



Service Development Team Integrated Working Training Programme 2010/11

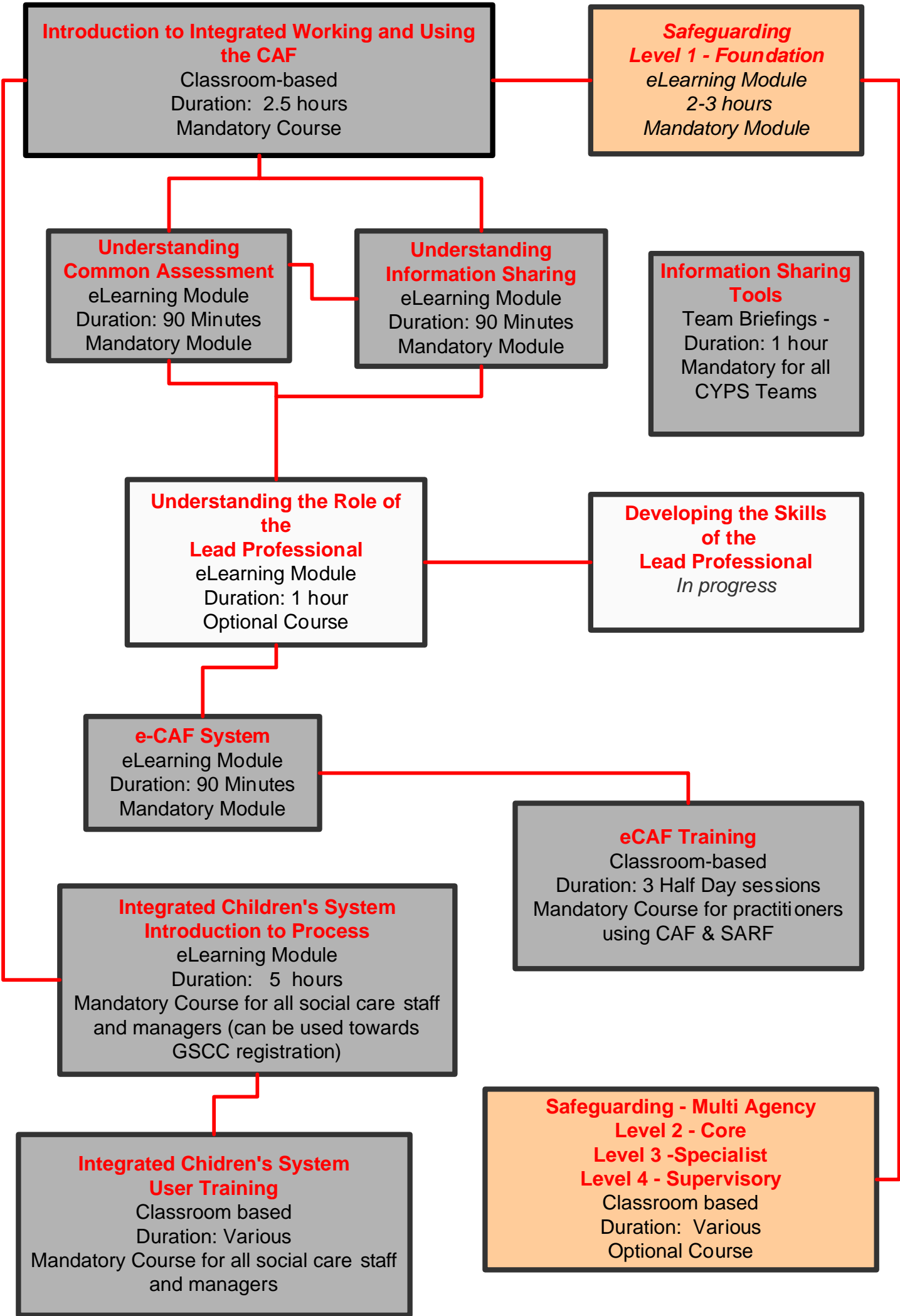
Improving Outcomes for Children and Young People in Trafford



Trafford Healthcare **NHS**
NHS Trust

Trafford **NHS**
Primary Care Trust

Trafford Children and Young People's Service brings together council and health services to improve outcomes for children, young people, their families and schools.



