



Edinburgh Public Protection Committees

Promoting Good Practice in Public Protection

**Inter-agency Public Protection Learning and Development
Strategy and Training Programmes**

(2015 –2016)



Introduction

Public protection services in Edinburgh value the important role that staff undertake, and will take responsibility to support their ongoing training and development.

The Public Protection Chief Officers' Group regards training and development as an investment in staff and fully supports the Learning & Development Sub Groups in endorsing the training programme and ensuring that as many people as possible are enabled to access single and inter-agency training.

This learning and development strategy offers inter-agency training opportunities for the period 2015/2016.

It complies with the National framework for Child Protection Learning and Development in Scotland, 2012, the National Guidance for Scotland, 2014 and the Adult Support and Protection (Scotland) Act 2007.

Inter-agency training opportunities are made available for staff across the statutory services, the voluntary sector and service providers and is independent of single agency training. This Training Programme builds on the significant progress that has been made across the services in relation to the co-ordination and development of child protection training with the overarching principle of Getting it Right for Every Child (GIRFEC) embedded in all training opportunities.

The Getting it Right for Every Child in Edinburgh Workforce Development Strategy has an interagency continuous professional framework which outlines the key skills and competencies to support the identified roles of the Named Person and Lead Professional, which are important in providing the appropriate, proportionate help to families by relevant professionals.

“Public protection requires agencies to co-ordinate an effective response that gives at-risk individuals the support they need to reduce the risk in their lives. The work is usually done on a multi-agency basis, making it important that each agency is clear about its own roles and responsibilities and those of other agencies involved. Such co-ordinated planning and intervention needs to be supported by learning and development opportunities to ensure best practice”

(National Framework for Child Protection Learning & Development in Scotland, 2012).

All agencies in Edinburgh are committed to the development and continuous improvement of our public protection arrangements; both for adults and children. This is demonstrated by the joint approach at strategic and operational levels and re-enforced through the structural arrangements of the Edinburgh Partnership, the Edinburgh Chief Officers' Group and our Public Protection Committees:

The **Child Protection Committee** is an inter-agency strategic group, which oversees and evaluates child protection policy and practice in Edinburgh. The Committee provides individual and collective leadership and direction for the management of child protection services across the statutory and voluntary sectors.

The **Offender Management Committee** is a multi-agency body established to ensure that the statutory responsibilities placed on local partner agencies for the assessment and management of risk posed by dangerous offenders are discharged effectively. The Committee is responsible for monitoring the implementation of risk assessment and risk

management procedures, and for promoting the highest standards of inter-agency practice in responding to the presentation of risk and in preventing harm.

The **Adult Support and Protection Committee** is a multi-agency body established under the terms of the Adult Support and Protection (Scotland) Act 2007 to ensure a coordinated approach to the protection of adults at risk of harm in Edinburgh. The Committee's main aim is to promote the highest standards of inter-agency practice in the protection of adults.

The **Violence Against Women Partnership** is a multi-agency body, which aims to promote the delivery of an integrated, high quality response to violence against women in Edinburgh. It is made up of key partners from the statutory and voluntary sector and is responsible for developing and implementing the violence against women strategy.

The **Edinburgh Alcohol and Drug Partnership** is a multi-agency, multi-sector body, which oversees the development and implementation of an alcohol and drug strategy for the city. It is a partnership between the City of Edinburgh Council, NHS Lothian, Police Scotland, Capital City Partnership, the third sector and service users. It is the forum where these organisations work together to make Edinburgh a city with a healthy attitude towards drinking and where recovery from problem alcohol or drug use is a reality.

Our joint focus on improvement includes the recognition that problem drug and alcohol use, the protection of children and adults at risk of harm and the management of the risk posed by offenders are cross-cutting and overlapping issues; none of which can be dealt with individually by any one agency, service or single-focus partnership. Edinburgh's Public Protection Committees all have a core focus for their work, however, we recognise the importance of the agencies represented on each of these partnerships working together seamlessly to address our joint priorities. These priorities include responding effectively to tackling domestic abuse, problem drug and alcohol use, sexual exploitation and harmful traditional practices.

It is essential that our inter-agency workforce are effectively trained and supported to deliver high quality services, which help us to keep people safe. In bringing our training programmes together under one strategy, we offer a clear, consistent and accessible approach to inter-agency public protection training in the City of Edinburgh.

Principles of Public Protection Training

The principles and purpose of public protection training is to ensure high quality single and interagency training that meets the competencies, knowledge and skills as set out in the Framework, enhancing the opportunity for staff to have an awareness of their roles and responsibilities as well as those of key agencies, to develop their skills and to learn about new developments appropriate to their learning needs in a structured environment. By promoting good practice in this way, the primary aim is to ensure course participants are knowledgeable, competent and skilled in order that people in Edinburgh will be better protected.

The key aim is to ensure that training is up-to-date and fit for purpose. The principles underpinning the training opportunities are:

- Commitment to delivering the best possible outcomes for children, young people and their families;
- Striving to achieve the strategic objective to make Scotland safer and stronger

- Aligned to the Care Inspectorate's Quality Indicators for learning and development

The Frameworks for Public Protection Training

The national frameworks for Adult Protection training and for Child Protection training were both launched in 2012. Each of the frameworks identifies three workforce groups within the multi-agency workforce, each of which requires different competencies, knowledge and skills, based on the nature and extent of their contact, whether direct or indirect, with adults, children, young people and family members.

In recognition of the synergies and areas of collaborative advantage of public protection in Edinburgh, these frameworks have been brought together to inform this strategy.

