



Nottinghamshire  
SAFEGUARDING  
CHILDREN Board

Working in Partnership to Safeguard  
Children & Young People

# Minutes of the NSCB Training Sub Committee Meeting

## Held on 2nd November 2010

*Nottinghamshire Safeguarding Children Board  
Children and Young People Department  
Tel No: 0115 9774439*

## Attendance List for NSCB Training Sub Committee on 2<sup>nd</sup> November 2010

NAME	ORGANISATION	PRESENT	APOLOGIES	ABSENT
Joh Bryant	<b>CHAIR</b> Head of Housing, Broxtowe Borough Council, The Town Hall, Foster Avenue, Beeston, Nottingham, NG9 6LU	√		
Rose Lindsay	<b>VICE CHAIR</b> Clinical Nurse Specialist, Children's Centre, City Hospital, Hucknall Road, Nottingham NG5 1PB		√	
Sarah Wells	NSCB Training Co-ordinator, CF&CS, County Hall, Notts County Council	√		
Cheryl Stollery	Safeguarding Children in Education Officer, CF&CS, Meadow House, Notts County Council	√		
Helen Richardson	Workforce Development Manager, CF&CS, County Hall, Notts County Council	√		
Carol Pattinson	Service Head, Locality Child Care, CF&CS, Meadow House, Notts County Council			
Karen Tomlinson	Training Manager, Probation HQ, Marina Road, Nottingham NG7 1TP		√	
Joanna Key	Team Manager Connexions, NCN College – Hucknall Site, Portland Rd, Hucknall, Notts NG15 7SN	√		
Susan Halliday	Specialist CP Nurse, Doncs & Bass Hospitals NHS Foundation Trust, Dept of Child Health, Tickhill Road Hospital, Balby, Doncaster DN4 8QL	√		
Sam Morris	YOS Quality Assurance Manager, Thoresby House, Fountain Court, Darwin Drive, Sherwood Energy Village, Ollerton, Notts NG22 9GF		√	
Sally Moorcroft	Strategic Manager, NAVO, Cedar House, Ransom Wood Business Park, Southwell Rd West, Mansfield, Notts NG21 0HJ	√		
Keith Spink	Detective Sergeant, Notts Police Crime Training, 16 Grantham Road, Bingham, Notts NG13 8BW	√		
Denise Harrison	Training Manager, Notts Healthcare NHS Trust, Workforce Development, Duncan McMillan House, Porchester Road, Mapperley, Nottingham NG3 6AA	√		
Andy Marks	Snr Worker – Training, Dukeries Training Centre, Whinney Lane, New Ollerton, Newark, Notts NG22 9PL			√
Alison Hill	Early Years & Child Care Services Manager, CF&CS, County Hall, Notts County Council	√		
Liz Philips	Training & Development Co-ordinator, Lets Build Training Dept, The Willows, Ransom Wood Business Park, Southwell Rd West, Rainworth, Mansfield, Notts NG21 0ER		√	
Sarah Bale	NSCB Training Administrator, CF&CS, County Hall, Notts County Council	√		
Neville Hall	Service Manager, CAF/CASS, Clumber House, 7 Clumber Street, Mansfield, Notts NG18 1NU <b>(MINS ONLY)</b>			
Jennifer Key	YP Commissioning & Planning Manager, Notts County DAAT, Beech House, Ransom Wood Business Park, Southwell Rd West, Mansfield, Notts NG21 0HJ <b>(MINS ONLY)</b>			

