



Barnsley Safeguarding Children Multi Agency Training Programme

April 2011- March 2012

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Barnsley Safeguarding Children Board Vision Statement:

Every child and young person should be able to grow up safe from maltreatment, neglect, accidental injury/death, bullying and discrimination, crime and anti social behaviour. Children are entitled to a strong commitment from Barnsley Safeguarding Children Board and its constituent agencies to ensure that they are safeguarded. Where possible this will be done in partnership with parents and carers and by engaging the active support of the public. We will do as much as we can within the resources available to us and with every agency providing services we can maintain an inter agency safeguarding system directed at safeguarding and promoting the welfare of Barnsley's children. We will try to ensure that every child is safe, well cared for and thereby supported to fulfill their potential to make the transition from childhood to adulthood.

Barnsley Safeguarding Children website

Barnsley Safeguarding Children Board has a safeguarding children website, accessible on:

www.safeguardingchildrenbarnsley.com

The website provides links and advice regarding issues relating to safeguarding children and young people. Additionally, there is information about resources and facilities within the borough of Barnsley, not only relating to safeguarding but also leisure and beyond. This website is accessible to professionals and members of the public, parents and carers and children and young people with dedicated pages offering relevant information and guidance.

Multi Agency Safeguarding Children training

Aims and Objectives

The aim of the Multi Agency Safeguarding Children Training strategy and programme is to help develop and maintain a number of requirements all of which will enable agencies to achieve better outcomes for children and young people:

- A shared understanding of the tasks, processes, principles, roles and responsibilities outlined in national guidance and local arrangements for safeguarding children and promoting their welfare.
- More effective and integrated services at both the strategic and individual case level.
- Improved communication and information sharing between professionals, including a common understanding of key terms, definitions and thresholds for action.
- Effective working relationships, including an ability to work in multi disciplinary groups or teams.
- Sound child focused assessments and decision making.
- Learning from Serious Case Reviews and reviews of child deaths.

(Working Together 2010)

Values

All training should take place with the child at the centre and promote understanding of the child's daily life experiences, wishes and feelings, the importance of listening to and never losing sight of the child and their needs.

All training should create an ethos that values working collaboratively with others, respects diversity, promote equality and encourages the participation of children and families in safeguarding processes.

All training should reflect the needs of all children and young people taking into account their cultural identity, ethnic diversity and needs affected by disability.

Employer's Roles and Responsibilities

Employers are responsible for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding children and promoting children's welfare.

Employers should therefore support the different training requirements of their employees as reflected by the level of contact they have with children and young people, their level of responsibility and independence of decision making.

Partner agencies of Barnsley Safeguarding Children Board are therefore required to ensure that all employees access courses at the level identified for them (see grid on next page) but as a minimum all staff complete a basic induction in child protection and safeguarding, using different methods of learning e.g. e-learning or single agency training.

There are clear expectations relating to people's behaviour whilst attending training events the key principles of which are as follows:

- Behaviour which is deemed to be aggressive, violent or intimidating will not be tolerated. Any attendee who displays such behaviour will be asked to leave the training event and their line manager made aware of the concerns relating to their behaviour.
- The display of inappropriate attitudes e.g. racist, sexist, ageist or any other forms of marginalisation will not be tolerated and will be challenged by the lead trainer.
- If there are comments which cause concern with regard to safeguarding issues this will be challenged and will also be passed to line managers for their consideration.
- Training events cannot be used as a form of personal therapy.

Attendees are expected to take responsibility for their own learning. Therefore, are expected to behave professionally. Any concerns relating to the level of engagement, use of mobile phones or inappropriate responses to the material which are not considered to be professional behaviour may be challenged by the lead trainer and if necessary, discussed with the relevant line manager.

All attendees must observe any health and safety information provided to them at training events.

BARNSELY SAFEGUARDING CHILDREN BOARD – TRAINING LEVELS

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p>Target group of staff: Staff in infrequent contact with children and young people/parents/carers, who may become aware of possible abuse or neglect.</p>	<p>Target group of staff: Those in regular contact or having a period of intense but irregular contact with children, young people, carers who may be in a position to identify concerns about management, including those that may arise from the use of CAF.</p>	<p>Target group of staff: Members of the workforce who work predominantly with children and young people and/or parents/carers and who could potentially contribute to accessing, planning, intervening and evaluation the needs of a child and parenting capacity where there are safeguarding concerns.</p>	<p>Target group of staff: Members of the workforce who have particular responsibilities in relation to undertaking Section 47 enquiries, including professionals from Health, education, police and children's social care, those who work with complex cases and social work staff responsible for coordinating assessments of children in need.</p>
<p>Examples: Children, Young People and Families Service: Administrative Staff, Librarians. PCT Probation Service Hospital Third Sector BMBC: Environmental Health Officers, Berneslai Homes South Yorkshire Police Education Welfare Service School Administrative Staff School Kitchen Staff</p>	<p>Examples: Children, Young People and Families Service: YOT PCT Hospital Third Sector BMBC: Berneslai Homes Police: SNT, PCSOs Education Welfare: School Meal Supervisors, Non-teaching Assistants, School Transport, Caretakers School Governors</p>	<p>Examples: Children, Young People and Families Service: YOT Early Years, Residential, Foster Carers, Adult Social Care where work with vulnerable adults, CAMHS, Youth Service, Teachers PCT: GPs, midwives, health visitors, school nurses Hospital BMBC Third Sector Teachers/Barnsley Music Service Probation Service</p>	<p>Examples: Children, Young People and Families Service: Social Workers PCT Hospital Third Sector BMBC Police CPU Designated Leads in Schools and their deputies Designated Lead School Governor</p>
<p>Training courses to be accessed: <u>Multi-agency training</u> E-Safety Awareness Raising <u>E-learning</u> Awareness of Child Abuse and Neglect – Foundation and Core levels E-Safety</p>	<p>Training courses to be accessed: <u>Multi-agency training</u> Working Together Part 1 E-Safety Awareness Raising How to Deliver E-safety Messages: to Primary Age Children. How to Deliver E-safety Messages: to Secondary Age Children How to Deliver E-safety Messages: to Parents <u>E-learning</u> Awareness of Child Abuse and Neglect – Foundation and Core levels E-Safety</p>	<p>Training courses to be accessed: <u>Multi-agency training</u> Introduction to Child and Adolescent Mental Health Introduction to Substance Misuse Working Together Part 1 Working Together Part 2 Understanding Attachment Safeguarding Children from Online Offenders Introduction to Awareness of Self Harm and Young People MAPPA Awareness Parental Substance Misuse and the Impact on Children Sexual Exploitation of Children and Young People Domestic Abuse and the Impact on Children Mental Health Issues for Young People Serious Case Reviews Court Skills Solution Focused Training The Impact of Adult Mental Illness on Children Recognising and Responding to Children and Young People who Display Concerning or Harmful Sexual Behaviour E-Safety E-Safety Coordinator Training: How to train Esafety Trainers <u>E-learning</u> Runaways – South Yorkshire Protocol An Introduction to Integrated Working (Common Assessment Framework/Information Sharing) Safeguarding Children from Abuse by Sexual Exploitation, E Safety</p>	<p>Training courses to be accessed: <u>Multi-agency training</u> Introduction to Child and Adolescent Mental Health Introduction to Substance Misuse Working Together Part 1 Working Together Part 2 Understanding Attachment Safeguarding Children from Online Offenders Introduction to Awareness of Self Harm and Young People MAPPA Awareness Parental Substance Misuse and the Impact on Children Sexual Exploitation of Children and Young People Domestic Abuse and the Impact on Children Mental Health Issues for Young People Serious Case Reviews Court Skills Solution Focused Training The Impact of Adult Mental Illness on Children Recognising and Responding to Children and Young People who Display Concerning or Harmful Sexual Behaviour <u>E-learning</u> Runaways – South Yorkshire Protocol An Introduction to Integrated Working (Common Assessment Framework/Information Sharing) Safeguarding Children from Abuse by Sexual Exploitation E-Safety</p>

