

July 2007

# Leicester City, Leicestershire & Rutland

## Training Strategy April 2007 – March 2010

### Local Safeguarding Children's Board



**Leicester City, Leicestershire & Rutland  
Local Safeguarding Children Board**



**Training Strategy April 2007 – March 2010**

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## Leicester, Leicestershire & Rutland Local Safeguarding Children Board



### Training Strategy April 2007 – March 2010

#### Introduction

This training strategy has been written to safeguard children within the legal framework and is based on Chapter 4 of 'Working Together to Safeguard Children' (HM Government 2006), which is issued under Section 16 of the Children Act 2004. The training and development opportunities described within this strategy will feature in inspections by various inspection bodies.

The Leicester, Leicestershire and Rutland Local Safeguarding Children Board (LSCB) is the key statutory mechanism for agreeing how all organisations in Leicester, Leicestershire and Rutland (statutory, independent and voluntary) will co-operate to safeguard and promote the welfare of children in the locality, and for ensuring the effectiveness of what they do (Children Act, 2004).

#### Purpose

The purpose of this document is to identify minimum requirements for safeguarding children training and provide information:

- about what statutory, independent and voluntary agencies must do to comply with the requirements for Safeguarding Children training
- the **minimum** Safeguarding Children training to be provided by single agencies and the LSCB
- the minimum Safeguarding Children training required by staff/volunteers
- the training pathways for managers/workers
- the role of the LSCB to ensure consistency of content and delivery of Safeguarding Children training
- to ensure LSCB training is resourced to promote and deliver cohesive training that safeguards and promotes the welfare of children across Leicester, Leicestershire and Rutland

#### The training responsibility of the Leicester, Leicestershire and Rutland Local Safeguarding Children Board

Working Together to Safeguard Children (HM Government 2006) Chapter 4 states 'The LSCB or the training sub-group acting on its behalf, has a responsibility to ensure that both single and inter-agency training is delivered to a consistently high standard, and that a process exists for evaluating the effectiveness of training.'

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This training strategy has been developed to ensure compliance with the above document and considers:

- **Single-agency training** which is carried out by a particular organisation for its own staff

**And**

- **Inter-agency training**, which is for employees and volunteers from any organisation and is provided by the LSCB

The training strategy is divided into three main sections; the sections reflect the worker's level of contact with children, young people or adults who are parents/carers.

### **Who Requires Training?**

'Training and development for inter and multi-agency work should be targeted at the following groups from voluntary, statutory and independent agencies' (Working Together to Safeguard Children, HM Government 2006).

If you manage staff/volunteers who fit into the groups below they must access the appropriate induction and minimum training requirement. If you line manage staff/volunteers from any of the groups you may find it useful to attend the appropriate group training.

### **Induction**

**All Staff** – organisations must ensure, **all staff**, have an understanding of the subject matter detailed at page 3 within a maximum of 24 weeks of joining the organisation.

### **Common Assessment Framework/Lead Professional**

In addition to induction staff must complete as a minimum the training relevant to their contact with children or adults C, B, A below and Common Assessment Framework (CAF)/Lead Professional training as appropriate to their role.

- **Group C** - those with a **particular responsibility** for safeguarding children such as designated or named professionals, those undertaking section 47 enquiries or working with complex cases.
- **Group B** - those who **work regularly** with children and young people and with adults who are parents/carers and may be asked to contribute to assessments of children in need.
- **Group A** - those in **regular contact** with children and young people and with adults who are parents or carers. (People who operate in an environment where they see children or adults but do not have case responsibility for them.)

## Training Priorities

All staff should access induction level training within 24 weeks of joining the organisation. Priority should be given to staff new to the role within their organisation to access the appropriate C, B, and A levels of training.

