

| Standard Operating Procedure | |
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| Title: Safeguarding Children Training and Competences SOP | |
| Prepared by: Jane Wilkinson | |
| Presented to: C&CP Group | Date: 01.10.15 |
| Ratified by: C&CP group | Date: 27.10.15 |
| | Review date: 27.10.18 |
| <p>Links to policies: South West Child Protection Procedures All Torbay and Southern Devon Health and Care NHS Trust Child Protection guidelines, policies and procedures Responding to Domestic Abuse DOH 2006 Information for Local Areas on the change to the Definition of Domestic Violence and Abuse <i>Home Office</i> March 2013 Torbay Care Trust Domestic Abuse Policy for Staff Intercollegiate Document 2014 Safeguarding Children Directory 2012 Torbay and Southern Devon Training and Development Strategy</p> | |

Purpose of this document

This document has been written to provide a standard for best practice and competence for Child Protection Training.

Employers are responsible for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children’s and young people’s welfare. It is the responsibility of employers to recognise that in order for staff to fulfil their duties in line with Working Together to Safeguard Children 2015.

They will have different training needs which are dependent on their degree of contact with children and young people and/or with adults who are parents or carers, their level of responsibility and independence of decision-making.

This standard operating procedure sets out the training requirements for all staff working within the Trust, according to their job role and the learning outcomes that should be achieved to enable individuals to meet the competencies in the documents *Safeguarding children and young people: roles and competencies for health care staff 2014 (intercollegiate competencies)*, *Working together to Safeguard Children 2014*

Managers should refer to this document for further guidance or contact the Named Nurse for safeguarding children for advice or support.

Scope of this SOP

This document refers to all Staff employed by Torbay and Southern Devon Health Foundation NHS Trust

Competencies required

These are set out within each level of training required

Procedure:

This SOP identifies four levels of competence and gives examples of groups that fall within each of those these are not exhaustive and for any staff which are not listed please contact the Named Nurse for guidance.

LEVEL 1

All staff working in health care settings

Staff Groups

This includes for example, Board level Executives and non-executives, lay members receptionists, administrative, caterers, domestics, transport, porters and maintenance staff including those non clinical staff working for independent contractors within the NHS and volunteers across health care settings and service provision.

Core Competences

Competence at this level is about individuals knowing what to look for which may indicate possible harm and knowing who to contact and seek advice from if they have concerns.

It comprises of:

- Recognising potential indicators of child maltreatment – physical abuse including fabricated induced illness, emotional abuse, sexual abuse and neglect including child trafficking and female genital mutilation.

- Understanding the potential impact of a parent / carers physical and mental health on the wellbeing and development of a child or young person, including the impact of domestic abuse and the risks associated with the internet and online social networking, an understanding of the importance children's rights and in the safeguarding / child protection context.
- Taking appropriate action if they have concerns, including appropriately reporting concerns safely and seeking advice.

Competences should be reviewed annually as part of staff appraisal in conjunction with individual learning and development plan.

Training options

Face to Face at Corporate Induction or via an e-learning package,
000 Safeguarding Children & Young People, Level 1

Email - Elearn.sdhct@nhs.net for log-on and password

This training must be refreshed every 3 years for staff not accessing level 2 or 3

LEVEL 2

All non-clinical and clinical staff who have any contact with children, young people and or carers

Staff Groups

This includes administrators for looked after children and safeguarding teams, health care students, clinical laboratory staff, phlebotomists, pharmacists, ambulance staff, orthodontists, dentists, dental care professionals, audiologists, adult physicians, surgeons, anaesthetists, radiologists, nurses working in adult acute and community settings, allied health care professionals and all other adult orientated professionals including technicians.

Core competences

The core competences required for this level are as follows:

- As outlines in level 1
- Uses professional and clinical knowledge and understanding of what constitutes child maltreatment to identify and refer a child suspected of being

- a victim of trafficking or sexual exploitation; at risk of female genital mutilation or having been a victim of female genital mutilation, at risk of radicalisers.
- Acts as an effective advocate for child young person
- Recognises the potential impact of a parent carer's physical and mental health on the wellbeing of a child / young person.
- Clear about own colleagues roles responsibilities and professional boundaries including professional abuse and raising concerns about colleagues
- As appropriate to role, able to refer to social care if a safeguarding / child protection concern is identified.
- Documents safeguarding /child protection concerns in order to be able to inform the relevant staff and agencies as necessary, maintains appropriate records and differentiates between fact and opinion.

Criteria for assessment

- As outlines in Level 1
- Demonstrates awareness of the need to alert primary care professionals and universal services of concerns.
- Demonstrates accurate documentation of concerns
- Demonstrates an ability to recognise and describe a significant event in child protection/ safeguarding to the most appropriate professional or local team.

Training options

An e-learning package, 000 Safeguarding Children & Young People, Level 2 Primary Care is available to all staff, accessible through the Education & Development Team Elearn.sdhct@nhs.net for log-on and password

Face to face Level 2 Child Protection Training workshops will be delivered for those staff that are unable to access e-learning. Please contact the training department for more details.

