



Guidance for Single Agency Training Validation

1. Background

Cambridgeshire and Peterborough Children Safeguarding Partnership Board (CSPB) has always had a strong commitment towards monitoring and evaluating the effectiveness of; children safeguarding training provided for all professionals working with children and families. Such training should cover how to identify and respond early to the needs of all vulnerable children, including: unborn children; babies; older children; teenagers young carers; disabled children; and those who are in secure settings.

The validation process supports the CSPB in meeting its responsibilities towards ensuring that safeguarding children's training is 'fit for purpose' and operates within the CSPB Quality Effectiveness Group.

What are the Employers' responsibilities?

Most employers within the child safeguarding / protection arena would agree that they 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 (adapted from Working Together 2015)

2. Validation – The Process

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

- Meeting Section 11 (Children Act 2004) responsibilities related to safeguarding children's training
- Supporting the quality assurance and monitoring of training
- Monitoring and reviewing individual agency safeguarding training (i.e CSPB validation) to check that the courses meet individual agencies safeguarding training needs and cover the specified CSPB groups within that agency
- Providing training with recognised standards and having the option to use the CSPB 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 CSPB 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

A CSPB Practice Improvement and Development Lead will convene and Chair the Validation Meeting.

5. How to submit safeguarding children training to the SCB 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 Meeting as and when is needed; 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 and Peterborough Children's Safeguarding Partnership Board
Sand Martin House
Bittern Way
Fletton Quays
Peterborough
PE2 8TY
Tel: 01733 863747
Safeguardingboardstraining@cambridgeshire.gov.uk

6. Decision of the validation panel

The Validation Meeting 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 SCB Validation checklist being completed by the validation panel. The appeal will be considered within 1 month by Jo Procter - *Head of Service- Cambridgeshire & Peterborough Children Safeguarding Partnership Boards*

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 CSPB 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 Head of Service for the CSPB will be asked to follow up the concerns raised.

9. Course Validation Review

All courses / training that have been validated by the CSPB will be reviewed after three 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 SCBs as above