## Training and Development Pathways

Target Group	Training Required	Length of Training	Time Scales	Training Provided By	Details Page
Staff requiring Introduction only	Introduction	Minimum 45 minutes	Within 24 weeks of joining organisation  3 Yearly Updates	Employing Agency	4
Group C	Introduction	Minimum 45 minutes	Within 24 weeks of joining organisation	Employing Agency	4
	C1-C4	2 Days	All group C staff should access by 31.3.2010	LSCB	4
Group B	Introduction	Minimum 45 minutes	Within 24 weeks of joining organisation	Employing Agency	4
	B1-B4	2 Days	All group B staff should access by 31.3.2010	LSCB	5
Group A	Introduction	Minimum 45 minutes	Within 24 weeks of joining organisation	Employing Agency	4
	A1 And A2	2 Hours 45 minutes  2Hours 45 minutes	Within 1 year of commencing role. Update training required every 3 years	Employing Agency or LSCB	7

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## **Induction**

**All Staff** - organisations must ensure, **all staff**, paid and unpaid have been provided with the opportunity to achieve the aim and objectives described below.

### **Aim**

To raise awareness of issues relating to child welfare, safeguarding them from harm and responding appropriately.

### **Objectives**

- For participants to explore their own values and attitudes concerning child abuse.
- Participants will be provided with definitions of abuse.
- Participants will be made aware of local procedures, protocols and practice guidance in relation to child protection.

There is a small minority of staff who will only require training at an introduction level. Appendix 4 provides some examples of staff who meet this criterion.

## **Group C**

Workers/managers from statutory, independent and voluntary sector organisations with a **particular responsibility** for safeguarding children such as designated or named professionals, those undertaking section 47 enquiries or working with complex cases.

Appendix 1 provides some examples of group C staff.

## **Minimum Training Requirement for Group C Staff Safeguarding Children – a shared responsibility LSCB C1 - C4 (2 Days)**

To ensure the learning outcomes are met this training will be provided by the LSCB on an inter-agency basis. Modules 1 to 4 must be completed by staff in group C.

### **Aim**

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

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

### **Learning Outcomes**

Modules C1 - C4 (2 days)

By the end of the modules participants will:

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- Be able to work with other practitioners, children and families on complex tasks or particular areas of practice that have specific knowledge or skill requirements, for example, joint enquiries under section 47 of the Children Act 1989
- Have the confidence to challenge decisions in complex situations by looking beyond immediate role and asking questions
- Be able to assess the relevance and status of information and to pass it on when appropriate
- Be able to establish and maintain working partnerships of trust and mutual respect whilst recognising ways in which group process can influence and distort decision-making
- Understand and be able to make an effective contribution through report writing and verbal communication to multi-disciplinary case planning and review meetings
- Know how to manage conflict and disagreement between professionals when working together on complex cases
- Have the skills to work with others to address issues of aggression and/or non-compliance that may impinge on practitioners' ability to safeguard and promote the welfare of a child in complex cases
- Have an understanding of factors at an inter-personal, intra-personal and systemic level which influence the possibility of change

### **How to Access Group C Training**

Training for staff in group C will be provided by the LSCB.

Further information can be obtained by contacting the LSCB office  
lscb@leics.gov.uk

### **Group B**

Workers/managers from statutory, independent and voluntary sector organisations who **work regularly** with children and young people and with adults who are parents/carers and may be asked to contribute to assessments of children in need, plan, undertake and review interventions.

Appendix 2 provides some examples of group B staff.

## **Minimum Training Requirement for Group B Staff Safeguarding Children – a shared responsibility LSCB B1 - B4 (2 Days)**

To ensure the learning outcomes are met this training will be provided by the LSCB on an inter-agency basis. Modules 1 to 4 must be completed by staff in group B.

### **Aims**

- To develop knowledge, skills and ability to work together on the process for safeguarding and promoting the welfare of children.
- To provide an opportunity for colleagues from different organisations to learn together and explore professional dilemmas.

### **Learning Outcomes**

#### **Module B1 and B2 - 1 day**

By the end of modules 1 and 2 participants will:

- Understand the safeguarding roles of parents and carers and recognise factors that can impact on parenting capacity.
- Appreciate the effect of cultural and religious beliefs on practice when working together to safeguard and promote the welfare of children.
- Have considered how to identify concerns about children and young people in order to safeguard and promote their welfare, including those who are suffering, or at risk of suffering significant harm
- Understand the role of other practitioners and agencies in supporting and advising families and safeguarding and promoting the welfare of children and the impact of their decisions and actions on others.
- Understand when they are required to consult with a manager or designated person.
- Have considered the process of working together with others as outlined in the *What to do if...* guidance.
- Be aware of the basic legislation within which children's welfare is safeguarded and promoted.