BARNSELY SAFEGUARDING CHILDREN BOARD – TRAINING LEVELS (CONTINUED)

GROUP 5	GROUP 6	GROUPS 7 AND 8
<p>Target group of staff: Professional advisors, named and designated lead professionals.</p>	<p>Target group of staff: Operational Managers at all levels including practice supervisors, front line managers and managers of Child Protection Units.</p>	<p>Target group of staff: Senior Managers responsible for the strategic management of services.</p>
<p>Children, Young People and Families Service: SEWO Safeguarding Manager Safeguarding Services, Safeguarding Manager Safeguarding Early Years Lead Youth Service Lead Schools Designated Leads PCT: Named Nurses PCT: Designated Nurse PCT: Named Doctor PCT: Designated Doctor Hospital: Named Nurses, Paediatrician Third Sector Police Probation</p>	<p>Children, Young People and Families Service: Team Managers, Assistant Team Managers, Placement Supervisors, Service Manager Safeguarding Unit, Safeguarding Services, Safeguarding Unit. PCT Hospital Third Sector Police: PPU/CPU Managers</p>	<p>NHS Board Members Members of LSCB including business support teams Interagency Trainers</p>
<p>Training courses to be accessed: <u>Multi-agency training</u> As for Group 4 and half day refresher courses <u>E-learning</u> Runaways – South Yorkshire Protocol An Introduction to Integrated Working (Common Assessment Framework/Information Sharing) Integrated Working – Strategic Manager Overview Safeguarding Children from Abuse by Sexual Exploitation E-Safety</p>	<p>Training courses to be accessed: <u>Multi-agency training</u> Relevant courses from Group 4 and half day refresher courses. Relevant Briefing sessions <u>E-learning</u> Runaways – South Yorkshire Protocol An Introduction to Integrated Working (Common Assessment Framework/Information Sharing) Integrated Working – Strategic Manager Overview Safeguarding Children from Abuse by Sexual Exploitation E-Safety</p>	<p>Training courses to be accessed: <u>Multi-agency training</u> Relevant courses from Group 4, half day refresher courses and Briefing sessions <u>E-learning</u> Runaways – South Yorkshire Protocol An Introduction to Integrated Working (Common Assessment Framework/Information Sharing) Integrated Working – Strategic Manager Overview Safeguarding Children from Abuse by Sexual Exploitation E-Safety</p>

Multi Agency Safeguarding Children Training Standards

1. Basic Principles

- All Safeguarding Training is child centred, incorporating and promoting children's rights and needs and ensuring that their welfare is paramount.
- Training promotes working in partnership with parents and carers and recognising families' strengths in responding to the needs of their children.
- Training respects diversity and is inclusive of the wide range of individuals and organizations that have responsibilities for safeguarding and promoting the wellbeing of children.
- Training places value on people working collaboratively, bringing people together in ways which mirror the diversity of practice networks engaged with children and their families.

2. Core Skills

The core skills are six areas of expertise that everyone working with children, young people and families, including those who work as volunteers, should be able to demonstrate.

- Effective communication and engagement with children, young people and their carers.
- Child and young person development.
- Safeguarding and promoting the welfare of the child.
- Supporting transitions.
- Multi-agency working.
- Sharing information.

The training programme is broken down into a number of different training Target Groups in line with the recommendations of Working Together (2010) Chapter 4. It is important that staff, in consultation with their Line Manager, identify the group they fit in with and are then supported to access the relevant courses.

E- Learning

General Information

The learning packages have interactive learning screens, learner challenges, tracking, on-line assessment and will issue a certificate once the learner attains the required score on the challenges. To access this exciting innovative way of training please visit the Barnsley Safeguarding Children's Board website at this link:

<http://www.safeguardingchildrenbarnsley.com/sgc/professionals/E-Learning>

And complete the application form. Shortly afterwards learners will receive an email from the Virtual College with confirmation of acceptance and an individual username and password.

Target Audience

Individuals whose work brings them into contact with children and young adults. Please be aware that some training content deals with a potentially disturbing subject matter and material and images used may be of a graphic nature. Some modules carry links to help lines and national support agencies that can be contacted should you feel the need to talk about the subject to someone other than your colleagues or manager.

Duration

The courses usually take between 1 and 2 hours to complete (depending on learning speed). As an e-learning module you can complete this training in convenient stages and revisit whenever you wish. The system will record your progress throughout.

Certification

On completion of the courses you will be able to download a Virtual College certificate.

CPD Accreditation

The content of the courses have been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines

Entry Requirements

There are no specific entry requirements for courses.

The training is hosted by The Virtual College, one of the UK's leading e-learning sites. The courses have been developed by a "Safeguarding E-Academy" comprised of a range of Local Safeguarding Children Boards of which Barnsley was a founder member.

The courses are ideal for everyone who comes into contact with children, young people, their parents or carers through their work in the statutory, voluntary, private or third sectors and are endorsed by Barnsley Safeguarding Children Board. Managers are responsible for ensuring that all staff receive Safeguarding Children training at the appropriate level and undertake refresher training in line with statutory or agency requirements.