Every Child Matters

Every Child Matters proposed the introduction of Integrated Working Processes as an important part of a strategy for helping children and young people to achieve the five priority outcomes of:

- **Being healthy**
- **Staying safe**
- **Enjoying and achieving**
- **Making a positive contribution**
- **Economic wellbeing**

Integrated working focuses on enabling and encouraging professionals to work together effectively to deliver frontline services.

Improving outcomes for children and young people involves changes to culture and practice across the children's workforce. The Every Child Matters: Change for Children programme sets out a model for change with integration at every level. It also sets out how services for children and young people need to be coordinated and built around their needs.

Training Context

The training programme is intended to equip practitioners at all levels with the necessary skills and knowledge to fulfill the aims and outcomes of Integrated Working.

The CAF, eCAF, Lead Professional and Information Sharing developments are central to the strategy outlined in Every Child Matters and Youth Matters to shift the focus of dealing with the consequences of difficulties in children's lives to preventing things from going wrong in the first place.

Further information on these areas can be sought from

- www.dcsf.gov.uk/everychildmatters/strategy/deliveringservices1/caf/caiframework
- www.dcsf.gov.uk/ecm/eCAF
- <http://www.dcsf.gov.uk/everychildmatters/strategy/managersandleaders/leadprofessional/leadprof/>
- www.dcsf.gov.uk/ecm/informationsharing

Consultation on Every Child Matters has endorsed the view that better outcomes will be secured by multi-agency working; services will work together more effectively on the front line to meet the needs of children, young people and their families.

In parallel with the CAF, Local Authorities and their local partners are already working to improve practice in the sharing of information between children's services practitioners.

Integrated Children's System (ICS)

The Integrated Children's System has been developed to improve outcomes for children defined as being in need, under the Children's Act 1989.

The ICS process gathers complicated and detailed information about Trafford's children and young people and thus shall be stored in a supporting electronic record system. Information shall only be available to practitioners who have a combination of granted consent and where appropriate, the necessary access levels. This system compliments the "Integrated Working" approach.

Further information on this area can be sought from:

www.dcsf.gov.uk/ecm/ics

What course(s) should I attend?

The map above demonstrates the preferred route a delegate should take if they were to fulfil the entire Training Programme.

It is important that the format is followed and is adhered to and where necessary, have an understanding of what is required prior to certification.

The following pages compliment the displayed table by providing a comprehensive guide to assist all Managers and staff alike to make an informed decision as to what training is suited, at what level and finally, reiteration of how to register.

We are offering a blended approach to training which consists of both classroom based and online training courses. The online training suite consists of Information Sharing Awareness, Understanding the role of the Lead Professional, CAF and Safeguarding Level 1.

- Online training can be used in many ways including:
- Providing detailed information to staff prior to attending a classroom course enabling the classroom session to be used more effectively
- Potentially replacing the need for some users to attend classroom courses at all
- An ongoing source for refresher training
- A method to update people on any changes to policies and protocols
- Delivering a consistent message and ensuring key areas are covered

Application Vetting

It is essential that delegates are correctly matched to sessions and the ultimate responsibility lies with their Line Manager to ensure this is the case.

The Service Development Team shall further scrutinise each application to ensure that all proposed delegates are indeed suitable.

In the event that a delegate has not met the pre-requisites for an event, both delegate and their Line Manager shall be informed and directed to the appropriate level.

Integrated Working & Using the CAF

To who is the course aimed?

Professionals who work with or those where their work brings them into contact with Children, Young People and their Families.

By the end of the session you will:

- Know the background to Integrated Working
- Understand how to use the CAF

- Know about the Integrated Working Tools: Information Sharing, Integrated Children's System, Information Sharing, Lead Professional & Children's Service Directory.