#### **Modules B3 and B4 - 1 day**

By the end of modules 3 and 4 participants will:

- Have confidence to challenge own and others' practice
- Be able to communicate effectively and develop working relationships with other practitioners and professionals, children and families to safeguard and promote the welfare of children
- Know who to share information with, when and how to record information related to assessment, planning, intervention and review
- Have the skills to work with others to address issues of aggression and/or non-compliance by service users that may impinge on practitioners' ability to safeguard and promote the welfare and know when and how to seek

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support/advice

- Understand boundaries of personal competence and responsibility, know when to involve others and where to get advice and support
- Have a sound understanding of the principles and processes for effective collaboration and be able to forge and sustain relationships with other practitioners and families to safeguard and promote the welfare of children
- Understand the role of assessment, planning and review in effective service provision and the change process
- Be able to write clear evidence-based outcome focus reports

### **How to Access Group B Training**

Training for group B staff will be provided by the LSCB.

Further information can be obtained by contacting the LSCB office  
lscb@leics.gov.uk

### **Group A**

Workers/managers paid or unpaid working in statutory, independent, voluntary organisations who are in **regular contact** with children and young people and with adults who are parents or carers. (People who operate in an environment where they see children but do not have case responsibility for them or work primarily with adults). Appendix 3 provides some examples of group A staff.

### **Minimum Training Requirement**

#### **Safeguarding Children – a shared responsibility**

#### **Single Agency A1 and A2 or LSCB A1 and A2**

All training delivered to this group of staff must include the following outcomes to achieve A1 and A2 modules, be delivered by LSCB accredited trainers, in accordance with LSCB Training Standards. LSCB Training Standards can be found at page 8. The process for LSCB accreditation can be found at page 10.

#### **Aim: Modules A1 and A2**

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

#### **Learning Outcomes**

##### **Module A1- 2 hours 45 minutes**

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

- How to identify concerns about children and young people in order to safeguard and promote their welfare, including those who are suffering, or at risk of suffering significant harm
- Some influences on their judgments about child welfare concerns

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- The basic legislation within which children's welfare is safeguarded and promoted

### **Module A2 – 2 hours 45 minutes**

#### **Learning Outcomes**

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

- What they may see or hear that would make them worried about a child's welfare
- A range of responses when a concern is identified, including when and how information can be shared
- The processes to safeguard and promote the welfare of children and young people

#### **Accessing Group A Training**

Group A training will be offered by the LSCB and some single agencies. Where training is offered on a single agency basis it will be delivered by LSCB accredited trainers and in accordance with LSCB Training Standards.

### **LSCB Training Standards**

The training standards have been agreed by the LSCB and are based on relevant legislation and statutory guidance.

The standards relate to single and inter-agency training contained within this strategy and will be monitored on behalf of the LSCB through the training sub-committee.

All aspects of Safeguarding Children training will be based on the following principles:

- Child-Centred
- Rooted in Child Development
- Focused on the Outcomes for Children
- Holistic in Approach
- Ensuring Equality of Opportunity
- Involving Children and Families
- Informed by Evidence
- Multi/Inter-Agency in Approach

#### **1. The Responsibility of the Leicester, Leicestershire and Rutland LSCB in relation to Safeguarding Children training**

To ensure that relevant single and inter-agency training on safeguarding and promoting the welfare of children is provided, to evaluate the quality of that training and that it is reaching the relevant staff.

#### **2. The Training Subcommittee**

The training sub-committee has responsibility for a range of Safeguarding Children training and development opportunities and is accountable to the LSCB.

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- 2.1 The chair of the training subcommittee will ensure that all members have sufficient knowledge of training needs and processes to enable them to make informed decisions on behalf of their agency.
- 2.2 Training subcommittee members will be in a position to influence Safeguarding Children training within their own agency and complete tasks as required by the LSCB.
- 2.3 The training subcommittee members will provide relevant data to the LSCB.

### **3. Training Content**

The content of Safeguarding Children training will be compliant with the national minimum standards.

- 3.1 Material content will be updated to reflect national/local changes in practice, guidance, legislation etc.
- 3.2 Training materials will only be delivered by LSCB accredited trainers.

### **4. Training Facilitators**

Safeguarding Children training will be delivered by LSCB accredited trainers.

