

Training

Support Staff

Parent Support Workers, Children and Young People Support Workers and Children's Centre Outreach Workers

Induction Training – for Parent Support Workers, Children & Young People Support Workers, and Children's Centre Outreach Workers.

- 4th Course – 17th/25th March and 2nd April
- 5th Course 4th/11th/16th June

Attendance on this course is strongly recommended. Staff should try to access this as soon as they are appointed. Even if staff seem highly qualified, this course will enable delegates to network with colleagues and enable them to understand the boundaries of their work and who else they should be liaising with. All these courses are based at Robertson House. Book with Michael.nicholas@hertsc.gov.uk

Unfortunately some people have had to book on later courses due to waiting lists. This has been largely due to the timings of staff appointments. We are managing this by circulating training materials as soon as people book on the course. A good local induction will also be useful. This can be supported by your District Partnership Team.

There is no cost to the Induction Training.

Integrated Practice

Integrated practice training is recommended within the first three months of training.

All staff should access the awareness module. The other modules could be accessed depending on their role with integrated practice – if they will be actually undertaking common assessments, being part of a team around the child, undertaking the role of lead professional. To access the training, please access the following links;

<http://www.hertsdirect.org/yrccouncil/hcc/csf/childrenstrust/integrated/>

<http://www.hertsdirect.org/yrccouncil/hcc/csf/childrenstrust/integrated/ippractice/iptraining/>

E-learning

There are also an e-learning packages available on integrated working, Common Assessment Framework and information sharing. These are designed to help you increase your knowledge and skills. Please email caf-elearning@hertsc.gov.uk for details.

There are no costs with Integrated Practice training.

Child Protection/Safeguarding

E-learning module available that provides the basic skills and knowledge for workers. The module is suitable for those who need to refresh their basic knowledge, or have never been on a child protection training course. Please email tara.keely@hertscc.gov.uk to receive access to the module, giving your name, team and telephone number.

Child Protection/Safeguarding face to face training should ideally be undertaken within the first month of appointment.

Child Protection training is offered on a regular basis through the schools child protection liaison officers. This is a useful way of accessing the training, giving an opportunity to meet and work with other colleagues in education. This training is booked directly with kathy.dunnett@hertscc.gov.uk rather than directly with the schools or the liaison officers, in order that schools do not have numerous personal requests. This training is a Level One.

Level Two Training is recommended for all staff who are involved working directly with families. This will be arranged soon.

There are no costs to any of these courses.

Transition Information Sessions/ STEPS & Family Learning www.familyandparenting.org/startingSchoolProject

This comprises two ½ day training sessions. The morning is devoted to Transition Information Sessions and Parental Engagement. This course focuses on the logistics of organising/planning sessions, and also looking at the opportunities for future parental engagement/involvement in school learning. There are specific government recommendations that schools need to be made aware. Schools are encouraged to build on current successful practice rather than set up something new.

The afternoon looks at the STEPS programme, with some input on Family Learning. There are free resources for all attendees. There is no cost to this course.

- **20th February - Hertford**
- **22nd April - Stevenage**

Other dates will be made available later. These courses will only be running in 2009. If there is further demand they may continue, but there will be a cost.

This can be booked via; Michael.nicholas@hertscc.gov.uk who can send you a booking form.

Facilitating Parent Groups

This training is specifically for anyone that is involved in facilitating groups of parents (please note that this is not 'parenting'). This course has come about with the recognition that whilst school staff have many skills with children and young people, there are different considerations when dealing with groups of adults, particularly considering the requirement of Transition Information Sessions – *dealing with emotional needs of parents*. The course is a whole day, and will be free throughout this current school year.

This course is booked via the grid;

February:

www.hertsdirect.org/actweb/WDC/sseo/template_001.cfm?pageID=6&template=courseDetails&courseID=08MAN/108A&eventCode=08MAN/108A

March:

www.hertsdirect.org/actweb/WDC/sseo/template_001.cfm?pageID=6&template=courseDetails&courseID=08MAN/109A&eventCode=08MAN/109A

There are two other dates which will be available in April and May. If there is high demand there may be more. These will be publicised at a later date. For further information, please do contact; kathy.dunnett@hertsc.gov.uk

Personal Safety

You will remember the presentation on the Induction of Support Staff last September, when the following recommendations were mentioned.

- Available on the Grid – School Admin/ School Admin & Support/ Health & Safety/ Education Health & Safety Manual/ select P = Personal Safety and Lone Working (this includes Risk Assessments).
- Kim Bader, Health and Safety Officer (Education) undertakes risk assessment training for all school staff - 01992 556473
kim.bader@hertsc.gov.uk
- All risk assessments should be 'signed off' by the Headteacher at the school where the child/family is located.

Regular training on 'Core Safety Awareness' is accessible through Standards and School Effectiveness, Continuing Professional Development, School Support Staff Training – www.thegrid.org.uk/schoolworkforce This course is delivered by Suzy Lamplugh Trust accredited tutors. Personal safety training is one of the most effective ways of reducing the risk of violent and aggressive incidents occurring in the workplace. Issues covered would typically include: assessing risk, responding appropriately to physical and verbal aggression; de-escalation and defusion techniques, lone-working, etc. There is a nominal charge of £25 (approx) for this course (part centrally funded). Please book online at www.thegrid.org.uk/schoolworkforce

Extended Schools Coordinators and Children's Centre Manager Training

Performance Management Training, general supervision issues, and support staff training – the links.

- 16th March
- 24th March
- 30th March

All these dates are based at Robertson House.

This is a whole day with the morning devoted specifically to performance management development and the relevant paperwork.

The afternoon looks at more general supervision issues, clarifying different types of supervision and making the links with targeted work and the current training offered to support staff.

Other dates may be offered if there is sufficient demand.

This can be booked with; Michael.nicholas@hertsccl.gov.uk

Other Training

The training on basic Child Protection, Transition Information Session/STEPS, Facilitating Parent Groups and Personal Safety may also be relevant for ESCo's and Children's Centre Managers.

Community Groups

Safeguarding Training

A series of protection awareness course, Safeguarding Children, will be taking place over the next few months. The courses are relevant to anyone who work in statutory voluntary and private agencies – for example after-school clubs and church groups – a basic understanding of safeguarding children.

The courses will take place between 9 a.m. – 12 p.m. on:

- 19th February, County Hall, Hertford
- 13th March, Robertson House, Stevenage

For more information/book a place/enquire about further dates, contact Jo Kweller, admin team manager, Herts HR Learning and Organisational Development, on 01438 843237.