Integrated Working & Using the CAF	
Dates Scheduled	Times
20/10/10	9:00 – 12:00
18/11/10	9:00 – 12:00
16/12/10	9:00 – 12:00
Venue	Cherry Manor Centre
Tutor	Various
Places	20
Cost	£0.00
Cancellation Fee	£30.00

PLEASE NOTE – This course has a minimum booking requirement of 12 delegates. If 12 delegates are not booked onto each course the course will be cancelled and alternative dates offered.

Information Sharing Awareness

 Learning

To whom is the course aimed at?

Anyone with a need to share information or data relating to children, young people and families

Pre-requisite
Completion of the Introduction to the Integrated Working and Using the CAF

By the end of the session you will:

- Understand why information sharing is important
- Have an overview of the Trafford CYPS Information Sharing Toolkit
- Understand the issues surrounding consent.
- Have a knowledge of the legislative background
- Be aware of the Caldicott Principals
- Know where to go for help and support when sharing information

Duration: 1 hr 30 minute module completed **online**

Information Sharing Tools

To who is the course aimed at?

All teams with a need to share information or data relating to children, young people and families

- **By the end of the session you will:** Receive copies of the national guidance documents
- Have knowledge of the practical tools provided in the Trafford CYPS Information Sharing Toolkit

Duration: 1 hour Team Briefing

eCAF



To whom is the course aimed at?

Professionals who work with or those where their work brings them into contact with Children, Young People and Families

Pre-requisite

- Completion of the **Integrated Working & Using the CAF** (previously known as CAF Awareness)
- Completion of the **Information Sharing** learning module

By the end of the session you will:

Duration:

90 minute module completed **online** by the user.

Safeguarding – Level 1 Foundation



To whom is the course aimed at?

Professionals who shall be in regular contact with children, young people and vulnerable adults who are parents or carers.

Pre-requisites:

- Completion of the **Introduction to Integrated Working** classroom session
- Completion of the **Information Sharing** E-learning module

By the end of the session you will:

- Have a clear understanding on how to identify concerns of maltreatment
- Understand how to safeguard and promote the welfare of children

Duration: 3 hours to be completed **online**

Information on Trafford's Safeguarding Procedures can be sought from:

http://www.cyps.org.uk/cypsservices/safeguarding_procedures/2009/09/30/trafford_safeguarding_children_procedures/

Safeguarding Training dates can be found at the back of this programme. A full Safeguarding Training Programme can be obtained from Trafford Safeguarding Team

TSCB Training Officer – Viv Hunt
0161 912 1742

TSCB Training Administrator - Carol Scully

Understanding the role of the Lead Professional



Who is the course aimed at?

Practitioners who may become a lead professional

Pre-requisites:

- Completion of the **Introduction to Integrated Working** classroom session
- Completion of the **Information Sharing** E-learning module
- Completion of the **Using the C.A.F.** classroom session
- Completion of the **I.T. Training – Accessing the CAF** classroom session

By the end of the session you will:

- Understand the case for lead professionals
- Have knowledge of the role and functions of the lead professional
- Understand how certain skills and knowledge contribute to effective support of children, young people and their families
- Know where to obtain support in the role of lead professional
- Have knowledge of the role and functions of the Budget Holding lead professional

Duration:

45 minute module completed online by the user.

I.T. Training – Accessing eCAF

To whom is the course aimed at?

Professionals who shall be involved in the completion of the Common Assessment.