- 4.1 Accreditation for trainers will be provided.
- 4.2 Training delivery will be monitored by training sub-committee members.
- 4.3 Commissioners of training will ensure training facilitators are accredited.

### **5. Evaluation**

The effectiveness of Safeguarding Children training is evaluated.

- 5.1 The training subcommittee will receive half yearly evaluation summaries and report to the LSCB as necessary.
- 5.2 Consistent evaluation systems are used by deliverers of safeguarding children training detailed in the LSCB Training Strategy.

## **Commissioning Safeguarding Children Training**

To ensure consistency and quality safeguarding children training must be delivered by LSCB-accredited trainers. If you are commissioning Safeguarding Children training as detailed in the LSCB Training Strategy and the training facilitator is not LSCB-accredited you must contact the LSCB office regarding their appropriateness.

### **LSCB-Accredited Trainers**

To ensure all safeguarding children training included in the LSCB training strategy is delivered to a consistently high standard training facilitators can become accredited through the following process.

### **Attributes**

The minimum requirements prior to attending an LSCB accredited trainers course to deliver single agency Induction and Group A training.

	<i>Essential requirements</i>	<i>Desirable requirements</i>
<b>Education/Training/Qualifications:</b>		Nationally recognised qualification in adult learning and development or teaching
<b>Experience:</b>	<p>Minimum of 2 years' experience of working in an inter-agency capacity.</p> <p>Delivered a minimum of 50 hours training to adult learners in the last 2 years.</p>	Delivery of training on an inter-agency basis
<b>Knowledge</b>	<p>Understanding of the structures/ complexities of their employing agency and its relationship to other agencies in Safeguarding Children.</p> <p>Safeguarding Children legislation/ procedures (LSCB procedures chapters 2, 3, 4) and their application to statutory, private and voluntary sector organisations.</p> <p>The Rights of Children and anti-discriminatory practice</p>	Knowledge and understanding of private and voluntary sector organisations working with children

### **Accreditation Process**

- Agreement, commitment and support of line manager (If appropriate)
- Attendance at the appropriate LSCB training for trainer's course – on completion a 'training record' booklet will be issued.
- Trainers support will be provided by training delivery being observed within 6 months of completing the Training for Trainers course by a person nominated by the LSCB training subcommittee.
- Attendance at the LSCB annual trainers update.
- Annual observation of practice in employing agency by a person nominated by the LSCB training subcommittee.
- To maintain LSCB accreditation the 'trainers record' booklet must be up to date.

### **Applying for Accreditation**

For further information or to obtain an accreditation request form contact the LSCB Training Co-ordinator 0116 260 0004 or email [lscb@leics.gov.uk](mailto:lscb@leics.gov.uk)

## **Appendix 1**

### **Examples of Group C Staff**

Those with a **particular responsibility** for safeguarding children such as designated or named professionals, those undertaking section 47 enquiries or working with complex cases.

#### **CAFCASS**

Service Managers  
Family Court Advisors

#### **Connexions**

##### **Connexions Lincolnshire & Rutland**

Assistant Director (Operations)

#### **Leicester City**

##### **Family Support and safeguarding services**

EDT social workers  
Independent Chairs  
Level 3 social workers and senior practitioners in childcare teams  
Team Managers of child care teams and DAS

##### **Education**

Designated Child Protection Lead and their deputy

##### **Housing Departments**

Please contact your local Training Representative

#### **Leicestershire**

##### **Children and Young Peoples Services –Social Care**

Level 3 Social Workers and Senior Practitioners in childcare teams  
Team Managers of Children's Access, Child Care Operations Team  
Children with Disability and Learning Care Teams  
EDT Social Workers  
Independent Chairs

##### **Education**

Appointed deputies  
Designated Child Protection Lead

##### **Housing Departments**

Please contact your local Training Representative

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## **Rutland**

### **Children and Young People's Services**

Management team – Inclusion  
Director of Children & Young People's Services  
Designated Child Protection Leads  
Independent Chairs

### **Education**

Appointed deputies  
Designated Child Protection Lead

### **Housing Departments**

Please contact your local Training Representative

## **Health**

### **University Hospitals Leicester**

Core Child Protection Team

### **Primary Care Trusts**

\* Examples only given below. Individual learning needs may vary dependant upon role and particular circumstances

