



Guidance for Single Agency Training Validation

1. Background

What are the Local Safeguarding Children's Board responsibilities in relation to monitoring and quality assuring training in safeguarding children and promoting welfare?

Working Together 2015 lays out the following statutory functions for the LSCB:-

"Early Help

"Local Safeguarding Children Boards (LSCBs) should monitor and evaluate the effectiveness of training, including multi-agency training, for all professionals in the area.

Training should cover how to identify and respond early to the needs of all vulnerable children, including: unborn children; babies; older children; young carers; disabled children; and those who are in secure settings."

Regulation 5 of the Local Safeguarding Children Boards Regulations 2006

sets out that the functions of the LSCB, in relation to the above objectives under section 14 of the Children Act 2004, are as follows:

(ii) training of persons who work with children or in services affecting the safety and welfare of children;

Use of data

2. In order to fulfil its statutory functions under regulation 5 an LSCB should use data and, as a minimum, should:

monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children."

The validation process supports the LSCB in meeting its responsibilities and operates within the LSCB Training and Workforce Strategy 2013- 2016 and through the LSCB Training and Workforce Strategy Group for Cambridgeshire and Peterborough LSCB.

What are the Employers' responsibilities?

Working Together to Safeguard Children (2015) includes the following:-
Appropriate supervision and support for staff, including undertaking safeguarding training.

- employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;

2. Validation – The Process

The validation of training, by the LSCB, will support employers by:-

- Meeting Section 11 (Children Act 2004) responsibilities related to training and making links to the workforce strategy
- Supporting the quality assurance and monitoring of training
- Monitoring and reviewing individual agency safeguarding training (i.e LSCB validation) to check that the courses meet individual agencies safeguarding training needs and cover the specified groups within that agency (as stated in Working Together 2010 / 2015)
- Providing training with recognised standards and having the option to use the LSCB logo on validated training
- Avoiding duplication in provision by linking organisations providing the same training and thus potentially reducing costs

3. Course / Training standards

Six standards have been identified which support good practice in the design and delivery of courses, which ultimately optimise the chances that training will be effective. These are:

Standard 1: Links are made to training and development strategy/training

Standard 2: Links are made to the course aim/s, learning outcome/s and LSCB competencies

Standard 3: Course / training design and content meet the requirements of the aim/s and learning outcome/s and are fit for purpose

Standard 4: There is a clear selection and monitoring process for trainers

Standard 5: A transparent and robust evaluation process measuring the impact of training is in place

Standard 6: There are post course administration processes and a review process in place

4. Validation Panel

Members of the LSCB Training and Workforce Strategy Group will sit as panel members on the validation panel. Where possible there will be at least two agency/organisations represented on the validation panel in order for the panel to be quorate. The LSCB Training and Workforce Development Manager will normally chair the panel.

Panel members will not be able to be part of the validation process when their own agency/organisation is submitting a course and panel members are expected to declare any interest in the course being validated. This is to avoid any potential 'conflict of interests'.

5. How to submit safeguarding children training to the LSCB for validation

- Please follow the single agency validation process (Six Step Guidance). If your course is one in a series that all attendees will undertake and some specified areas are not covered in it but are elsewhere then please make this context clear so that it can be taken into account by the Board

Validation Panels sit every two months; to ensure that the course can be validated timely and effectively all of the application / submission documentation needs to be sent at least two weeks before the date of the validation panel. This should be either post or email (preferred method) to the address below: -

*Cambridgeshire LSCB
Scott House
Huntingdon
Cambridgeshire
PE29 3AD*

Tel : 01480 373522
lsbtraining@cambridgeshire.gov.uk

*Peterborough LSCB
1st Floor Bayard Place
Peterborough
Cambridgeshire
PE1 1 AY*

Tel: 01733 863747
pscb.training@peterborough.gov.uk

6. Decision of the validation panel

The validation panel can make the following decisions:-

- Validate the training for a 3 year period (subject to no major changes in the course)
- Request further details/amendments to the course prior to validation being given
- Refuse validation of the course and give reasons for their decision in order that the course can, if the course provider wishes, be resubmitted.

7. Appeals

Where a single agency wishes to appeal about a decision made by the validation panel, it is requested that appeals be put in writing to the chair of the validation panel within 15 working days of the date of the LSCB Validation checklist being completed by the validation panel. The appeal will be considered within 1 month and would be chaired by an independent person, ideally from another LSCB.

8. Complaints

Any complaints about an individual agency, its performance or provision of services will be responded to in accordance with the agencies complaints handling process.

A complaint that relates to the work of the LSCB validation process should be made in writing to the chair of the panel within 15 working days. The complaint will be acknowledged, by the chair, within 2 working days and a meeting will be convened, as soon as possible, with the complainant and the chair of the validation panel to explore and to try to address the concerns raised. Where a complaint cannot be resolved, the Independent Chair for the LSCB will be asked to follow up the concerns raised.

9. Course Validation Review

All courses / training that have been validated by the LSCB will be reviewed after two years. This will involve a resubmission to the panel, from the single agency, along with a progress report that includes an overview of an evaluation of the course, what targets have been achieved, any changes that have been made to the training and any plans for future development.

If you need further information please contact either of the LSCBs as above