Courses currently available are:

The Awareness of Child Abuse and Neglect (Short Foundation and Core Introduction)

1. The Awareness of Child Abuse and Neglect - Short Foundation course can be taken to demonstrate evidence of undertaking introductory level Barnsley Safeguarding Children Board Training. Estimated total time required to complete is 60 - 90 minutes. The course is suitable for those who have contact with children, families or carers but not on an in-depth or on-going basis.
2. The Awareness of Child Abuse & Neglect - Core Introduction course can be taken to demonstrate evidence of undertaking introductory level Barnsley Safeguarding Children Board Training. The course is suitable for those who work regularly with children, parents or carers and who may need to contribute to assessments of children in need. Estimated total time required to complete is 60 - 120 minutes. Understanding the various types of abuse or harm to a child
 - Identifying signs of abuse and what to look for
 - Knowing how to ask questions if you suspect a child is being abused
 - Knowing what steps you can take if you suspect abuse or harm
 - Understanding what happens after a referral to Social Care is made
 - Knowing what to do if a child or adult discloses abuse
 - Understanding the importance of keeping records What to do if you suspect abuse or deliberate harm to a child

Both courses cover similar material but the Core Introduction deals with this in more depth as appropriate for the increased level of contact that staff will have with children and their families.

Runaways - South Yorkshire Protocol

This e-learning module will provide you with the information to:

- Enable staff and managers to understand the national and local context for runaways.
- Enable staff and managers to make an informed and effective response both individually and in a multi-agency context.
- Prevent children and young people from running away where possible.
- Ensure children and young people are kept safe from harm.
- Minimise the risk of repeat running away.

This module benefits both individuals, perhaps working as volunteers, and staff, who will feel more confident that their response to runaways is effective and in accord with the agreed protocol in South Yorkshire. The benefits will also be felt for children and young people who will have a sensitive and responsive service that meets their needs.

This module was produced in partnership with Connexions South Yorkshire and has a number of screens specifically aimed at South Yorkshire protocols. However, the majority of the module deals with general and national issues.

An Introduction to Integrated Working (Common Assessment Framework/Information Sharing)

This basic awareness course includes: the common assessment framework (CAF), roles and responsibilities and information sharing. The course will give an in depth understanding of these topic areas so that they can confidently discuss the concepts with families, should they need to. It will provide underpinning knowledge for lead professionals or practitioners, prior to face to face training. The course comes with an online assessment and certificate on achieving a satisfactory pass mark.

Integrated Working – Strategic Manager Overview

A condensed course designed specifically to enable strategic managers to understand and gain insight into the roles and responsibilities of their staff members.

Safeguarding Children from Abuse by Sexual Exploitation

This e-learning course aims to increase awareness of the main issues around the sexual exploitation of children and young people. It is aimed at anyone who comes into contact with children and young people during the course of their work.

This course raises awareness of the legislation and guidance that applies to vulnerable groups and how these policies can be applied in practice. The course explains risk assessments and vulnerability factors and outlines the roles of various agencies such as the police and social care so you know what your responsibility is.

This course includes scenarios to help you to think about what you would do in a given situation.

Having completed the module learners will:

- Have an awareness of the background to child sexual exploitation, including definitions, the key legislation and guidance and research findings.
- Understand the risk assessment process, including the elements of a good assessment.
- Know the categories of risk and what vulnerability factors to look for when undertaking an assessment.
- Have a basic knowledge of the responsibilities of the key agencies involved in helping children at risk of sexual exploitation.

Think Safe, Be Safe, Stay Safe

Safeguarding children helps to address the 'stay safe' outcome of the Government's Every Child Matters' policy and **this module has been designed for young people who work with children or other young people**, e.g. the children of foster carers, Youth Council members and young people undertaking work experience placements. The module concentrates on ways in which children can stay safe by minimising the incidence of child abuse and neglect.

After completing this course, learners should be able to:

- Understand the various types of child abuse or neglect
- Identify the signs and what to look for

- Know how to ask questions if you suspect a young person is being abused
- Know what steps to take if you suspect abuse is happening
- Know what to do if a young person discloses abuse

Child Development

The aim of this module is to increase awareness of the main issues around child development. By giving you a better understanding of the key issues you will be able to develop your work in a way that improves outcomes for parents and children. Over 4 million people in the UK work with children, young people and their families.

Child Development highlights the importance of a wide range of factors that affect the individual pathway along which each child develops. A child's growth, development and learning are interrelated in complex ways from the moment of conception all the way through infancy to early childhood and beyond.

Learning Objectives - having completed this module, you will:

- Have a basic awareness of and be able to describe, the main theoretical concepts linked to child development
- Be able to evaluate information relating to physical, intellectual, linguistic social (including sexual) and emotional development of children and young people
- Recognise the factors that may affect development
- Be able to explain the importance of the concepts of resilience and vulnerability and their impact upon young people
- Explore attachment to explore the way in which children develop secure relationships with carers
- Consider effective practice in relation to child development

Safeguarding Refresher Training

It is a statutory requirement for anyone who works with children to update their knowledge of legislation and guidance and maintain the ability to act on concerns regarding the safety and welfare of children and young people. The government guidance suggests that refresher training should take place every three years. Whilst necessary, this can be costly for organisations and frustrating for staff, who may have heavy case loads and find it difficult to get away from work to attend a refresher course.

The Safeguarding Children e-Academy has developed an online refresher course in collaboration with experts from 6 Local Safeguarding Children Boards (LSCBs), which covers all the changes in Safeguarding over the last three years.

On completion of this course learners will be able to:

- Identify the changes to practice over the past three years
- Identify different levels of harm and the appropriate safeguarding processes to be followed
- Understand safeguarding children issues from a national perspective

Please note that a pre-requisite before enrolling on this course is completion of 'The Awareness of Child Abuse and Neglect – Core Introduction.'

E- Safety- Guidance for Practitioners

As the internet is available in many places, anyone who works with children has a role to play in providing Esafety education as well as supporting parents and carers in providing a safe home environment.

By completing this course, learners will:

- Develop awareness of different ways in which children and young people use the internet and mobile technology
- Develop awareness of the possible risks to children and young people when using different methods of online and mobile communication
- Be able to identify key Esafety practices which children and young people should be aware of
- Know how to report abusive behaviour online
- Know what to do if a child discloses an experience of abusive online behaviour
- Be aware of further online Esafety support

Target Audience

Details of our target audience are detailed on the grid on pages 5 and 6.