Child Protection Supervisors  
Community Consultant Paediatricians  
Designated Professionals for Child Protection  
Lead Directors for Child Protection  
Named Doctors for Child Protection  
Named Nurses for Child Protection  
Senior Managers with ongoing Child Protection Responsibility

### **Leicestershire Partnership Trust**

If unsure as to appropriate group, please contact Mark Dearden

### **Leicestershire Constabulary**

Child Abuse Investigation Officers

### **Leicestershire Fire and Rescue Service**

Please contact your local Training Representative

### **Leisure Services/Sports Organisations**

Leisure Centre Managers  
County Sports Partnership (CSP) Core Team

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## **Religious Settings**

Please contact the Leicester City, Leicestershire and Rutland Local Safeguarding Children Board  
by email: [lscb@leics.gov.uk](mailto:lscb@leics.gov.uk)

## **Voluntary/Charity Organisations**

Please contact the Leicester City, Leicestershire and Rutland Local Safeguarding Children Board  
by email: [lscb@leics.gov.uk](mailto:lscb@leics.gov.uk)

## **Steps-Conductive Education Centre**

Staff Manager

## **Rainbows**

Director of Care

## **Independent Organisations**

Please contact the Leicester City, Leicestershire and Rutland Local Safeguarding Children Board  
by email: [lscb@leics.gov.uk](mailto:lscb@leics.gov.uk)

## **Appendix 2**

### **Examples of Group B Staff**

Those who **work regularly** with children and young people and with adults who are parents/carers and may be asked to contribute to assessments of children in need.

### **CAFCASS**

Family Support Workers

### **Connexions**

#### **Connexions Leicester City and Leicestershire**

Level 4 Personal Advisors – City & County

LLDD Advisors - City & County (Learners with Learning Difficulties and/or Disabilities)

Area Managers - City & County

SPA'S –City & County (Senior Personal Advisors)

Open Access Workers – 16 -19yrs age range

PAYP – 10 -11yr age range residential (Positive Activities for Young People)

PIPS Advisors (Parenting Information & Pregnancy Support)

Project Delivery Staff

#### **Connexions Lincolnshire and Rutland**

Personal Advisor

Connexions Assistant

### **Leicester City**

#### **Family Support and Safeguarding Services**

Child Care support workers/assessment workers

Childminders

Domiciliary Care with children

Family Aides

Family Support workers

Foster Carers

Fostering and Adoption Social Workers

Level 1 and 2 Child Care Social Workers

Nursery Officers and Family Centre Officers

Placement Support workers

RALAC

Residential Child Care Practitioners

Waking Night Staff

### **Education**

Classroom Assistants

Deputy Heads/Vice Principles who are not designated Child Protection Lead

Educational Psychologists

Education Welfare Officers

Head Teachers/Principles who are not designated Child Protection Lead

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Learning Mentors  
Mid-day Supervisors  
Teachers  
Teaching Assistants

### **Housing Departments**

Please contact your local Training Representative

## **Leicestershire**

### **Children and Young Peoples Services –Social Care**

Child Care Support Workers  
Domiciliary Carers for children  
Family Aides  
Family Support Workers  
Foster Carers  
Fostering Social Workers  
Level 1 and 2 Child Care Social Workers  
Family Centre Officers  
Residential Child Care Practitioners  
Waking Night Staff  
Children's Rights Officers

### **Education**

Classroom Assistants  
Deputy Heads/Vice Principles who are not designated Child Protection Lead  
Educational Psychologists  
Education Welfare Officers  
Head Teachers/Principles who are not designated Child Protection Lead  
Learning Mentors  
Mid-day Supervisors  
Teachers  
Teaching Assistants

### **Housing Departments**

Please contact your local Training Representative

## **Rutland**

### **Children and Young People's Services**

Social Workers and Family Support Staff  
Consultants and Advisors with the Directorate  
Teachers/Deputy Head teachers and Head teachers not with designated lead responsibilities  
Youth Workers  
Nursery Managers and out of School Club Managers  
Social Inclusion Officers  
Educational Psychologists  
Area Special Educational needs Co-ordinators  
CBII Development Workers