The groups and the corresponding training levels are:

- Induction Awareness Raising All Staff
- Introduction Awareness Raising All Staff
- Level 1 Awareness Raising and Response
- General Contact Workforce
- Level 2 Foundation Specific Contact Workforce
- Level 3 Investigation and Assessment, Prevention and Recovery, Intensive Contact Workforce
- Level 4 Managing Child Protection, Advanced or Specialist Development, Intensive Contact Workforce

Each of the workforce groups will include workers from a range of agencies and will include workers at a range of different levels of seniority and qualification.

The programme offers different levels of Inter-agency training and, where relevant, it is recommended that staff complete training at one level before moving onto the next. Following the completion of the appropriate level(s) of single agency training, managers and staff in all agencies including the voluntary sector are supported and encouraged to progress to Inter-agency training according to their professional development and training needs, roles and responsibilities.

The Training Levels Explained

Induction

There are several induction processes across agencies. Common to all is basic information on roles and responsibilities in public protection.

The above should be seen as first step information before staff progress to a Level 1 Course.

Joint Public Protection

Level 1- Awareness Raising and Response (Public Protection) - General Contact Workforce

This is a basic awareness course intended for all staff. In Edinburgh, we have amalgamated the Child Protection and Adult Protection level 1 course, to offer a module covering both areas, with specific input on domestic abuse. It offers information that will give them an

understanding of the basic principles in child and adult protection, including their roles and responsibilities.

Child Protection

Level 2 – Foundation- Specific Contact Workforce

This training is aimed at staff who work directly with children and young people or who may come into contact with children and/ or their families and need to know more about their own responsibilities and the roles of the statutory agencies in the child protection process, including where appropriate, risk assessment and information sharing.

Level 3 – Investigation and Assessment, Prevention and Recovery- Intensive Contact Workforce

This level of training is for staff who have a role in investigation, assessment, prevention and recovery from abuse. This level of training may be provided for targeted staff groups, e.g. police and social workers undertaking investigative interviews of child witnesses

An additional level (level 4) – Managing Child Protection, Specialist Focus or Advanced-Intensive Contact Workforce, is also available.

This level of training is advanced training for specialist workers, managers and supervisors in all agencies. This also includes training for tutors who deliver Level 1 and Level 2 training. Level 4 is usually specific to single agency needs and the opportunity for multi-agency training at this level is therefore reduced.

Adult Protection

Similar to Child Protection, the Adult Protection training framework (figure1) covers 3 primary levels. As noted above, training at level 1 is a basic awareness course covering both Child Protection and Adult Protection, with specific input on domestic abuse.

Adult Protection Training Framework

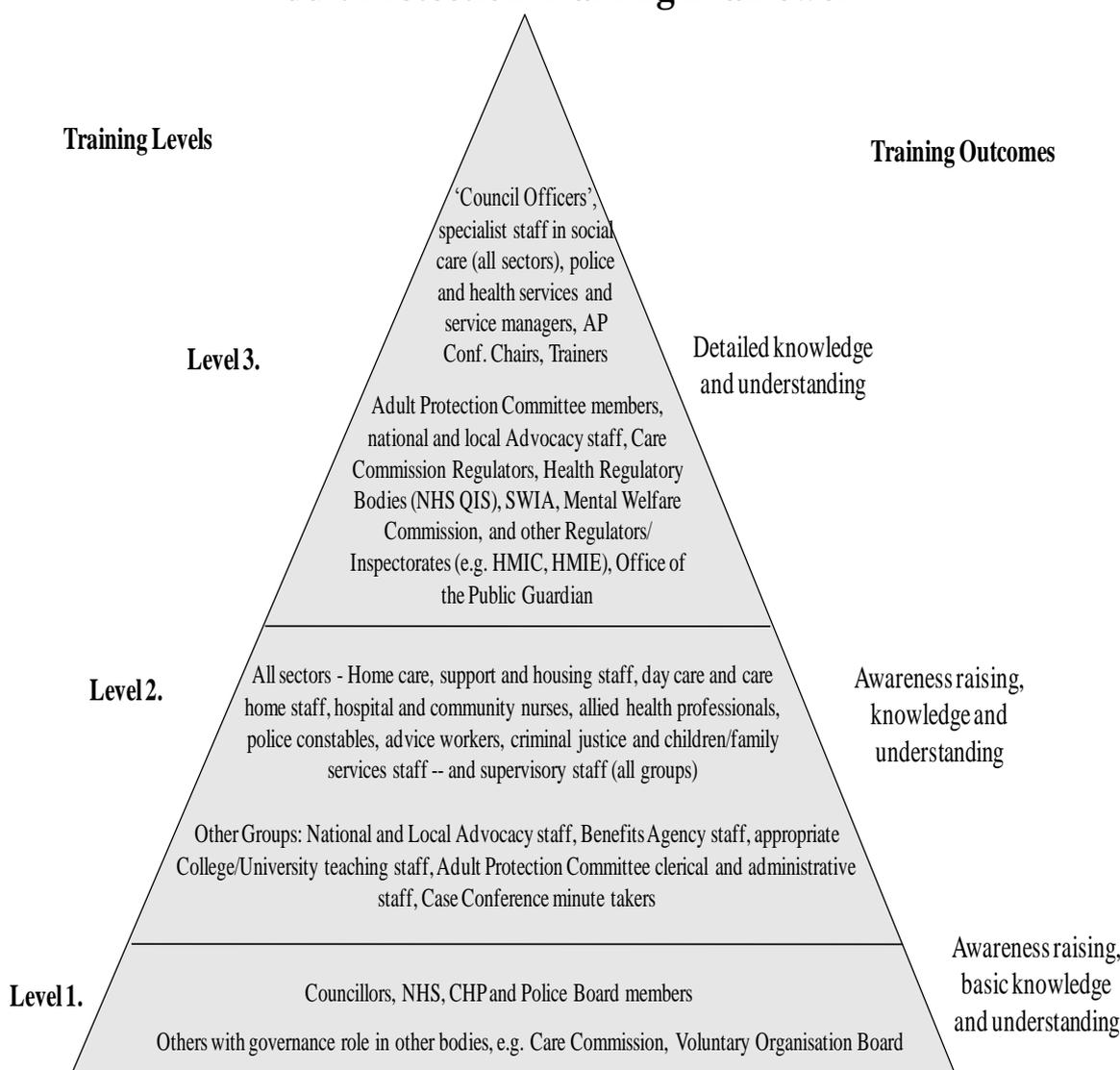


Figure 1: Adult Protection Training Framework (Scottish Government, 2012)