Cost of training courses

There is no direct cost for training for participants whose agencies contribute towards the funding of multi-agency training via the Barnsley Safeguarding Children Board Training Sub-Group. Some agencies, however, such as privately funded or sporting organisations may be required to pay a nominal charge towards the training event. ALL STAFF have equal opportunity to access the courses – all courses are fully multi-agency and no single staff group is prioritised over any other.

How to apply for a training course

In order to access courses applicants from Children's Social Care will be required to complete a **TD2** which has been signed by the line manager and evidences that the course meets the requirements of their PDR. This is to reflect the service's commitment to the applicant attending and also that in terms of their professional development and learning needs they are attending the right course at a level that clearly meets their needs/requirements.

You will need to follow up any telephone booking in the following way:

- **Social Care staff** will need to submit an authorised TD2 form to the address below.
- **Staff from other areas of BMBC** should submit the appropriate training application form to their own training section and should send a photocopy of this form to the training administrator at the address below.

- **Staff from other agencies** should seek their line manager's approval before submitting an application form to book a place. Please note that you will be asked for personal/contact details and your personal objectives for applying for this training event in order to check whether the course/level will meet your requirements.

Applications will only be accepted onto more advanced courses subject to confirmation that introductory courses have been completed.

If you are applying for a place using an electronic application form

If you are submitting the application form electronically, please enter your manager's details in the space provided, and ensure that your manager supports your application.

It is also important to ensure that all fields of the application form are completed in full, and that your agency and contact details are provided. This will enable us to process your application more efficiently.

Applications are processed immediately, and all applicants are asked to specify two preferred dates. Once your application has been processed, a letter will be sent to you (usually within two to three weeks) to let you know whether you have been allocated a place on one of your chosen dates.

Your Manager will also receive a letter advising them of your place on the course.

Please return completed electronic application forms to;
marionproudfoot@barnsley.gov.uk

Suitability of Courses

It is important that applicants apply for the right courses, to suit their role and level of experience/knowledge. Therefore, applicants should carefully read the descriptions of the courses, and use the information on the grid on pages 5 and 6 to help them to be sure that a particular course meets their own training and development needs. We welcome prospective participants making contact if they wish to discuss further the content and appropriateness of the courses. **Managers need to ensure that they only support applications for courses that reflect the applicant's job role or level of experience.**

Training places are prioritised at those who need it most, and for this reason, our application form requires applicants to briefly state why they are making this application. At times, if the Safeguarding Children Board feels that you have applied for a course that may not be relevant for your position or role; we will contact you or your manager to discuss this.

NB: All Safeguarding Children Board taught courses require applicants to have a basic understanding of child abuse and neglect, gained either through work experience, or through a course such as the Safeguarding Children Board's online course, or one that has been provided by their own agency. For some of the courses there are also essential pre requisites that need to be evidenced before application.

Please ensure you meet these before submitting an application for these courses

Attendance/Cancellation Requirements

Places on all Multi-Agency Safeguarding Children Training courses are extremely limited. Failure to attend without prior notice denies other participants the opportunity to attend courses and makes them considerably more expensive to run in terms of course planning and administration. Unfortunately, we continue to experience a significant problem with the number of people cancelling with very little notice, or simply not attending the course without letting us know in advance.

Failure to attend without prior notice will now incur a cancellation charge.

Once a place has been allocated it is presumed that the applicant is maintaining their commitment to attend the course. Consequently cancellations should only arise as a result of an emergency arising or illness.

If there is a need to cancel attendance the applicant **must** contact Marion Proudfoot on **01226 775655** to inform her of the position.

PLEASE NOTE

Where a cancellation is made within 5 working days of the event a charge will be made to the relevant service. This will also apply to people who do not attend on the day.

Charges are as follows:

Statutory and profitable organisations	£70
Voluntary and not for profit organisations	£20

Details of people who fail to attend a course without explanation are regularly collated and shared with the Safeguarding Children Board and with senior managers within individual agencies. Of course, we would much rather not have to operate this policy, so we would be grateful to applicants for helping us by making sure that they are able to attend a course before applying, and ensuring that if they do need to cancel their place, they let the Training Administrator know within a reasonable timescale (**at least seven days**), so that their place can be offered to another delegate.

Additional Course Information

Accessibility

All efforts will be made to ensure that venues are accessible to people with a disability. Please contact the Training team if you wish to discuss your individual needs. We welcome feedback from disabled people in relation to accessibility, and will always learn from feedback received.

Refreshments

Unfortunately, lunch cannot be provided on Safeguarding Children Board courses however, tea and coffee refreshments are available.

Car Parking and Venues

We cannot guarantee free parking spaces for delegates at the training venues. We use a variety of venues, many of which are offered to us free of charge by our partner agencies. Some venues e.g. those at hospitals or close to a town centre will not have free parking, and therefore delegates will have to make their own arrangements. Please allow sufficient time to ensure that you are able to park without being late for the course.

Course Evaluation

All course participants will be asked to complete a post-course evaluation form at the end of each training event. Information included in the evaluation forms will be collated and submitted to the Training Sub-Group on a regular basis. As far as possible, the information contained within the evaluation forms will remain confidential. However, any course evaluations that indicate contravention of safe working practices or challenge Barnsley Metropolitan Borough Council's commitment to equal opportunities and anti-oppressive practice will be addressed by the Multi-Agency Safeguarding Training Sub-Group.

Three attendees from each course will be selected at random from each training event and asked to complete 3 monthly and 6 monthly follow-up evaluation forms. It is envisaged that these forms will help to assess the impact of the training upon working practice.

Certification

Certificates of Attendance will **only** be issued to participants who are present for an entire course. Attendees **MUST** sign the register of attendance, as without this, the certificate cannot be issued.

Additional Courses

During the year additional courses will be arranged by the Safeguarding Children Board in response to either local need or national drivers. These will be advertised through your agency representative on the Training Sub group and on the Safeguarding Children Board website. If you have provided the training administrator with a current E- mail address, you will be sent a flyer advertising the event. Booking arrangements for these courses may differ and details will be circulated for each course.