Pre-requisites:

- Completion of the **Integrated Working & Using the CAF** classroom session
- Completion of the **Information Sharing** E-learning module
- Completion of the **Using the CAF** classroom session
- Completion of eCAF E-Learning modules

By the end of the session you will:

- Know how to find/create records
- Familiarisation with system
- Use universal address book
- Adding case notes at Universal Level

I.T. Training –eCAF Intro	
Dates scheduled	Times
01/11/10	09:00 – 12:00
01/11/10	13:00 – 16:00
15/11/10	09:00 – 12:00

15/11/10	13:00 – 16:00
22/11/10	09:00 – 12:00
22/11/10	13:00 – 16:00
06/12/10	09:00 – 12:00
06/12/10	13:00 – 16:00
20/12/10	09:00 – 12:00
20/12/10	13:00 – 16:00
Tutor	Various
Venue	Friars Court
Places	8
Cost	£0.00
Cancellation Fee	£30.00

By the end of the session you will:

- Know how to operate the eCAF system
- Electronic form completion PreCAF, SARF, CAF
- Adding contributions
- Agreement of contributions

I.T. Training –eCAF Follow Up	
Dates scheduled	Times
02/11/10	09:00 – 12:00
02/11/10	13:00 – 16:00
16/11/10	09:00 – 12:00
16/11/10	13:00 – 16:00
23/11/10	09:00 – 12:00
23/11/10	13:00 – 16:00
07/12/10	09:00 – 12:00
07/12/10	13:00 – 16:00
21/12/10	09:00 – 12:00

21/12/10	13:00 – 16:00
Tutor	Various
Venue	Friars Court
Places	8
Cost	£0.00
Cancellation Fee	£30.00

By the end of the session you will:

- Prepare Family Support Meetings (TAC)
- Upload documents
- Case Notes within Episode
- Case Transfer

I.T. Training –eCAF Advanced	
Dates scheduled	Times
05/11/10	09:00 – 12:00
05/11/10	13:00 – 16:00
19/11/10	09:00 – 12:00
19/11/10	13:00 – 16:00
10/12/10	09:00 – 12:00
Tutor	Various
Venue	Friars Court
Places	8
Cost	£0.00
Cancellation Fee	£30.00

Integrated Children’s System (ICS)



To whom is the course aimed at?

All staff and managers working in children’s social care.

The aim of ICS is to improve outcomes for children in need. It provides a national framework for use by practitioners and managers when undertaking the key tasks of assessment, planning, intervention and reviewing children in need and their families. The suite of courses is designed to help newly qualified Social Workers understand the ICS process as well as well providing resources and refresher training for existing Social Workers.

By the end of the session you will:

Have a good understanding of the key practice processes and associated materials and enable practitioners and managers to be fully prepared to use the ICS practice materials.

Duration:

Various modules completed online by the user.

Integrated Children’s System (ICS) – User Training– User Training

Who is the course aimed at?

In each local authority the ICS is supported by an IT system which enables frontline staff and their managers to record their work and decisions in

respect of each child and family, as well to produce the necessary reports and management data in Trafford our local solution is Liquid Logic

Pre-requisites:

- Completion of the ICS e-Learning Module above.

By the end of the sessions you will:

- Have a complete understanding of Trafford’s ICS system and how it complements the ECM approach

ICS New Starter	
Dates	Times
29/10/10	09:00 – 12:00
09/11/10	09:00 – 12:00
30/11/10	09:00 – 12:00
14/12/10	09:00 – 12:00
Venue	Friars Court
Tutor	Various
Places	8
Cost	£0.00
Cancellation Fee	£30.00

Booking Procedures

By post:

- Please complete the form attached to this document when applying for a course. Alternatively see website for an electronic version of the form or contact:

Service Development Team
Cherry Manor Centre
Cherry Lane
Sale M33 4GY
Tel: 0161 912 2340/5028

By email:

- Please send all completed electronic versions of the Booking Form to:
IntegratedWorking@trafford.gov.uk

Completion of the Application Form

Please make sure that you complete all details on the form as thoroughly as possible. If you have any queries with regards to this please contact the Service Development Team directly.

True and correct information shall enable the Service Development Team to communicate with you more effectively.

Notice of Cancellation

- If a delegate is unable to attend they should contact the Service Development Team immediately so their place can be allocated to a person on the Waiting List
- Notification should be given to the Service Development Team no less than five working days prior to the event.
- A charge of £30.00 per person shall be invoiced to the delegate(s) team if insufficient notification is given. (Only under exceptional circumstances (at discretion) may this fee be waived).
- The Service Development Team reserve the right to cancel courses in the event of subscriptions not being met.