The courses within this programme have been linked to the Care Inspectorate Quality Indicators for both Adult Protection and Child Protection. Bespoke training courses are provided and can be delivered to a single workforce and on-site (e.g. within a school for specific education staff, or incorporated into other staff training/in-service days. Consequently, the programme itself does not reflect all training carried out.

Workforce Groups Explained

General Contact Workforce

Within the Framework this is defined as those who, as part of their job are likely to come into contact with children, young people and other family members and may therefore include adult services. These workers need to have the confidence and awareness to recognise when a child or young person may be in need of protection and how to respond. Although

not an exhaustive list, examples of such workers might include: Health such as Accident and Emergency; pharmacists; dentists; Education staff including janitors; caretakers; taxi drivers and escorts; dinner workers; Police staff and police officers; tradesmen and maintenance workers; Services for Communities staff such as; workers in sport and leisure including sport coaches and parent helpers.

Specific Contact Workforce

This is defined within the Framework as those who carry out direct work with children, young people and/ or other family members; and /or form more in-depth relationships with them; and/or provide specific services to them. Contact may take place in the home or another setting such as community facility, school or office.

Examples of worker might include some health and mental health workers; GPs; Health Visitors and Midwives; family and adult support workers; some education staff and this may include teachers and early years staff; youth support workers; drug and alcohol workers; domestic abuse workers; services for communities; community safety workers and some police officers such as those attached to Public Protection Units or are uniform officers with specific contact with children and young people in schools or within the community.

Intensive Contact Workforce

Within the Framework this workforce is as those who have specific designated responsibility for child protection as part of their role. These workers require the competencies, knowledge and skills associated with the general and specific contact workforce but also need the additional competencies, knowledge and skills to carry out their tasks.

Whilst not an exhaustive list examples of workers in this category might include: health visitors, midwives, General Practitioners in Health; designated workers with a specific responsibility for child protection which would include teaching staff with this level of responsibility; some police officers such as those attached to Public Protection Units; Criminal Justice workers; children and families services; workers in services where child protection investigations are undertaken.

Training Pathways

The City of Edinburgh Council and NHS Lothian have a Training Pathways Framework and Police Scotland a Training Protocol, which provides a framework for staff development.

All inter-agency child protection training provided in Edinburgh is overviewed by the Edinburgh Child Protection Learning & Development Sub Committee, which is accountable to the Edinburgh Child Protection Committee. All inter-agency adult protection training in Edinburgh is overseen by the Edinburgh Adult Protection Learning & Development Sub Committee, which is accountable to the Edinburgh Adult Protection Committee and the NHS Lothian Adult Support and Public Protection Action Group. Both the Child Protection Committee and the Adult Protection Committee are accountable to the Public Protection Chief Officers' Group.

Both the Child Protection and Adult Protection Learning & Development Sub-Committees have representation from NHS Lothian, Police Scotland, Children & Families Department, Services for Communities, Health & Social Care and Edinburgh Voluntary Organisations Council.

The primary aim of these groups is to overview, co-ordinate and quality assure training to promote consistency and to provide a support forum for tutors. Training material is regularly reviewed and revised to ensure that it:

- Meets national and local objectives, procedures and policies;
- Interfaces with GIRFEC and Inclusive Edinburgh;
- Is person-centred;
- Promotes anti-discriminatory practice;
- Reflects the diversity of the community;
- Reflects any changes – local, legislative or societal, and
- Promotes good practice, including a shared responsibility and partnership working with key agencies.

Evaluation

The evaluation of courses includes methodologies which are both quantitative and qualitative measurements assessing immediate and long term impact of the training. Although evaluation criteria will vary between activities, the overall aim will be to ensure the training provided:

- Meets the individual's audited training needs;
- Is relevant to their role and responsibilities;
- Achieves course aims; and
- Increases knowledge and skills.

Efforts will be made to gauge both immediate reaction of the trainees to the overall quality of the training and the impact of training on staff practice.

Prior to a nomination being made, applicants must ensure the course is appropriate for their needs in consultation with their line manager as this forms part of the evaluation. For all training opportunities a post training evaluation on the day will measure the following:

- Whether the individual's audited training needs have been met;
- Whether course aims have been met;
- Relevance to their role and responsibilities;
- Knowledge/skills resulting from the training;
- The immediate reaction of delegates to the overall quality of the training

These are analysed and reviewed regularly to monitor course content and usefulness of materials for future practice. These evaluation forms also provide statistical information on particular issues such as attendance and take up rates.

Additionally, research will be carried out periodically for the purpose of measuring the longitudinal impact on knowledge and skills obtained. The methodology involved may include selecting a random cohort of participants and their managers with follow-up questionnaires.