Further information

For more detailed information about any aspect of Safeguarding Children Board training, or to return completed application forms by post, please contact:

Multi Agency Safeguarding Children Training
Barnsley Safeguarding Children's Unit
P O Box 634
Barnsley
S70 9GG

mariyanaylor@barnsley.gov.uk

(Safeguarding Children Training Officer)

Tel: 01226 772381

marionproudfoot@barnsley.gov.uk

(Safeguarding Children Training Administrator)

Tel: 01226 775655

COURSE DETAILS INDEX

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TRAINING AND EVENTS CALENDAR

APRIL 2011 TO MARCH 2012

MONTH AND COURSE	DATE(S)	GROUP(S)
APRIL		
MAY		
Improving Assessment and Engagement Skills	6 May	2-4
Working Together Part 1	9 th & 10 th May	2-4
Improving Supervision Skills	13 th May	3-7
Sexual Exploitation of Children and Young People	19 & 20 May	3-7
Working Together Part 2	26 th & 27 th May	3-4
JUNE		
Safeguarding Children from Online Offenders	8 th June	3-7
Working Together Part 1	16 th & 17 th June	2-4
The Impact of Adult Mental Illness on the Parenting of Children	28 June	3-4
Domestic Abuse and the Impact on Children	29 June	3-4
JULY		
MAPP Awareness Training	12 July	3-4
Improving Assessment and Engagement Skills	13 July	2-4
Working Together Part 2	21 st & 22 nd July	3-4
SEPTEMBER		
Sexual Exploitation of Children and Young People	7 & 8 September	3-7
Working Together Part 1	12 th & 13 th September	2-4
The Impact of Adult Mental Illness on the Parenting of Children	20 September	3-4
Safeguarding Children from Online Offenders	22 nd September	3-7
OCTOBER		
Domestic Abuse and the Impact on Children	4 October	3-4
Improving Assessment and Engagement Skills	7 October	2-4
Court Skills	20 October	3-4

NOVEMBER		
Working Together Part 1	15 th & 16 th November	2-4
DECEMBER		
Sexual Exploitation of Children and Young People	7 & 8 November	3-7
JANUARY 2012		
Domestic Abuse and the Impact on Children	12 January	3-4
FEBRUARY 2012		
MARCH 2012		
Working Together Part 2	8 th & 9 th March	3-4

WORKING TOGETHER PART 1

Two Day Course

Group Numbers: 2-4

Target Audience:

This course is suitable for all staff and carers working with children and young people and who are involved in multi-agency partnerships.

Prerequisites:

All attendees for this course MUST have completed an Introduction to Safeguarding course either through the multi-agency training programme, or single agency training, or have completed an equivalent E- Learning course.

Learning outcomes:

By the end of the course participants should:

- have developed their prior knowledge of safeguarding children protocols and procedures;
- be familiar with the safeguarding and child protection systems as a whole and each agency's role within that system;
- have explored some of the challenges of working together as set out in the Government's guidance and within Local and South Yorkshire Safeguarding Children procedures;
- have had the opportunity to reflect upon their own practice in relation to identifying, referring and being involved in enquiries into allegations and concerns regarding the safety and well-being of children;
- have developed and rehearsed key skills involved in assessing and safeguarding children;
- will have a common understanding of key terms, definitions and thresholds for action within safeguarding policies and procedures;
- understand the need for effective information sharing and communication within multi-agency working; and
- be able to work in a way that is child-centred and in partnership with children, parents and carers.

DATES	TIME	VENUE
9 th & 10 th May 16 th & 17 th June 12 th & 13 th September 15 th & 16 th November	09:30 – 16:30	BBIC, Innovation Way, Wilthorpe, Barnsley S75 1JL

INTRODUCTION TO CHILD AND ADOLESCENT MENTAL HEALTH

One Day Course

Group Numbers: 3-4

Target Audience:

Those working at universal or primary level with children, young people and families and who wish to have an over view of mental health issues which may impact on a young person. Front line professionals who find themselves needing to offer emotional support to young people. Those who feel they have little or no knowledge regarding child & adolescent mental health.

Prerequisites for this course:

For persons working directly with children, young people and families in some capacity.

Learning Outcomes:

By the end of the course participants should have:

- an understanding of positive mental health;
- an awareness of the statutory child and adolescent mental health services (CAMHs) in Barnsley and how the service can be accessed;
- an understanding of the risk and resilience factors which may influence a young person's mental health;
- an overview of the influence of positive and disordered attachments in a child's life;
- an insight into the common mental health issues and possible mental health illnesses which may affect children and young people; and
- an understanding of the importance of enabling positive engagement as part of support.

DATES	TIME	VENUE
TBA	09:30 – 16:30	

INTRODUCTION TO SUBSTANCE MISUSE

One Day Course

Group Numbers: 3-4

Target Audience:

This course is suitable for all staff and carers working with children and young people affected by this issue.

Prerequisites:

All attendees for this course **MUST** have already completed an Introduction to Safeguarding Children course either through the multi agency training programme, single agency or via E-Learning (equivalent to the Core Level for the multi agency e-learning).

Overview:

This course aims to provide a basic understanding of the different types and categories of drugs and the influences around drug and substance misuse. It explores the impact of dependent and non-dependent drug use/substance misuse. It offers a basic introduction to the impact of drug/substance misuse and safeguarding children and young people.

This course is an essential prerequisite for anyone wishing to attend the Parental Substance Misuse 2 day course.

DATES	TIME	VENUE
TBA	09:30 – 16:30	

WORKING TOGETHER PART 2

Two Day Course

Group Numbers: 2-4

Target Audience:

This course is relevant to all professionals with a responsibility for safeguarding children and working with families and who have a key role in attending child protection conferences and may be part of core group planning.

Prerequisites for this course:

All attendees on this course MUST have attended:

- Introduction to Safeguarding Children course, either through the multi-agency training programme, or single agency training, or have completed an equivalent E-Learning course; and
- Working Together Part One course.

Learning Outcomes:

By the end of the course participants should be able to demonstrate:

- a thorough understanding of the safeguarding and child protection processes and protocols after a Section 47 enquiry has been instigated in line with national and local procedures;
- an understanding of the value of working together in partnership with families.
- An increased level of skill in talking to and working with families where there are safeguarding concerns;
- good practice in preparing for and contributing to an initial child protection conference;
- the ability to contribute to the development and implementation of sound child protection plans;
- a practical understanding of the processes of change and how this may be achieved by effective core group working together; and
- a basic knowledge of procedures and protocols in relation to case reviews for Looked After Children and Young People.

DATES	TIME	VENUE
26 th & 27 th May 21 st & 22 nd July 8 th & 9 th March 2012	09:30 – 16:30	Longcar PDC, Longcar Lane, Barnsley S70 6BB

UNDERSTANDING ATTACHMENT

One Day Course

Group Numbers: 3-4

Target Audience:

All professionals working with children and young people on a regular basis where this course is relevant to the work carried out with children and families

Prerequisites for this course:

All participants **MUST** have already completed an Introduction to Safeguarding Children course either through the multi agency training programme, single agency or via E- Learning (equivalent to the Core Level for the multi agency E-Learning). **Please do not book on to this course if you do not meet this requirement.**

Knowledge of the assessment process is also desirable.