## **Education**

Classroom Assistants  
Deputy Heads/Vice Principles who are not designated Child Protection Lead  
Educational Psychologists  
Education Welfare Officers  
Head Teachers/Principles who are not designated Child Protection Lead  
Learning Mentors  
Mid-day Supervisors  
Teachers  
Teaching Assistants

## **Health**

### **University Hospitals Leicester**

A&E staff  
CSSD Staff working in paediatrics  
Education Staff – all  
Management Staff working in paediatrics  
Medical Staff – seeing children regularly as patients  
Nursing Staff - seeing children regularly as patients; A&E, midwives and support staff  
Senior Nurses/Matrons – all  
Sexual Health Services

### **Primary Care Trusts**

\* Examples only given below. Individual learning needs may vary dependant upon role and particular circumstances

Administrative Staff – Child Protection Services  
All Hospital Staff who work with parents and children  
All Nurses who work with parents and children  
All Support Team Staff who work with parents and children  
All Therapists who work with parents and children  
Audiometricians  
Children's Centre Leads  
Community Matrons  
Community Nurse Managers  
Community Paediatricians  
Dental Staff – All Grades  
Dietitians who work with parents and children  
General Practitioners  
Health Visitors  
Hospital OPD staff who work with parents and children  
Minor Injury Unit / Walk In Centre Staff  
Nursery Nurses  
Optometrists  
Pharmacists  
Phlebotomists who work with parents and children  
Podiatrists  
Radiography staff – all grades

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School Nurse Assistants

School Nurses

Theatre Staff who work with parents and children

Young Persons Contraceptive Services staff

### **Leicestershire Partnership Trust**

If guidance is required as to appropriate group,  
please contact Mark Dearden

### **Leicestershire Constabulary**

If guidance is required as to appropriate group,  
please contact DS Lisa Greenhill

### **Leicestershire Probation Service**

If guidance is required as to appropriate group,  
please contact Bob Bearne

### **Leicestershire Fire and Rescue Service**

Please contact your local Training Officer

### **Leisure Services/Sports Organisations**

CSP Core Team

Leisure Centre Supervisors

Leisure Centre Attendants

Casual Coaches

Positive Future Staff

School Sports Association Officers

School Sports Association Volunteers

Partnership Development Officers

School Sports Co-ordinators

Primary Link Teachers

### **Religious Settings**

Please contact the Leicester City, Leicestershire and Rutland Local

Safeguarding Children Board

by email: [lscb@leics.gov.uk](mailto:lscb@leics.gov.uk)

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## **Voluntary/Charity Organisations**

Please contact the Leicester City, Leicestershire and Rutland Local Safeguarding Children Board  
by email: [lscb@leics.gov.uk](mailto:lscb@leics.gov.uk)

### **Barnardos Carefree**

Project Workers  
Volunteer Co-ordinator  
Volunteers  
Connexions PA  
Managers

### **Steps-Conductive Education Centre**

Team Leader

### **Rainbow**

Care Team Members  
Play Team (including volunteers)  
Family Support Team  
Therapists  
Training Team  
Medical Team

## **Independent Organisations**

Please contact the Leicester City, Leicestershire and Rutland Local Safeguarding Children Board  
by email: [lscb@leics.gov.uk](mailto:lscb@leics.gov.uk)

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## **Appendix 3**

### **Examples of Group A Staff**

Workers/managers paid or unpaid working in statutory, independent, voluntary organisations who are in **regular contact** with children and young people and with adults who are parents or carers.

### **CAFCASS**

Senior Admin Officers  
Admin Officers

### **Connexions**

#### **Connexions Leicestershire**

CBIAs – City & County (Centre Based Information Advisors)  
Level 3 Personal Advisors – City & Council  
Youth Executive Group  
Project Managers  
Support Groups  
Administration / Clerical

#### **Connexions Lincolnshire & Rutland**

Admin Assistants  
Area Managers  
Assistant Area Managers  
Continuous Improvement Team Members  
Information Team Members  
Curriculum Team members  
Health Manager

### **Leicester City**

#### **Family Support and Safeguarding Services**

Admin/Clerical/Receptionists  
Adult Social Workers  
Domestic staff/cooks/handy person/housekeepers  
Domiciliary Care  
Escorts, Drivers for children  
Interpreters