Let us know what you think...

We welcome all types of feedback from delegates.

We encourage you to make us aware of any improvements you would like to see or indeed anything that you may have found helpful.

Our sessions are recognised as being fully “audience participative” in both practice and discussion. Any comments made during the sessions shall be noted and feedback provided.

Likewise, you may reserve your comments for the **Evaluation Forms** that you are asked to complete at the end of the session. We rely on your evaluations to make improvements to our training programmes.

Service Development Contacts

- Service Development Team Manager
Cathy Atherton 0161 912 5156
- Senior Systems Implementation/Training Officer - eCAF, ICS
Neil Forrester 0161 912 5073
- Training Officer
Ged Garvey - 0161 912 2922
- Implementation Officer (Information Sharing)
Michelle Peel - 0161 912 1240
- Project Officer
Suzanne Gill 0161 912 2340
- Project Officer
Marie Castle 0161 912 5028
- Data Quality Officer
Paul Westland 0161 912 5163

Safeguarding Team Contacts

- TSCB Training Officer
Viv Hunt 0161 912 1742 e mail
Viv.Hunt@trafford.gov.uk
- TSCB Training Administrator
Carol Scully 0161 912 4950 e mail
Carol.scully@trafford.gov.uk
Fax 0161 912 1286

Location of Training Centres

Friars Court
Sibson Road
Sale **M33 7SF**
Directions to Friars Court

From A56

From Manchester follow signs for A56 Sale and Altrincham. Continue on the A56 under the Motorway flyover. Continue for approximately 1.5 miles. Turn left onto the B5166 (Sibson Road). Friars Court is approximately 200 yards on your left.

From M60 (From North)

Leave M60 at Junction 7 & 6. At the set of lights turn right onto the A56 signposted Sale and Altrincham

From M60 (From South)

Leave M60 at Junction 7. At the set of lights turn left onto the A56 signposted Sale and Altrincham. Pass under the Motorway flyover. Continue for approximately 1.5 miles. Turn left onto the B5166

(Sibson Road). Friars Court is approximately 200 yards on your left.

Communication

We are planning to improve the booking system with on-line booking and will communicate this when it is available.

Training Courses are continually being scheduled and future dates/venues for all classroom sessions can be found at:

<http://www.trafford.gov.uk/integratedworking/>

Furthermore, our Website offers a comprehensive view of Trafford's Integrated Working approach and can be considered a valuable educational tool.

Not only shall it compliment the areas discussed in this booklet, it shall provide the user with useful documentation and links to enhance knowledge of policy, systems and processes.

Our Website can be found at:

<http://www.trafford.gov.uk/integratedworking/>

Safeguarding Training		
Dates	Course	Level
19/10/10	Safeguarding Children	2
11/11/10	Safeguarding Children	2
14/12/10	Safeguarding Children	2
27/01/11	Safeguarding Children	2
22/02/11	Safeguarding Children	2
15/03/11	Safeguarding Children	2
09/02/11	Conference/Core Grp	3
12/10/10	Domestic Abuse	3
02/12/10	Emotional Abuse	3
17/11/10	Mental Health	3
18/01/11 & 19/01/11	Neglect	3
03/02/11 & 04/02/11	Risk Assessment	3
17/03/11	Sexual Abuse	3
05/10/10	Sexual Exploitation	3
25/11/10	Substance Misuse	3
04/11/10	Managing allegations of Professional Abuse	4
Venue	TBC	
Tutor	Various	
Places	TBC	

For Safeguarding Training contact
TSCB Training Officer – Viv Hunt
0161 912 1742 Viv.Hunt@trafford.gov.uk

TSCB Training Administrator - Carol Scully
0161 912 4950 Carol.scully@trafford.gov.uk
Fax 0161 912 1286