A further random sample of participants and managers will be selected for follow-up interviews to ascertain whether the workers applied the learning to actual cases. Findings of this type of evaluation has previously been considered by the Child Protection Learning & Development Sub Group as good practice as it allows assessment to be made of the effectiveness of the training. This methodology has been used to assist in a more systematic evidence base on the impact of training on practice.

Status and Frequency of Training

Training for staff who have direct contact with children is mandatory in NHS Lothian and the City of Edinburgh Council Children & Families and Services for Communities departments. Staff who work within schools should receive follow-up training between two and three years. Staff across other departments and services should receive updated training as determined by their line manager and agency training pathways/frameworks.

Booking a Course

A course booking system operates in all agencies. If you require further information about any of the courses please contact the Training co-ordinator for your agency. To book any inter-agency Child Protection course, including Public Protection level 1, please contact the course coordinator: karina.greenan@nhslothian.scot.nhs.uk To book any inter-agency Adult Protection course, please contact the course coordinator: Barry.fell@edinburgh.gov.uk.

Charging Policy

There will be no charge for inter-agency training at the point of delivery to any public or voluntary sector participant. Where applicants fail to turn up for a course, and do not meet their agency's criteria for exemption, contact will be made with their line manager and a charge levied. For places provided to the private and business sector a charge may apply.

Website Information

Public Protection information can be accessed on the City of Edinburgh Council website: <http://www.edinburgh.gov.uk/speakupspeakout>

Inter–agency Learning and Development Opportunities

(October 2015–March 2016)

Public Protection

Level 1 – Awareness Raising and Response (Public Protection).

Tutor: e Learning

Duration: 1.5 hours

Target group: All Sections of Children and Families Department, Voluntary Organisations, Services for Communities and Health and Social Care. New staff and volunteers with little or no child protection experience who require a basic knowledge of child protection issues. Particularly relevant for staff with indirect contact, e.g. park attendants as well as those who want to use this as a first step to further training in this area.

Course objectives:

- Be aware of the local and national context of child protection
- Have knowledge of the definitions and recognise signs of possible abuse
- Understand how to respond to any concerns, the procedures to be followed and how to record information
- Examine strategies to minimise risk and have knowledge of the Code of Conduct for education and early years staff.

Learning Outcomes. Participants will:

- Understand the nature of forms of child abuse / neglect
- Recognise the alerting signs of child abuse / neglect
- Know what to do if you are worried that a child is being abused / is at risk of abuse
- Understand your role in the child protection process
- Identify local child protection policies and procedures
- Know when to seek supervision / support

Level 1 – Awareness Raising and Response (Public Protection) - General Contact Workforce

Tutor: NHS Lothian, City of Edinburgh Council or Police Scotland

Target group: All Sections of Children and Families Department, Third Sector Organisations, Services for Communities, NHS Lothian, Health and Social Care and Police Scotland.

New staff and volunteers with little or no child or adult protection experience, who require a basic knowledge of protection issues. Particularly relevant for staff with indirect contact, e.g. park attendants as well as those who want to use this as a first step to further training in this area.

Course objectives:

- Be aware of the local and national context of child protection
- Have knowledge of the definitions and recognise signs of possible abuse
- Understand how to respond to any concerns, the procedures to be followed and how to record information
- Examine strategies to minimise risk

Learning Outcomes. Participants will:

- Know the categories, and some signs of possible abuse
- Be clear on their accountabilities and responsibilities in child protection
- Know the referral process and procedures
- Be familiar with the standards of behaviour expected of them

Duration: 4.5 hours

Level 1: Harmful Cultural Practices; awareness raising and response (covering honour based violence, female genital mutilation and forced marriage).

Tutor: External provider or Child / Adult Protection Committee trainer.

Target group: All Sections of Children and Families Department, Third Sector Organisations, Services for Communities, NHS Lothian, Health and Social Care and Police Scotland.

Duration: 4 hours

By the end of the training participants should be more able to recognise a child or vulnerable person at risk, a perpetrator who may be a risk, or a situation in which honour based violence or abusive cultural practises are a factor.

Each component of training will include case studies. There will be frequent group work or work in pairs throughout the day, as well as plenary discussions, to meet the needs of different learning styles, levels of confidence, and of knowledge, enabling everyone to participate.

The session will specifically cover:

- What we mean by honour based violence (HBV), forced marriage, and female genital mutilation (FGM).
- The legislative, guidance and procedural framework in Scotland
- Examples of HBV, forced marriage, and FGM in indigenous UK culture.
- Why we need to know about it in Scotland in 2015: communities, prevalence, and practise.
- What is going wrong: lack of information, limited understanding, and ineffective communication.
- What are the key barriers: 'cultural sensitivity', normalisation, sexism, lack of knowledge, fear, stigma and taboo.
- How to get it right on the front-line: including HBV check list, use of interpreters, and health agreement and 'Tool kit' of FGM terminology to use for different affected communities in Scotland.

Level 1: Radicalisation

Duration: 4 hours

Target Group: All sections of Children and Families Department, Third Sector Organisations, Services for Communities, NHS Lothian, Health and Social Care and Police Scotland.

Scotland, and the rest of the UK, faces unprecedented levels of threat from an increasingly complex range of violent extremist and terrorist ideologies, groups and individuals. Many of these threats are international in scope. In the UK, the CONTEST strategy has been developed to tackle such threats. Prevent is one of four strategies of the main CONTEST Strategy.

The focus of the Prevent Strategy is on intervening before a person engages in criminal behaviour, that is why Prevent activity is often referred to as existing in 'pre criminal space'. Education, community engagement, communication and effective partnership work are all crucial in delivering the aims of the Prevent strategy.

Public sector bodies have specific duties under the Counter-Terrorism and Security Act 2015 (the Act).