## Minutes of the NSCB Training Sub Committee – 02<sup>nd</sup> November 2010

Agenda Item	Discussion	Action
<b>Welcome and Apologies</b>	Apologies were read through and noted.	
<b>Approval of Minutes and matters arising from the last meeting</b>	<p>Minutes from 02/11/10 –</p> <p>Venues – Sally to send list of free venues. We have found out that there maybe a charge now for Highfields Fire Station, Sharon Mundle training pool member is to clarify. SW to bring back to this meeting.</p> <p>Cheryl has asked around some schools, a few are amenable to let us using rooms however refreshments would be a problem. Alison Hill is to let SW have the list for Children’s Centre’s.</p> <p>Training Consultation – on agenda</p> <p>Feedback re: AN09 – SW informed that this was discussed at the training pool meeting and the case study for WT has been checked.</p> <p>Keith informed that currently the Police are not training any new recruits as there is a freeze on recruitment; this is anticipated for 4 years but definitely for 2 years. They are looking at refresher training jointly with social care.</p>	<b>SM</b>
<b><u>Items for Discussion and Decision Making</u></b>		
<b>Feedback from Board Meeting 26/01/11 &amp; Executive Meeting 15/03/11</b>	<p>The way the Board does business has now changed. The sub groups have decreased from nine to four so they will consist of standing serious case review panel, child death overview panel, performance and quality assurance and training sub committee.</p> <p>These discussed the way that the Board undertakes it business and proposes ways forward to manage this differently. For example, discussion took place around the need for less representatives from District Councils and Health, two subgroups could meet and feedback to the main Board via representatives who attend the main Board meetings. Chris Few introduced a paper which proposed introducing a constitution. Effective Boards seem to have fewer members, around twenty-five however; Nottinghamshire is a large Board and we currently have forty three.</p> <p>There was a discussion about the benefits of the proposed Board constitution which would replace the existing Terms of Reference document. Having a constitution would also provide a</p>	