SECTION A: To be completed by the applicant

Course	Please stipulate 3 digit training code	
*Please visit the below website for training dates and 3 digit training codes: www.cyps.org.uk/integrated_working/		
Integrated Working and Using the CAF <i>Cherry Manor Centre, Cherry Lane, Sale, M33 4GY</i>	Training Code*:	
Safeguarding – Me Learning	Please tick for Safeguarding only	Yes <input type="checkbox"/>
Me Learning session	Training Code*:	
ICS (Integrated Children’s System) <i>Internal Social Care</i>	Training Code*:	
e-CAF Introduction	Training Code*:	
e-CAF Follow Up	Training Code*:	
e-CAF Advanced	Training Code*:	
e-CAF Live Case – Drop in Session	Training Code*:	
<i>All ICS and eCAF sessions will be held at: Friars Court, Sale, Cheshire, M33 7SF</i>		

Applicant’s Details

Full Name:	
Job Title:	
Employing Organisation:	
Team:	
Work address:	
Service Area:	- Click to choose a Service Area -
Telephone Number:	
Delegates e-mail address:	
Special requirements:	
Do you consider yourself to have a disability?	If yes, please specify:

CRB Information –

Please only complete this section if you are attending eCAF or ICS training

	Yes	No		
Do you have an enhanced Criminal Records Bureau (eCRB) Disclosure?	<input type="checkbox"/>	<input type="checkbox"/>	What is the eCRB reference number?	
			What date was your eCRB Disclosure issued?	
Have you committed or been convicted of any offence since the Disclosure was made?	<input type="checkbox"/>	<input type="checkbox"/>	Please give details:	<i>Continue further details on a separate sheet if necessary</i>
Do you know of any reason that you should not be given access eCAF?	<input type="checkbox"/>	<input type="checkbox"/>	Please give details:	<i>Continue further details on a separate sheet if necessary</i>
Have you previously had access to eCAF suspended or terminated?	<input type="checkbox"/>	<input type="checkbox"/>	Please give details:	<i>Continue further details on a separate sheet if necessary</i>
Please hold on to your eCRB Disclosure once you have shown it to your Line Manager.				

SECTION B: To be completed by applicant's Line Manager

Additional information

Check	Please mark with an X		Comments (where applicable)
	Yes	No	
Have you had sight of an enhanced Criminal Records Bureau (eCRB) Disclosure for the applicant?	<input type="checkbox"/>	<input type="checkbox"/>	
Can you confirm that the applicant's eCRB Disclosure is less than three years old?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you satisfied that there is nothing in the eCRB Disclosure (and where applicable, any additional information provided within the Disclosure) that should prevent the applicant having access to eCAF?	<input type="checkbox"/>	<input type="checkbox"/>	
Can you provide any additional information that might influence the suitability of this application?	<input type="checkbox"/>	<input type="checkbox"/>	

Charging Details

You must inform us of any cancellation giving at least 3 working days notice.
Late cancellations will incur a fee of **£30.00**, however this will be waived for exceptional circumstances at the discretion of the Service Development Project Manager and the delegates manager.
Substitute delegates will be welcome but please contact the team to let us know beforehand.

Cost Centre / Budget Code

Please note the booking cannot be confirmed without a relevant code

Line Manager Agreement

I have discussed the relevance of this course with the applicant and will facilitate their attendance. I understand a cancellation fee will be applied for non attendance (only under exceptional circumstances shall this fee be waived) including notification outside of the stipulated cancellation period of three working days.

Line Manager's signature:

Date:

Email address:

Printed name:

Electronic Copies – Type details / Posted Copies – Full Signature

Please mail requests to:

Electronically – integratedworking@trafford.gov.uk

Mail – Service Development Team
Cherry Manor Centre
Cherry Lane
Sale
M33 4GY

For further information or confirmation of training dates and venues please visit:

www.cyps.org.uk/integrated_working/

Or contact: Integratedworking@trafford.gov.uk or Helpdesk - 0161 912 2922

Confirmation of this request will be forwarded to you in due course

Trafford Children and Young People's Service brings together council and health services to improve outcomes for children, young people, their families and schools.