive after a course has commenced or recommenced following a break. Certificates of attendance will be issued on completion of the whole course. Certificates will not be awarded for partial attendance.

Course preparation, expectations and application

Applicants and managers should be aware that training of this nature is likely to be emotive and may prove difficult for some. Please ensure that the applicant is able to access appropriate support following the training.

Applicants

Applicants should:

- complete and sign page one of the application form making sure that it contains accurate contact details and all relevant information about specific needs;
- pass application to authorising managers who should complete page two (see next pages);
- read the course information;
- ensure you meet any prior learning requirements;
- ensure you can attend for the whole course;
- familiarise yourself with the pre-course information;
- read and digest documents as indicated in the pre-course information;
- put the course dates in your diary or PDA;
- make sure you allow plenty of time to find the venue and park to avoid arriving late;
- ensure that if you are unwell or cannot attend for any reason, you give as much notice as possible. Remember, formal cancellations can only be made by fax or email.

Line Managers

Line managers should:

- check page one and complete page two of the application form (see next pages);
- ensure the application is submitted to LSCB as advised on the form;
- ensure the applicant is working at the correct level for the course, the learning outcomes meet their individual learning needs, and the course is consistent with their personal training pathway;
- speak to the applicant, ensure they have a confirmed place, and make sure they are able to attend the whole course;
- ensure you have read, understand and accept the cancellation policy (see above) before submitting the application;
- spend time with the participant after the training making sure that their action plan is consistent with their current objectives and/or personal development plan.



Bedfordshire Local Safeguarding Children Board

Approved Training Application Form¹

COURSE TITLE:	
COURSE DATE(S)/TIMES:	
VENUE:	
A safeguarding children learning event (Refreshments provided)	

APPLICANT (Please complete all sections on this page)

NAME:	
JOB TITLE:	
ORGANISATION/AGENCY:	
FOR PROFIT: (YES / NO)	
WORK ADDRESS: (Please give full address)	
POSTCODE:	
EMAIL:	
WORK PHONE NUMBER:	
SHORT NOTICE CONTACT NUMBER(S):	
IN CURRENT POST SINCE:	
PREVIOUSLY RECEIVED SAFEGUARDING / CHILD PROTECTION TRAINING: (YES / NO)	
APPROXIMATE DATE:	
AGENCY / PROVIDER:	
ADDITIONAL OR SPECIFIC NEEDS:	

DECLARATION:

1. I confirm that I have read the attendance criteria and learning outcomes² for this course and believe that I will significantly benefit from this learning.
2. I will take all necessary steps to ensure that the learning outcomes are reinforced in the workplace.
3. I agree to provide, on request, Bedfordshire Local Safeguarding Children Board with post-course feedback in relation to the course itself and subsequent workplace development.
4. I understand that places will be allocated by Bedfordshire Local Safeguarding Children Board and, should I be allocated a place, agree to bring the confirmation letter with me on the first day of the course.
5. I understand that my details may be securely and confidentially retained by Bedfordshire Local Safeguarding Children Board for statistical and information purposes only.

SIGNATURE:

DATE:

NOW PLEASE ASK YOUR AUTHORISING MANAGER TO COMPLETE PAGE 2

¹ LSCB operate a policy of allocating courses according to need

² Described in the Local Safeguarding Children Board Approved Training Programme 2007

AUTHORISING MANAGER (Please complete all sections on this page)

NAME:		
JOB TITLE:		
CONTACT ADDRESS (if different):		
POSTCODE:		
EMAIL:		
PHONE NUMBER(S):		
PAYMENT:	Cheque enclosed with application:	<input type="checkbox"/> (must be posted)
	Place pre-purchased: Please invoice me:	<input type="checkbox"/> <input type="checkbox"/>
<p>Cheques must be made payable to 'Bedfordshire County Council' See Appendix A of the LSCB Approved Training Programme 2007 for payment details and how to arrange to be invoiced.</p>		

DETAILS OF MANAGER RESPONSIBLE FOR POST-COURSE WORKPLACE DEVELOPMENT (if different):

NAME:	
JOB TITLE:	
CONTACT ADDRESS (if different):	
POSTCODE:	
PHONE NUMBER(S):	

DECLARATION:

1. I confirm that I have read the attendance criteria and learning outcomes³ for this course and believe that the applicant will significantly benefit from this learning.
2. I authorise this applicant to attend this course and agree that I will take all necessary steps to ensure that the learning outcomes are reinforced in the workplace.
3. I agree to pay Bedfordshire Local Safeguarding Children Board the course fee as described in the Local Safeguarding Children Board Approved Training Programme 2007.
4. I agree to reimburse Bedfordshire Local Safeguarding Children Board for late cancellation or non-attendance as described in the Local Safeguarding Children Board Approved Training Programme 2007.
5. I agree to provide Bedfordshire Local Safeguarding Children Board with access to my agency for the purposes of gaining post-course feedback from the applicant and manager responsible for subsequent workplace development.
6. I will take responsibility for dealing with any incidents or issues related to this application and course on behalf of my agency.
7. If I decide to email this form to Bedfordshire Local Safeguarding Children Board by way of application, I confirm that I am the email account holder and confirm that the applicant understands and agrees with the applicant declaration on the previous page, and that, by sending this application electronically, I agree with this declaration. (NB: Applications that include cheques payments must be posted).

SIGNATURE:

DATE:

PLEASE RETURN THIS APPLICATION FORM WITH THE APPROPRIATE FEE TO:

Training Administrator, Bedford Local Safeguarding Children Board,
7 Stephenson Court, Fraser Road, Bedford MK44 3WJ
Tel: 01234 276797 Fax: 01234 276767

OR SEND BY EMAIL FROM THE AUTHORISING MANAGER'S EMAIL ACCOUNT (SEE POINT 7 ON THE ABOVE DECLARATION) TO: LSCB@Bedsc.gov.uk

³ Described in the Local Safeguarding Children Board Approved Training Programme 2007



Inter-Agency Practice Group Application Form

EVENT TITLE:	Inter-Agency Practice Group Meeting
DATE/TIME:	
VENUE:	

APPLICANT

NAME:	
JOB TITLE:	
ORGANISATION/AGENCY:	
WORK ADDRESS: (Please give full address)	
POSTCODE:	
EMAIL:	
WORK PHONE NUMBER:	
SHORT NOTICE CONTACT NUMBER(S):	
ADDITIONAL OR SPECIFIC NEEDS:	

DECLARATION:

1. I understand that places will be allocated by Bedfordshire Local Safeguarding Children Board according to the needs of the event, that I can only attend once my application has been confirmed, and that I cannot reallocate my place without prior agreement from Bedfordshire Local Safeguarding Children Board.
2. I understand that my details may be securely and confidentially retained by Bedfordshire Local Safeguarding Children Board for statistical and information purposes only.

SIGNATURE:

DATE:

AUTHORISING MANAGER

NAME:	
JOB TITLE:	
CONTACT ADDRESS (if different):	
POSTCODE:	
EMAIL:	
PHONE NUMBER(S):	

DECLARATION:

1. I authorise this applicant to attend this event.
2. I will take responsibility for dealing with any incidents or issues related to this application and event on behalf of my agency.

SIGNATURE:

DATE:

PLEASE RETURN THIS APPLICATION FORM TO:

Training Administrator, Bedford Local Safeguarding Children Board, 7 Stephenson Court
Fraser Road, Bedford MK44 3WJ
Tel: 01234 276797 Fax: 01234 276767

OR SEND BY EMAIL TO: LSCB@Bedsc.gov.uk