This session will help staff to develop a good understanding of *Prevent* and to be made aware of available programmes to deal with any individual who is vulnerable to being drawn into terrorism.

Level 2: Rethinking domestic abuse – confident practice and safer families

Tutors: City of Edinburgh Council and NHS Lothian

Duration: 1 day

There were over 5300 police call outs related to domestic abuse in Edinburgh during 2013/2014. A third of the concern forms passed to social care direct had domestic abuse as an indicator of risk and domestic abuse is identified in over 50% of child protection registrations. It was the highest single reason given for homelessness of women aged 18-59. This complex cross cutting issue impacts on those who work with offenders, parents, children, young people, substance misuse, mental health, housing, community safety and public protection.

Domestic abuse practice is constantly evolving and we all need to keep up to date. The training will not only cover basic domestic abuse awareness and current theories, but focuses on how agencies in Edinburgh can work together with families affected by domestic abuse.

The course will cover:

- Defining domestic abuse
- Current domestic abuse frameworks and theories
- How to keep perpetrators at the centre of interventions & responses
- Domestic abuse and risk
- The impact of domestic abuse on children
- Effective multi-agency responses & improving safety

Level 2: Female Genital Mutilation

Tutor: External provider or Child / Adult Protection Committee trainer.

Target group: Frontline practitioners and managers from Children and Families Department, Third Sector Organisations, Services for Communities, NHS Lothian, Health and Social Care and Police Scotland.

Duration: 1 day

By the end of the session, participants will be able to identify a woman or girl at risk of or affected by FGM and will know how to share concerns and contribute to joint assessment and planning to help keep them safe.

Participants will become familiar with the Edinburgh and Lothians inter-agency FGM protocol, types of FGM, prevalence and the legislative framework in Scotland.

Participants will become aware of:

- How to identify whether a girl (including an unborn girl) or young woman may be at risk of FGM
- How to identify a girl or woman who has experienced FGM
- How to protect those at risk and support those already affected
- How to prevent and end FGM

Child Protection

Level 1 Protecting Children & Young People with Disabilities

Learning Outcomes/Participants will:

- Describe the specific vulnerabilities of disabled children
- Discuss the evidence from research
- Develop strategies to minimise vulnerability
- Identify barriers to disclosure and detection
- Apply skills in engaging with children & young people
- Know the roles & responsibilities of those around the child / young person

Level 2 (Foundation Child Protection: Specific Contact Workforce) Inter-Agency Practice Development Workshop

Delivered by: Tutors from Police, Children & Families (Education and Social Work) and NHS Lothian

Target group: All staff who have direct contact with children and their families. It is preferred that participants have undertaken a level 1 training– Awareness Raising and Response.

Course objectives: To bring together a multi-agency group of staff and professionals to promote a clearer understanding of agency roles and responsibilities within the context of the child protection process. The workshops will build on the participant's knowledge and understanding of the child protection process, the need to share information and work together to improve the protection of children within our community and the purpose and objectives of child protection case conferences and core groups.

Learning Outcomes/ Participants will:

- Define national and local context for child protection
- Describe roles of agencies involved in child protection
- Know the key child protection processes and procedures
- Explain concepts of risk assessment and implications for planning

Course duration: 2 days

Delivery: Available Monthly

Level 2 - Supporting children and families affected by NAS, FAS and FASD

Tutor: Department of Children and Families and NHS Lothian

Target group: SW Managers, Reviewing officers, Social Workers, Specialist Services, Foster Carers, Children and Family Centre Staff, Early years Centre staff, Early Intervention, Midwives, Health Visitors, Hospital-based and School Based Staff including teachers.

Duration: 1 day

Course Objectives:

- Look at the care needs of vulnerable children, premature babies and those affected by neo-natal abstinence syndrome and foetal alcohol syndrome
- To consider how these children needs can be met.
- To highlight the impact and effects on child development and attachment for vulnerable children.

Learning Outcomes:

- To have an understanding of the impact of maternal substance use during pregnancy on the unborn child
- To understand how substance misuse can impact the developing child throughout their childhood and beyond.
- As a practitioner to consider the individual needs of the child and how best they can be supported at home and in the school.
- Consider the use of GIRFEC and CAPSM guidelines when providing intervention for the child and their family.

Before attending this course please ensure you have attended the Child Protection Awareness raising and response and the basic GIRFEC training, unless you are a foster carer.

Level 2: Working with Non-engaging Families

Tutor: Department of Children and Families and NHS Lothian

Duration: 3.5 hours

This is a half-day interactive course for practitioners, who may in the course of their work encounter families, who resist, evade or only superficially engage with professionals when intervention is necessary to protect vulnerable children or young people.

The course will give participants the opportunity to:

- Explore why families may be resistant / unwilling to co-operate
- Learn about the differences between hostile and threatening behaviour, non-compliant behaviour and passive compliance
- Explore strategies, which can be used in working with such behaviour - ensuring that a child centred approach is maintained
- Consider the role of supervision in effectively assessing risk factors for children in the household
- Reflect on issues for practitioners in keeping themselves safe and how to access support.

Level 2 Court Skills

Learning Outcomes /Participants will:

- Know basic court processes and proceedings
- Describe different roles of those in attendance
- Explain expectations of a professional witness
- Know how to prepare for giving evidence

Level 2 - Engaged Fathers – Resilient Families

Tutor: Delivered by Children and Families & EVOG

Target group: Social Workers, Specialist Services, Early Intervention, Midwives, Health Visitors, Hospital-based staff (frontline staff working with children and families).

Duration: 4 hours

The training will acknowledge the need for a cultural change to working more effectively with fathers/father figures and set the background to identifying this as important for learning & practice development.