Learning Outcomes:

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

- Identify the different types of attachment and theoretical background to these.
- Consider the impact on the developing brain and neurological research.
- Explore the impact of attachment styles.
- Recognise signs and symptoms within attachment styles.
- Explore models of working with attachment and intimacy difficulties.

DATES	TIME	VENUE
Thursday 12 January 2012	09:30 – 16:30	Springfield House, Springfield Street, Barnsley S70 6HH

SAFEGUARDING CHILDREN FROM ONLINE OFFENDERS

One Day Course

Group Numbers: 3-7

Target Audience:

This course is suitable for all staff and carers who have a duty to safeguard and protect vulnerable children and young people who may have access to online technology.

Prerequisites for this course:

- All attendees on this course **MUST** have completed an Introduction to Safeguarding Children course either through the multi agency training programme, single agency training or through an equivalent E- Learning course. This is an essential requirement.
- Attendees must also have knowledge of the assessment and referral process requirements within Local Safeguarding Children procedures.

Learning Outcomes:

By the end of the course participants will have:

- a basic understanding of how offenders use online technology (this includes mobile phone technology) as part of the grooming process;
- explored behaviours and characteristics of male and female online offenders;
- gained insight into risk-taking behaviours of young people whilst 'online' and how these are exploited by offenders;
- been updated with relevant government legislation and local safeguarding policies that are used to protect and safeguard children from online offenders; and
- knowledge of how online offenders are assessed for levels of risk and monitored by key agencies.

DATES	TIME	VENUE
8 th June 22 nd September	09:30 – 16:30	Longcar PDC, Longcar Lane, Barnsley S70 6BB

PARENTAL SUBSTANCE MISUSE AND THE IMPACT ON CHILDREN

One Day Course

Group Numbers: 3-4

Target Audience:

Anybody whose day to day work brings them into contact with children and families, but most especially those who are involved in carrying out assessments to determine a child's needs. This might include social workers, family support workers, education and early years, midwives, obstetric and neonatal staff, criminal justice staff, domestic abuse workers, young carers staff, primary care staff, substance misuse treatment staff.

Prerequisites:

Anybody wishing to attend this course needs to have accessed the one-day Introduction to Substance Misuse training (does not apply to staff from substance misuse treatment services)

Learning Outcomes:

By the end of the course, participants should have:

- an enhanced awareness of the impact of problem drug and alcohol use for parenting;
- an awareness of the key messages from national policy, guidance and research relating to the impact on children of parental substance misuse;
- explored a range of childhood experiences and needs arising from living with parental substance misuse and considered the range of professional responses to this;
- a framework to support early identification and holistic assessment of children's needs where there are concerns about parental substance misuse;
- developed their professional understanding and skills relating to multi-agency roles when working with families where there is parental substance misuse;
- considered the application of local thresholds to support early intervention with children and families affected by parental substance misuse;
- explored the barriers to effective multi-agency practice and considered solutions to this; and
- a tool-kit of information and practice resources to support consistent multi-agency responses to children affected by parental substance misuse.

DATES	TIME	VENUE
TBA	09:30 – 16:30	

SEXUAL EXPLOITATION OF CHILDREN AND YOUNG PEOPLE

Two Day Course

Group Numbers: 3-7

Target Audience:

This course is suitable for all staff and carers who have a duty to safeguard and protect vulnerable children and young people. Please ensure that this course is relevant to your work role and responsibilities.

Prerequisites:

- All attendees on this course MUST have completed an Introduction to Safeguarding Children course either through the multi agency training programme, single-agency training or through an equivalent E- Learning course. This is an essential requirement.
- Attendees must also have knowledge of the assessment and referral process requirements within Local Safeguarding Children procedures.

Learning Outcomes

By the end of the course participants will:

- have an understanding of methods that are used to groom and sexually exploit children;
- be able to recognise the warning signs and risk indicators of sexual exploitation and trafficking;
- be updated on terminology, legislation and local protocols relevant to the exploitation of children;
- have knowledge of multi-agency responses to children who may have been exploited and the relevant risk assessment procedures used;
- have developed awareness of the roles and responsibilities of professionals and carers around safeguarding vulnerable children from exploitation; and
- have gained basic knowledge of how children are groomed and sexually exploited through the use of technology.

DATES	TIME	VENUE
Thursday 19 and Friday 20 May 2011	09:30 – 16:30	BBIC, Innovation Way, Wilthorpe, Barnsley S75 1JL
Wednesday 7 and Thursday 8 September 2011		
Wednesday 7 and Thursday 8 December 2011		

DOMESTIC ABUSE AND THE IMPACT ON CHILDREN

One Day Course

Group Numbers: 3-4

Target Audience:

All professionals working with children and families affected by domestic abuse

Prerequisites for this course:

All participants **MUST** have already completed an Introduction to Safeguarding Children course either through the multi agency training programme, single agency or via E- Learning (equivalent to the Core Level for the multi agency E-Learning). **Please do not book on to this course if you do not meet this requirement.**

Learning Outcomes:

By the end of the course participants will have:

- A basic understanding of the issues around domestic abuse and the impact this has on children and young people;
- Knowledge of risk assessment and management in a multi-agency framework when working with families affected by domestic abuse;
- Basic knowledge of the legal framework and policies relating to domestic abuse and safeguarding children.

DATES	TIME	VENUE
Monday 28 March 2011 Wednesday 29 June 2011 Tuesday 4 October 2011 Thursday 12 January 2012	09:30 – 16:30	Barnsley MBC, Springfield House, Springfield Street, Barnsley S70 6HH

MENTAL HEALTH ISSUES FOR YOUNG PEOPLE

One Day Course

Group Numbers: 3-4

Target Audience:

Any staff or carers working with children and young people who are affected by mental health issues.

Prerequisites:

All attendees for this course MUST have completed an Introduction to Safeguarding course either through the multi-agency training programme, or single agency training, or have completed an equivalent E- Learning course.

MUST be aware of multi agency assessment and referral procedures.

MUST be working with children and young people who are affected by mental health issues.