Level 2 must be completed every 3 years for staff not accessing Level 3 training.

LEVEL 3

All clinical staff working with children, young people and or their parents /carers and who could potentially contribute to assessing , planning, intervening and evaluating

the needs of a child or young person where there are safeguarding / child protection concerns.

Staff groups

This includes GP's, forensic physicians, forensic nurses, paramedics, mental health staff, child psychologists, child psychotherapists, adult learning disability staff, learning disability nurses, specialist nurses for looked after children, health visitors, school nurses, sexual health staff, midwives, health professionals working in substance misuse services, paediatric health allied health professionals, all paediatricians, paediatric radiologists, paediatric surgeons, paediatric radiologists, paediatric surgeons, and dentists with a leading role in paediatrics.

Core competencies

The core competences required for this level are as follows:

- As outlined in Level 1 and 2
- Draws on child and family focussed clinical and professional knowledge and expertise of what constitutes child maltreatment, to identify signs of sexual, physical, emotional abuse or neglect.
- Documents, reports and takes a history of concerns and undertakes a physical examination in a manner that is appropriate for safeguarding child protection and legal purposes.
- Contributes to interagency assessments, the gathering and sharing of information and where appropriate analyse risk.
- Undertakes regular documented reviews of own safeguarding practice in various ways through case discussion, supervision, and peer review.
- Works in partnership with other professionals and agencies with children, young people and families where safeguarding concerns exist.

Criteria for Assessment

- As demonstrated in Level 1 and 2
- Demonstrates knowledge of patterns and indicators of child maltreatment
- Demonstrates knowledge and function of LSCB's
- Demonstrates understanding of appropriate information sharing in relationship to child protection and children in need.

- Demonstrates an ability to assess risk and need and instigates processes for appropriate interventions
- Demonstrates knowledge of the role and responsibility of each agency as described in local policies and procedures
- Demonstrates critical insight of personal limitations and an ability to participate in peer review.

Training options

Level 3 training is multi-agency training and is commissioned through the Torbay and Devon Safeguarding Children's Boards. It should be refreshed every 3 years,

To book courses go to <http://torbay.learningpool.com>

No account? Not sure how to use the system - use this link

<https://forms.torbay.gov.uk/tscblearningpool>

LEVEL 4

Named professionals for example this includes named doctors, named nurses , named midwives, named professionals in ambulance services and named GP's for CCG's

Core competences

The core competences required for this level are as follows:

- As outlines for level 1,2 and 3
- Contributes as a member of the safeguarding team to the development of strong internal safeguarding/ childprotection policy, guideline and protocols.
- Able to effectively communicate local safeguarding knowledge, research and findings from audits and challenge poor practice.
- Facilitates and contributes to own organisation audits, multiagency audits and statutory inspections.
- Works with safeguarding child protection team and partners in other agencies to conduct safeguarding training needs analysis and to commission, plan design deliver and evaluate single and interagency training and teaching for staff in the organisation.
- Undertakes and contributes to serious case reviews/ case management reviews/ significant case reviews where requested using approved methodologies.
- Works effectively with colleagues from other organisations, providing advice as appropriate.

- Provides advice and information about safeguarding to the employing authority both proactively and reactively including board of directors and senior managers.
- Provides specialist advice and support to practitioners including clarification about organisational policy, legal issues and management of child protection cases.
- Provides safeguarding supervision and I ensures appropriate reflective practice is embedded in the organisation,
- Participates in subgroups as required, within the LSCB
- Leads and oversees safeguarding quality assurance and improvement processes.
- Undertakes risk assessments of the organisations ability to safeguarding / protect children and young people.

Criteria for Assessment

- As demonstrated in in Level 1,2 and 3
- Demonstrates competence in teaching and assessing
- Demonstrates an understanding of appropriate and effective training strategies to meet the competency development needs of different staff groups
- Demonstrates completion of relevant specialist child protection/ safeguarding education
- Demonstrates and understanding and experience of developing evidence based clinical guidance
- Demonstrates participation in audit and in the design and evaluation of the service provision, including the development of action plans and strategies to address any issues raised by audit and serious case reviews.
- Demonstrates critical insight of personal limitations and an ability to participate in peer review
- Demonstrates practice change form learning, peer review or audit.
- Demonstrates that contribution to reviews have been effective and of good quality
- Demonstrates use of feedback and evaluation to improve teaching in safeguarding

Training Options

Training Options

There is no specific training at level 4- there is an expectation that competence is assessed through compliance with level 3 safeguarding children training and assessment against the competence criteria at appraisal and personal reviews.

Monitoring tool

Standards:

| Item | % | Exceptions |
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References:

Amendment History

| Issue | Status | Date | Reason for Change | Authorised |
|-------|---------|----------|----------------------------|-------------|
| 1 | Created | 29.10.15 | To replace outdated policy | J Wilkinson |
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