The training will cover:

- current legislation supporting the need to better engage with fathers
- case study examples of assessments fathers as risks and assets to the family situation
- try to address some of the anxieties and barriers that affect practitioners engaging with fathers
- provide an opportunity to network and learn from other agencies as to how to best engage with fathers

Level 3 – Joint Investigative Interview Training (JIIT)

Delivered by: Tutors from within Police Scotland, Social Work (Children & Families), Health, Crown Office and Procurator Fiscals Service, Scottish Children's Reporter's Administration, Defence Agent and Sheriff.

Target group: Police Officers and Social Workers who will be undertaking Joint investigative interviews of children.

Course objectives: To develop the knowledge and skills of police officers and social workers who will be involved in undertaking joint investigative interviews of child witnesses.

Learning Outcomes. Participants will:

- Have all the principles underpinning child centred investigative interviews
- Understand evidential requirements for both civil and criminal proceedings
- Have knowledge and understanding of child development and communication and how abuse might impact on a child's development
- Understand and be able to contribute to the assessment of risk
- Demonstrate their ability to plan and conduct an investigative interview of a child witness

Course duration: 5 days

Level 3 – JIIT Refresher

Delivered by: Police Scotland

Target group: Experienced Joint Investigative Interviewers from Police and Social Work, Children & Families Services

Course objectives: To develop the knowledge and skills of police officers and social workers who will be involved in undertaking joint investigative interviews of child witnesses.

Learning Outcomes. Participants will:

- Know the roles and responsibilities of police and social work in the interview process with specific knowledge on visual recording
- Know the expectations of the local protocol for undertaking visual recordings of joint investigative interviews
- Know the expectations of the national guidance on interviewing child witnesses in Scotland by police officers and social workers
- Have knowledge and skill in using the visual/audio recording of the investigative interview of child witnesses
- Know the procedure for storing and sharing information taken from an investigative interview
- Have knowledge and understanding of issues relating to the consent to have an investigative interview visually/audio recorded

Course duration: ½ day

Level 3 – Investigation and Assessment, Prevention and Recovery Giving Evidence in Court

Delivered by: Senior Depute Procurator Fiscal, Locality Reporter Manager

Target group: Frontline practitioners who are likely to be cited to attend court in their professional role, e.g. health visitors, drug & alcohol workers, children & family centre workers, teachers and social workers.

Course objectives: To demystify appearing in court and give an understanding of expectations on the professional and preparation required.

Learning Outcomes. Participants will:

- Know what to expect if appearing as a witness
- Know how to prepare for giving evidence

Course duration: 1 day

Level 4 – Managing Child Protection, Specialist Focus or Advanced Visual Recording of Joint Investigative Interviews (VRI) for Managers involved in IRD decision-making

Delivered by: Police Scotland

Target group: Social Work Team Leaders., Detective Sergeants, Detective Inspectors, Community Paediatricians and NHS Child Protection Advisors, who are involved in IRDs.

Course objectives:

- Have knowledge of investigative interviewing
- Have knowledge of the process of visually recording investigative interviews of child witnesses
- Have knowledge of the equipment used in visual recording of joint investigative interviews of child witnesses
- Be aware of issues of consent
- Have knowledge of the storage and viewing arrangements of all evidence from a visually recorded joint investigative interview
- Consider issues in determining whether to undertake a visual recording of an investigative interview of a child witness

Learning Outcomes. Participants will:

- In their role of manager consider the issues that will assist in the decision to undertake a VRI
- Know the roles and responsibilities of police and social work in the interview process with specific knowledge on visual recording
- Know the expectations of the national guidance on interviewing child witnesses in Scotland by police officers and social workers
- Have knowledge and skill in using the visual/audio recording of the investigative interview of child witnesses
- Know the procedure for storing and sharing information taken from an investigative interview
- Have knowledge and understanding of issues relating to the consent to have an investigative interview visually/audio recorded

Course duration: ½ day

Level 4- Joint Investigative Interview Training (JIIT) Evaluation of Visually Recorded Joint Interviews.

Delivered by: Police Scotland

Target Group: JIIT tutors, Social Work Managers, Police Scotland Supervisors who will be responsible for evaluation of VRI interviews of child witnesses by interviewers.

Course Objectives:

- To provide tutors, managers and supervisors with an understanding of the competencies required by investigative interviewers.

Learning Outcomes. Participants will:

- Know the process of planning and undertaking a joint investigative interview in keeping with national guidance
- Recognise the competence of interviewers to conduct a joint investigative interview of child witnesses
- Be able to provide constructive feedback to investigative interviewers
- Be able to develop a training plan for interviewers as required

Duration: ½ Day

Adult Support and Protection

Level 2: Inquiry and Investigation

Target Audience: City of Edinburgh Council, Police Scotland and NHS Lothian staff that have line management responsibility / caseload responsibility for actual or potential adults at risk of harm and / or significant contact with actual or potential adults at risk of harm.

Tutors: NHS Lothian, City of Edinburgh Council, Police Scotland and Fire Scotland

Duration: 1 day

This workshop covers the material from Level 1 but also focuses in more detail on the provisions of the Adult Support & Protection (Scotland) Act 2007. It is aimed at social workers, occupational therapists, managers of care services as well as housing, police, and NHS staff who may be involved in reporting, making, or assisting with inquiries, investigations, and / or attendance at an Adult Support and Protection Case Conference.

It is also aimed at Voluntary Sector staff who have line management responsibility, caseload responsibility for actual or potential adults at risk and / or significant contact with actual or potential adults at risk.

Staff will receive training in the roles and responsibilities of the statutory agencies in adult support and protection work and in the use of relevant legislation and procedures. It includes a session on gender-based violence as well as on roles and responsibilities in investigating adult support and protection concerns and participating in a case conference.