#### **Education**

Admin, Clerical, Receptionists  
Domestic Staff  
Governors  
Premises Officers

#### **Housing Departments**

Please contact your local Training Representative

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## **Leicestershire**

### **Children and Young Peoples Services – Social Care**

Admin/Clerical/Receptionists  
Adult Social Workers  
Adoption Social Workers  
Domestic Staff/ Cooks/ Handy Person/Housekeepers  
Domiciliary Care  
Escorts, Drivers for Children  
Team Support Workers

### **Education**

Admin, Clerical, Receptionists  
Domestic Staff  
Governors  
Premises Officers

### **Housing Departments**

Please contact your local Training Representative

## **Rutland**

### **Children's and Young People's Services**

All Admin and Clerical Staff  
All Officers and Team Leaders except Inclusion  
Family Learning Tutors and Assessors (Adult Learning)  
Youth Worker Assistants  
Learning Co-ordinators / Basic Skills Co-ordinators (Adult learning)  
Curriculum area co-ordinators / Learning champions / Mentors (Adult learning)  
Childminders / Pre-school / Nursery / Out of school Assistants  
Governors  
Premises Officers

### **Education**

Admin, Clerical, Receptionists  
Domestic Staff  
Governors  
Premises Officers

### **Housing Departments**

Please contact your local Training Representative

## **Health**

### **University Hospitals Leicester**

CSSD Staff - not working in paediatrics  
Clerical Staff- all admin, reception and ward based staff in non paediatric settings  
Laboratory Staff

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Management Staff - not working in paediatrics  
Medical Staff not regularly seeing children  
Nursing Staff not regularly seeing in children  
Security and Serco Staff

### **Primary Care Trusts**

\* Examples only given below. Individual learning needs may vary dependant upon role and particular circumstances

Administrative/Clerical Staff that may see parents and/or children  
All Hospital Staff who work with adults who are not parents  
All Support staff that may see parents and/or children  
All Therapists who work with adults who are not parents  
Dietitians – working with adults who are not parents  
Directors  
Human Resources Staff  
PALS Workers  
Phlebotomists who work with adults who are not parents

### **East Midland Ambulance Service**

Please contact your local Training Officer

### **Leicestershire Partnership Trust**

If guidance is required as to appropriate group,  
please contact Mark Dearden

### **Leicestershire Constabulary**

If guidance is required as to appropriate group,  
please contact DS Lisa Greenhill

### **Leicestershire Probation Service**

If guidance is required as to appropriate group,  
please contact Bob Bearne

### **Leicestershire Fire and Rescue Service**

Please contact your local Training Officer

### **Leisure Services/Sports Organisations**

CSP Core Team  
Leisure Centre Receptionists  
School Sports Association Officers  
School Sports Association Volunteers  
Chief Leisure Officer

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Local Authority Sports Development Officer (SDO's)  
Local Authority Recreations Staff (Inc parks, rights of way)  
NGB SDO's  
Sport and Regeneration Officers  
Leisure User Groups  
Community Sports Leaders  
Community Sports Coaches  
Local Sports Alliance Members  
Local Sports Alliance Officers  
Strategic Managers  
Chief Leisure Service Officers

## **Religious Settings**

Please contact the Leicester City, Leicestershire and Rutland  
Local Safeguarding Children Board  
by email: [lscb@leics.gov.uk](mailto:lscb@leics.gov.uk)

## **Voluntary/Charity Organisations**

Please contact the Leicester City, Leicestershire and Rutland  
Local Safeguarding Children Board  
by email: [lscb@leics.gov.uk](mailto:lscb@leics.gov.uk)

## **Barnardos Carefree**

Admin Team

## **Rainbows**

Volunteers (other than those involved in the Play Team)  
Fundraising Team  
Admin Team  
Facilities Officer  
Housekeepers  
Pharmacist

## **Independent Organisations**

Please contact the Leicester City, Leicestershire and Rutland  
Local Safeguarding Children Board  
by email: [lscb@leics.gov.uk](mailto:lscb@leics.gov.uk)

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## **Appendix 4**

### **Introduction Only**

**This will apply to a very limited number of staff, for example**

Administrative staff in all agencies who do not have contact with the public

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**For Further Information**  
**Contact [www.lscb@leics.gov.uk](mailto:www.lscb@leics.gov.uk)**  
**Tel: 0116 2600004**