Learning Outcomes:

By the end of the course participants will:

- have an understanding of common fears and anxieties in children and young people;
- be able to recognize signs and symptoms of phobias and anxiety disorders;
- have explored effective interventions that can be used to support children and young people;
- have an understanding of how depression affects children and young people and how to support them, and
- have gained a basic knowledge of other mental health disorders that can have an impact upon children and young people.

DATES	TIME	VENUE
TBA	09:30 – 16:30	

SERIOUS CASE REVIEWS

One Day Course

Group Numbers: 3-4

Target Audience:

All staff, managers and SCB members who are working on a regular basis with safeguarding and child protection issues within their caseloads, and may also be in an advisory role for this area of work.

Prerequisites:

All participants **MUST** have already completed an Introduction to Safeguarding Children course either through the multi agency training programme, single agency or via E- Learning (equivalent to the Core Level for the multi agency E-Learning). Participants must also have knowledge of assessment and referral procedures and be using these on a regular basis.

Learning outcomes:

By the end of the course participants should:

- Understand legal and policy contexts within Serious Case Reviews
- Have gained insight into historical background of Serious Case Reviews
- Have explored the process of how SCR's are carried out and how staff are supported through this process
- Understand the wide range of themes, lessons learnt and recommendations from local and national SCR's and how these have influenced policies and procedures.

DATES	TIME	VENUE
TBA	09:30 – 16:30	

COURT SKILLS

One Day Course

Group Numbers: 3-4

Target Audience:

For all professionals who are involved in court/legal processes of safeguarding and child protection or staff who will have to attend court to give evidence in relation to their work with children and families.

Prerequisites:

All participants **MUST** have already completed an Introduction to Safeguarding Children course either through the multi agency training programme, single agency or via E- Learning (equivalent to the Core Level for the multi agency E-Learning). Participants must also have done CAF training or relevant assessment training and have a good sound knowledge of local and regional referral procedures.

Please do not book onto this course if you do not meet these requirements

Learning outcomes:

By the end of the course participants should:

- Understand local policies and procedures for submission of evidence and reports to court
- Understand court processes in preparation for attending court
- Have knowledge of what is expected of them as a witness giving evidence in court
- Have explored possible outcomes from court proceedings in relation to child protection and safeguarding

DATE	TIME	VENUE
Thursday 20 October 2011	09:30 – 16:30	Barnsley MBC, Springfield House, Springfield Street, Barnsley S70 6HH

SOLUTION FOCUSED TRAINING

One Day Course

Group Numbers: 3-4

Target Audience:

Universal level professionals and persons carrying out direct work with children and young people and who have an awareness of some aspects of a Solution Focused model. May be of particular interest to those who work therapeutically with children and young people within a time limited period.

Prerequisites:

Interest in gaining an insight to the Solution Focused Brief Therapy session model. Already working directly with children and young people. Happy to participate in practical exercises.

Learning Outcomes:

By the end of the course participants will:

- Have gained an understanding of a Solution Focused approach to case work;
- Have knowledge of the basic structure of a Solution Focused Therapeutic session; and
- Will have gained the skills and knowledge to implement this approach within their casework.

DATES	TIME	VENUE
TBA	09:30 – 16:30	

THE IMPACT OF ADULT MENTAL ILLNESS ON THE PARENTING OF CHILDREN

One Day Course

Group Numbers: 3-4

Target Audience:

This course is suitable for all professionals who work with children or young people where parental mental illness impacts on their well-being

Prerequisites:

- All attendees on this course MUST have completed an Introduction to Safeguarding Children course either through the multi agency training programme, single agency training or through an equivalent E- Learning course. This is an essential requirement.

Learning Outcomes

By the end of the course participants will:

- Have an enhanced awareness of the impact of parental mental illness on the ability to parent children
- Understand the impact of parental mental illness on the child
- Have an awareness of key messages from national policy, guidance and research relating to the issues
- Have explored a range of case examples and needs arising from living with parental mental illness
- Have explored barriers to multi-agency working and considered solutions to this including effective information sharing

DATES	TIME	VENUE
Tuesday 28 June 2011 Tuesday 20 September 2011	09:30 – 16:30	Barnsley MBC, Springfield House, Springfield Street, Barnsley S70 6HH

ours

Young People with Harmful Sexual Behaviours
One Day Course

Group Numbers: 3-4

Target Audience:

Any agency/individual involved with children and young people e.g. children's services, criminal justice, health, education, foster carers and residential homes' staff.

Prerequisites:

Must be working directly with children and young people and their families and have an awareness of assessment and referral procedures. This course is also relevant for managers who supervise these practitioners.

Learning Outcomes:

By the end of the course participants will:

- Have an understanding around the theoretical, research, policy and practice base of this field of work
- Have identified and know how to develop their skills in the understanding of children's sexual development
- Have an understanding of children's sexual development and the differences between appropriate and inappropriate sexual behaviour

Participants will explore how their existing knowledge and skills in working with children and young people can be used in this area of work and be encouraged to take part in multi agency group discussions and will have the opportunity to discuss values, and to reflect upon how these may impact on working with children and young people who display sexually concerning or harmful behaviour. Examples of practice will be discussed and demonstrated.

DATES	TIME	VENUE
TBA	09:30 – 16:30	

IMPROVING SUPERVISION SKILLS

One Day Course

Group Numbers: 3-6

Target Audience:

All practitioners who are responsible for providing supervision, or who are new to the supervisor role and wish to improve and enhance their supervision skills.

Prerequisites for this course:

All participants **MUST** have completed an Introduction to safeguarding children course either through the multi agency training programme, single agency or via E- Learning (equivalent to the Core level for the multi agency E- Learning). Participants **MUST** also be involved in assessments and referral processes and **MUST** be involved in the supervision of staff members.

Learning Outcomes:

By the end of the course participants will have:

- Gained an understanding of the structure and process of safeguarding supervision;
- Awareness of factors that impact upon the supervision process;
- Knowledge of different models of supervision;
- Gained knowledge and understanding of how to record supervision sessions; and
- Developed confidence and skills in practical application within supervision

DATES	TIME	VENUE
Friday, 13 May	09:30 – 16:30	BBIC, Innovation Way, Wilthorpe, Barnsley, S75 1JL

IMPROVING ASSESSMENT AND ENGAGEMENT SKILLS

One Day Course

Group Numbers: 2-4

Target Audience:

All professionals who would like to develop their skills in assessments and in engaging with resistant and 'difficult to engage' families.

Prerequisites for this course:

All participants **MUST** have completed an Introduction to safeguarding children course either through the multi agency training programme, single agency or via E- Learning (equivalent to the Core level for the multi agency E- Learning). Participants **MUST** also have completed the Working Together Part 1 course.