Learning Outcomes: To gain knowledge of:

- How to act on relevant Adult Support and Protection legislation
- How to implement local Adult Protection Procedures and multi-agency Guidance
- The roles and responsibilities of appropriate agencies and professionals in implementing Adult Support and Protection legislation and procedures.
- The duty to report, inquire and cooperate.
- The role of the police in an Adult Protection Investigation.
- The role of the Inter-Agency Referral Discussion.
- The roles and responsibilities in an Adult Protection Case Conference.

Level 2: Financial Harm

Target audience: Frontline staff and managers in the City of Edinburgh Council, NHS Lothian, Police Scotland, Scottish Fire and Rescue Service, Scottish Ambulance Service and the voluntary sector.

Tutors: NHS Lothian, City of Edinburgh Council and Police Scotland

Duration: 4 hours

This workshop is to raise awareness and look into this very complex area which has many strands to it. By the end of the session, participants should be aware of the effect Financial Harm has on people's lives – and what they can do to stop it.

This workshop aims to look at the scope of Financial Harm under Adult Support and Protection arrangements and what you can do about it.

Participants must have completed the Level 1 Basic Awareness training before attending this workshop

Financial Harm is when someone vulnerable is pressurised into handing over their money or belongings. It can mean:

- Exploitation of property or benefits
- Stopping someone getting their money or belongings
- Stealing, cheating or fraud
- Being pressurised to rewrite a will

Anyone could commit this crime including a relative, spouse, partner, friend, professional, neighbour or stranger.

It could take place anywhere including at home, hospital, care home, day centre, work or in a public place.

Level 2: Capacity and Consent (Justice Denied)

Target audience: multi-agency operational staff and managers who have responsibilities in complex cases where Capacity and Consent require assessment and measures may be required in the interim under Adult Support and Protection (Scotland) Act 2007

Tutors: NHS Lothian, City of Edinburgh Council and Police Scotland

Duration: 4 hours

Participants are expected to have a basic knowledge of Adult Support and Protection

By the end of the session, participants will:

- Have an understanding of the complexities of Consent and Capacity and the need for effective interagency and multidisciplinary practice
- Know the relevant legislation in relation to Capacity in Support and Protection
- Have knowledge of the overarching principles of the relevant legislation and the processes used
- Understand the roles and responsibilities of appropriate agencies and professionals in the processes of assessing capacity and Adult Support and Protection
- Demonstrate an understanding of your role and responsibilities when participating in assessment of capacity within a multi disciplinary setting

Level 3: The Roles & Responsibilities of Council Officers & Other Specialists

Tutors: NHS Lothian, City of Edinburgh Council, Police Scotland and Scottish Fire and Rescue Service

Duration: 2 days

This course is primarily for staff who are eligible to become Council Officers under Part 1 of Adult Support & Protection (Scotland) Act 2007. These include: registered social workers, occupational therapists and nurses who have at least 12 months experience of working with adults who have been at risk of serious harm. It is also attended by appropriate NHS Lothian staff and members of Scottish Fire and Rescue and Police Scotland / Public Protection Units who are involved in the management of adult support & protection cases.

This course provides an in-depth exploration of the statutory roles and responsibilities of such staff in considering the use of Protection Orders and in partnership working in the best interests of adults who may be 'at risk of harm' under this legislation.

Child Protection Inter Agency Training Timetable
To book on any of these courses please email
karina.greenan@nhslothian.scot.nhs.uk



October 2014 to March 2016

	Oct	Nov	Dec	Jan/Feb	Mar
<p>Awareness Raising and Response (general contact workforce)</p> <p>Half Day 09:30 - 13:00 or 12:30 - 16:00</p>	<p>14th Norton Park Conference Centre 12:30-16:00</p>	<p>12th North Edinburgh Arts Centre 09:30-13:00</p>			
<p>Risk Assessment and Child Protection Processes (specific contact workforce)</p> <p>2 Day Course 9:00 – 16:00</p>	<p>27th/28th Spartans Football Academy</p>	<p>18th/19th Spartans Football Academy</p>	<p>8th/9th Spartans Football Academy</p>	<p>24th/25th Feb Spartans Football Academy</p>	<p>23rd/24th Spartans Football Academy</p>
<p>Children and Families affected by NAS, FAS and FASD (specific contact workforce)</p> <p>1 Day Course 9:30 – 16:00</p>	<p>7th Spartans Football Academy</p>			<p>21st Jan Spartans Football Academy</p>	

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<p>Child Protection Giving Evidence in Court (specific contact workforce)</p> <p>2 hour Course 14:00-16:00</p>	Dates still to be Confirmed				
<p>Honour Based Violence/Female genital Mutilation and Forced Marriage/Human Trafficking (specific contact workforce)</p> <p>Half Day 12:00 - 16.30</p>	Dates still to be Confirmed				
<p>Working with non engaging Families (specific contact workforce)</p> <p>Half Day 09:30 – 12:30 13:00 – 16:00</p>	Dates still to be Confirmed				
<p>Engaged Fathers – Resilient Families</p> <p>Half Day 09:00 -1pm</p>	Dates still to be confirmed				

Adult Support and Protection Training Timetable

Jan 2015 - Dec 2015

Adult Support and Protection (ASP) Training: Levels 1 – 3

All NHS Lothian staff please see dates below and book through Empower.