<p><b>Work Plan 2010 - 2011</b></p>	<p>mechanism for managing situations where Board business was not being progressed as planned. The constitution outlines the roles and expectations of Board and sub group members. An example of the benefits of having a constitution would be in the case of the letter that SW sent out on behalf of Chris Few regarding the membership of the training pool to all Board members and only 8 responses were received.</p> <p>The substructure of the Board is proposed to change. If the changes take place then the co-ordination group will revert back to the executive group. Also a lot of the outstanding work from subgroups would be completed by task and finish groups instead.</p> <p>Cross authorities meetings are also proposed to be added to the structure.</p> <p>QA- At the Board Development day on 29.09.10 members looked at the proposed form that would be used on a rota basis to look at peer group analysis.</p> <p>In the training report that SW presented, she proposed that we no longer printed the training programme as it can be printed off the internet. Also that we moved away from providing handouts on the day of the training but that we would email all materials through to the participants and they could print them off for themselves. This was agreed at this meeting.</p> <p>SW also asked Board members to please try and provide venues for training delivered by the NSCB as we do need to start using free venues.</p> <p>Discussion regarding training consultation took place on the day around whether we continue to deliver specialist courses. The Board are being consulted and the consultation was due back on the 01.11.10 and will go to the next Board meeting on 26.01.11. SW to report back to this meeting what the outcome is.</p> <p>SW also informed that she sent an email to all Board members on 02.11.10 consisting of the report, training consultation, training statistics and also a copy of the letter from Chris Few for those who are still to respond.</p> <p>Discussion took place around training for allegations against staff and also members' thoughts on how and why a training sub committee is needed.</p> <p>The meeting looked at each objective in turn.  <b>A:</b> SW informed that the Introduction to Safeguarding content checklist has been completed and she will resend it to agencies at the beginning of December for them to approve and to be returned with any proposed changes by mid January 2011.</p> <p>Programme content for 2011/2012 will be decided January 2011 and design of programme January / February 2011. SW did</p>	<p><b>SW</b></p> <p><b>SW</b></p>
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<p><b>Training report</b></p>	<p><b>JB</b> – internal working group discusses all outcomes of partner agencies and Board. Training materials have been changed and case studies now contain examples of substance misuse issues.</p> <p><b>RL</b> – Incorporated guidance of Drug and Alcohol using Parents document into training and issues of highlighting timescales raised. Incorporated guidance of Drug and Alcohol awareness into staff training.</p> <p><b>AM</b> – Needs to check and will email SW</p> <p><b>AH</b> - All trainers have a copy Drug and Alcohol using Parents document and incorporate – will check if case studies have been updated. Children’s Centres included in Family Support Strategy.</p> <p><b>SW</b> – To be taken to Training Pool meeting. SW to check case study against practice guidance.</p> <p><b>KS</b> - Programme Manager for criminal investigations abiding by national decisions and measured by national standards. Keith also trying to establish whether it is covered in training which is delivered by Castle College, he is meeting them on Friday.</p> <p><b>AD</b> - All social worker’s attend mandatory workshops which includes mental health awareness, case scenarios are provided by actors this is part of their continued learning which is resourced by social care.</p> <p>Parental substance use and the impact on safeguarding children is also part of the big drive and will also remain, this is delivered by Let’s Build.</p> <p><b>CS</b> - Messages are delivered in the Introduction training albeit briefly and contracts with parents.</p> <p>Designated Persons training is in more detail and also question and answer sessions included.</p> <p><b>KT</b> – Informed by lead director to revise and revamp training materials. Karen to review and check whether this has been done and to let SW know.</p> <p><b>SH</b> – Incorporated in training already on the back of the previous SCR. In Doncaster all children are subject to a referral if parents attend A&amp;E for drug and alcohol related effects or suicide attempt.</p> <p><b>DH</b> – New meeting structure has been set up, these are the Trust safeguarding group, forensic safeguarding group and local services safeguarding group. These look at SCR pertinent to their areas, unclear how embedded these are?</p> <p>Substance use service has had additional training, Denise to check whether the SCR was covered.</p> <p>Additional supervision training is also in place.</p> <p><b>SM</b> - Difficult to confirm what is in voluntary organisations training. Raising awareness and importance of guidance and encouraging organisations to use it.</p> <p><b>JK</b> – Hidden harm is included in in-house training as well as promoting NSCB training. Amendments to supervision on the back of the previous SCR around safeguarding issues.</p> <p>Mandatory for all staff to go on drug and alcohol training.</p> <p>SW raised that not every agency represented on the Board sits on this sub committee so SW to contact BM to raise with other agencies.</p> <p>Covered in work plan.</p>	<p><b>AM</b></p> <p><b>SW</b></p> <p><b>KS</b></p> <p><b>KT</b></p> <p><b>DH</b></p>
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<b>to BME sub group</b>		<b>SW</b>
<b>Training Pool – feedback and membership</b>	<p>Training Pool meeting is scheduled for the 16<sup>th</sup> November 2010. SW informed that the training for trainers is going ahead on the 17<sup>th</sup> &amp; 18<sup>th</sup> November and that there are 13 training pool members on it which includes 4 from Nottinghamshire Women's Aid, 2 Probation and 3 from Newark &amp; Sherwood District Council. There are still places available if anyone would like to come.</p>	
	<p>Helen Ryan is no longer in post so SW informed that she has approached Steve Edwards who is the interim representative on the Board for a training pool member from Children's Social Care (via letter). SW has already spoken with Dawn Godfrey regarding TSC member. Also Mick Dean from the Police has been identified as a possible training pool member which SW will follow up. SW will feed back at next meeting.</p>	<b>SW</b>
<b>Report for the Co-ordination Group</b>	<p>Will clarify if needed for December meeting</p>	
<b>AOB</b>	<p>It was noted that the membership of the training sub group might alter over coming months and that there is no agency unaffected by this. Anji Dyke noted that much good work has been achieved and colleagues need to continue in this time of austerity. Colleagues are working in uncertain times and the meeting wanted to recognise this.</p> <p>SW shared that there is a Seminar on the 24.11.10 at the Ice Arena which has been organised by NDFV on Honour Based Violence, Forced Marriage and FGM, thirty places have been secured for the County, if you wish to attend you must quote that you have been emailed by the NSCB. All details for the day will be emailed out by NDVF if you apply.</p> <p>Rose asked on behalf of Val Simnett whether the NSCB are providing pathway to provision training for front line staff. SW said this training is Integrated Services led not the Board who are available to contact for advice and support. All training pool members will get copies of materials. It is agencies own responsibility to deliver training in house.</p>	<b>SW / JB</b>
<b>Date and venue of next meeting</b>	<p>February 4<sup>th</sup> 2011 – Arrow Centre (formally The International Clothing Centre), Annersley Road, Hucknall NG15 8AY. 1.00 – 3.30 (ok to bring and eat lunch if need be).</p>	