Learning Outcomes:

By the end of the course participants will have:

- Reflected upon their current assessment practice;
- Learnt the value of evidence based practice;
- Considered the concept of professional judgment;
- Identified reasons for reluctant and resistant participation;
- Improved skills in engaging resistant families; and
- Been introduced to tools to aid analysis, understanding and engagement.

DATES	TIME	VENUE
Friday, 6 May 2011 Wednesday 13 July 2011 Friday 7 October 2011	09:30 – 16:30	Community Room, Cudworth Fire Station, Tumbling Lane, Barnsley, S71 5SA

WORKING WITH NEGLECT

One Day Course

Group Numbers: 3-7

Target Audience:

All staff and carers working with children, young people and their families who wish to gain a more detailed insight and understanding around the issues of Neglect.

Pre Requisites for this course:

All participants **MUST** have completed an Introduction to safeguarding children course either through the multi agency training programme, single agency or via E- Learning (equivalent to the Core level for the multi agency E- Learning). It is also recommended that you should have attended the Working Together Part 1 training course as this course will also focus on assessment of risk and referral procedures and participants will be required to demonstrate a working knowledge of these procedures.

Learning Outcomes:

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

- Demonstrate an understanding of child development in relation to Neglect issues
- Develop their knowledge in relation to research and current issues around Neglect and the emotional and physical impact upon children
- Be familiar with the assessment of risk of neglected children and developed their skills within this area
- Have an understanding of the impact of Health related research and Neglect in children
- Gain an overview of resilience and vulnerability issues whilst working with neglect

**SAFEGUARDING AND PROTECTING CHILDREN
FROM SEXUAL ABUSE**

One Day Course

Group Numbers: 3-7

Target Audience:

All staff and carers working with children, young people and their families who wish to gain a more detailed insight and understanding around the issues of safeguarding and protecting children from Sexual Abuse.

Pre Requisites for this course:

All participants **MUST** have completed an Introduction to safeguarding children course either through the multi agency training programme, single agency or via E- Learning (equivalent to the Core level for the multi agency E- Learning). It is also recommended that you should have attended the Working Together Part 1 training course as this course will also focus on assessment of risk and referral procedures and participants will be required to demonstrate a working knowledge of these procedures.

Learning Outcomes:

By the end of the course participants will have:

- A basic understanding of the Sexual Offences Act 2003 and other relevant guidance
- Knowledge of signs and indicators of sexual abuse
- Gained an insight into Gathering Evidence from Children
- Explored the Cycle of Offending
- Gained awareness into how information is gained through multi agency working together
- Had experience in multi agency planning for assessments



MULTI-AGENCY SAFEGUARDING CHILDREN TRAINING

APPLICATION FOR TRAINING

NAME (block capitals): (this information will be entered on your certificate)		JOB TITLE:	
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WORKSITE NAME & ADDRESS:			
CONTACT TELEPHONE NO			
EMAIL ADDRESS: Please provide an e-mail address as <u>confirmation details</u> will be sent out by e-mail wherever possible			
GENDER:		ETHNICITY:	
ANY IMPAIRMENT OR DISABILITY WE SHOULD CATER FOR: (e.g.; hearing, visual, wheelchair access or other mobility issues)			
ANY OTHER REQUIREMENTS FOR THE COURSE:			
LINE MANAGER/SUPERVISOR CONTACT DETAILS:			

This information will be used for the planning, administration and co-ordination of the programme. It will be held by Barnsley MBC on behalf of Barnsley Safeguarding Children Board.

PLEASE TICK TO CONFIRM THAT YOU HAVE COMPLETED BASIC CHILD PROTECTION TRAINING WITHIN YOUR AGENCY AND PROVIDE THE DATE YOU ATTENDED (if known) -----

PLEASE INDICATE THAT YOU HAVE CHECKED THAT THIS COURSE IS RELEVANT TO YOUR JOB ROLE AND IDENTIFIED TRAINING NEEDS

Please indicate which courses you are able to attend:

COURSE TITLE(S)	DATE (1 st choice)	DATE (2 ND choice)

PLEASE NOTE: This application does not guarantee you a place on a course. All successful applications will be confirmed in writing. Please keep your chosen dates in your diary until you hear from us.

Please e-mail applications to: marionproudfoot@barnsley.gov.uk
Or post or fax to Safeguarding Children Training, PO Box 634, Barnsley. S70 9GG
Tel: 01226 775655. Fax: 01226 772398

ORGANISATION/AGENCY (please tick ONE of the following boxes to indicate which agency you are employed in:

Children, Young People and Families Service

South Yorkshire Police

Other Barnsley MBC

Probation Service

Barnsley Hospital NHS Foundation Trust

Third Sector

Barnsley PCT

Foster Carer

Other (please state)

PLEASE NOTE: Our courses are provided free but places are in demand, therefore, if you fail to attend this training once your place has been confirmed **the relevant charge (see page 15 of our brochure) will be payable to Barnsley MBC** and an invoice issued.

Please provide information below for charging purposes only:

Cost Centre Code:

(Barnsley MBC Employees only) _____

APPLICATIONS **WILL NOT** BE ACCEPTED WITHOUT YOUR LINE MANAGERS SIGNATURE TO CONFIRM THAT THIS NON-ATTENDANCE CHARGE IS ACCEPTED **AND** A CC CODE.

SIGNATURE OF LINE MANAGER: _____

Exceptions to the charge will be made for notified sickness or reasonable apologies provided 5 days before the course.

Please e-mail applications to: marionproudfoot@barnsley.gov.uk

Or post or fax to: Safeguarding Children Training, PO Box 634, Barnsley S70 9GG
Tel: 01226 775655 Fax: 01226 772398

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DIRECTIONS TO VENUES

To obtain a location map click on this link

<http://maps.google.co.uk/maps?hl=en&tab=w1>

In the search box, enter the appropriate postcode for your venue and click on 'Search Maps'.

LONGCAR PDC, LONGCAR LANE, BARNSELEY **S70 6BB**

BBIC, INNOVATION WAY, WILTHORPE, BARNSELEY **S75 1JL**

SPRINGFIELD HOUSE, SPRINGFIELD STREET, BARNSELEY **S70 6HH**

WELLINGTON HOUSE, WELLINGTON STREET, BARNSELEY **S70 1WA**

BARNSELEY RUGBY CLUB, SHAW LANE, BARNSELEY **S70 6HZ**

CUDWORTH FIRE STATION, TUMBLING LANE, BARNSELEY