CITY OF EDINBURGH

2015	January	February	March	April	May	June
ASP L1 2 x 2 hour sessions* 10:00 – 12:00 or 13:00 – 15:00	Thursday 22 January 10:00 – 12:00 13:00 – 15:00 Training Room 11 Comely Bank Centre 13 Crewe Road South EH4 2LD	Wednesday 11 February 10:00 – 12:00 13:00 – 15:00 Calton Room PGEC RIE	Friday 13 March 10:00 – 12:00 13:00 – 15:00 Training Room 11 Comely Bank Centre 13 Crewe Road South EH4 2LD	Tuesday 14 April 10:00 – 12:00 13:00 – 15:00 Seminar Room 4 MEC WGH	Thursday 21 May 10:00 – 12:00 13:00 – 15:00 Training Room 11 Comely Bank Centre 13 Crewe Road South EH4 2LD	Friday 12 June 10:00 – 12:00 only Calton Room PGEC RIE
ASP L2 1 full day 9:15 – 4:30	Thursday 29 January Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge,	Tuesday 24 February City Chambers, Business Centre, 253 High Street Edinburgh	Wednesday 18 March City Chambers, Business Centre, 253 High Street Edinburgh	Thursday 9 April Training Room 11 Comely Bank Centre 13 Crewe Road South	Wednesday 27 May Training Room 11 Comely Bank Centre 13 Crewe Road	Thursday 18 June Training Room 7 Comely Bank Centre 13 Crewe Road South

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	EH1 1RN	EH1 1YJ	EH1 1YJ	EH4 2LD	South EH4 2LD	EH4 2LD
ASP L3 2 full days 9:15 – 4:30	-	-	Thursday 5 (Business Centre) / Friday 6 (Council Chamber) March City Chambers 253 High Street Edinburgh EH1 1YJ	-	-	-

2015	July	August	September	October	November	December
ASP L1 2 x 2 hour sessions* 10:00 – 12:00 or 13:00 – 15:00	Friday 24 July 10:00 – 12:00 only Training Room 11 Comely Bank Centre 13 Crewe Road South EH4 2LD	Tuesday 25 August 10:00 – 12:00 only Seminar Room 4 MEC WGH	Wednesday 23 September 10:00 – 12:00 13:00 – 15:00 Training Room 7 Comely Bank Centre 13 Crewe Road South EH4 2LD	Thursday 8 October 10:00 – 12:00 13:00 – 15:00 Calton Room PGEC RIE	Thursday 19 November 10:00 – 12:00 13:00 – 15:00 Training Room 7 Comely Bank Centre 13 Crewe Road South EH4 2LD	Tuesday 8 December 10:00 – 12:00 13:00 – 15:00 Seminar Room 1 MEC WGH
ASP L2	Wednesday 15 July	Thursday 27 August	Wednesday 16 September	Thursday 29 October	Wednesday 18 November	Thursday 3 December

Speak Up – Speak Out

1 full day 9:15 – 4:30	Training Room 7 Comely Bank Centre 13 Crewe Road South EH4 2LD					
ASP L3 2 full days 9:15 – 4:30	-	Thursday 20 / Friday 21 August council venue tbc	-	-	Thursday 12 / Friday 13 November council venue tbc	-

*** Participants need only attend 1 session.**

Adult Support and Protection Training Timetable

Jan 2016 - Dec 2016

Adult Support and Protection (ASP) Training: Levels 1 - 3

All NHS Lothian staff please see dates below and book through Empower.

CITY OF EDINBURGH

2016	January	February	March	April	May	June
ASP L1 2 x 2 hour sessions* 10:00 - 12:00 or 13:00 - 15:00	-	Thursday 18 February 10:00 - 12:00 Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD	Wednesday 9 March 10:00 - 12:00 Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD	Friday 29 April 10:00 - 12:00 Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD	Wednesday 18 May 10:00 - 12:00 Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD	Thursday 30 June 10:00 - 12:00 Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD
ASP L2 1 full day 9:15 - 4:30	-	Wednesday 17 February Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD Friday 26 February Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD	Thursday 24 March Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD	Tuesday 12 April Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN	Thursday 12 May Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN	Thursday 9 June Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN

Speak Up – Speak Out

ASP L3 2 full days 9:15 - 4:30	-	-	-	Thursday 21 / Friday 22 April Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN	-	-
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2016	July	August	September	October	November	December
ASP L1 2 x 2 hour sessions* 10:00 - 12:00 or 13:00 - 15:00	-	Thursday 11 August 10:00 - 12:00 Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD	Friday 16 September 10:00 - 12:00 Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD	Thursday 20 October 10:00 - 12:00 Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD	Wednesday 23 November 10:00 - 12:00 Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD	Friday 9 December 10:00 - 12:00 Training Room 7 Comely Bank Centre Crewe Road South EH4 2LD
ASP L2 1 full day 9:15 - 4:30	-	Thursday 18 August Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN Thursday 25 August Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN	Wednesday 14 September Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN	Tuesday 11 October Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN	Thursday 10 November Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN	Friday 2 December Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN
ASP L3 2 full days 9:15 - 4:30	-	Wednesday 31 August / Thursday 1 September Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN	-	-	-	Thursday 15 / Friday 16 December Lothian Chambers, Midlothian Rm, 59-63 George IV Bridge, EH1 1RN

Speak Up – Speak Out

Capacity and Consent Workshops (Justice Denied): January to December 2016

2016	January	February	March	April	May	June
09:30 – 16:30	-	-	-	-	-	-

2016	July	August	September	October	November	December
09:30 – 16:30	-	-	-	-	-	-

Financial Harm: January to December 2016

2016	January	February	March	April	May	June
09:30 – 13:30 Note: reverts to half-day as of 29 July 15 workshop	-	-	-	-	-	-

2016	July	August	September	October	November	December

09:30 – 13:30 Note: reverts to half-day as of 29 July 15 workshop	-	-	-	-	-	-
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