



Workforce Development Core Skills and Knowledge Programme Children's Services



**Brighton & Hove
City Council**

Cover Artwork by: Patcham Youth Group in
association with Can Control Team
Sponsored by Patcham Community Association

Course Title
How to use and navigate the core skills and knowledge guide
Booking information and course non-attendance
Communication and Engagement with Children, Young People, Families and Carers
Autism, Asperger Syndrome, ADHD and Down Syndrome Conditions Awareness
BSL – British Sign Language
Communicating and Interacting with Children, Young People and Families NEW
Communicating with Children and Young People in a Safeguarding Context
Communicating with Children with Learning Disabilities/Complex Needs
Creating a Culture of Participation of Children, Young People and Families
Engaging and Communicating With Challenging Parents and Carers
Engaging with Families at Risk of Breakdown
Group Work
Handling Enquiries from Parents and Carers
Makaton for Beginners
Makaton Follow-up
Makaton Foundation
Makaton Enhancement
Makaton Team Support
Motivational Interviewing – An Introduction
Motivational Interviewing – Follow Up
Positive Interventions with Children
Solution Focused Approach to Working with Children and Families
Staying Solution Focused
Systemic Approaches to Working with Families
Working Cross-Culturally
Working Effectively with Fathers
Working with Families from Refugee or Migrant Communities: An Introduction
Working with Traveller Families NEW
Working with Young People with a Learning Disability – An Introduction NEW
Child Development and Health Promotion
Adolescent Development
Alcohol and Young People
Alcohol Screening and Brief Interventions
Attachment
Blood Borne Viruses, Safer Injecting and Vulnerable Populations
Cannabis: All You Need to Know
Children and Young People's Development
Drug and Alcohol Basic Awareness
'Legal Highs' and New Trends
Mental Health Awareness
Personal Relationships & Sexuality – Young People with Learning Disabilities NEW
Resilience
Sexual Health Basic Awareness Course
Sexual Risk Taking
Supporting Health Behaviour Change
Supporting LGBT Young People
Therapy and Therapeutic Interventions with Children

Course Title
Safeguarding and Promoting the Welfare of the Child
Safeguarding Children elearning
Domestic Abuse Awareness elearning
Safe Sleep for Babies - Reducing the Risk of Sudden Infant Death Syndrome elearning
Local Safeguarding Children's Board (LSCB) multi-agency courses:
Working Together to Safeguard Children 1: Developing a core understanding
Working Together to Safeguard Children 2: Assessment, Referral and Investigation
Working Together to Safeguard Children 3: Child protection Conference and Core Groups
Domestic Violence and Abuse: the Impact on Children and Young People
Joint Investigations
Mental Health and Children's Services Working Together with Families
Multi Agency Public Protection Arrangements (MAPPA)
Preventing and Disrupting the Sexual Exploitation of Children and Young People
Safeguarding Children with Disabilities
Serious Case Review Workshop
Substance Misuse and Parenting Capacity
Undertaking Safeguarding Children Assessments Workshops
Working With Parents with a Learning Disability
Workforce Development single agency courses:
Child Physical Abuse
Child Protection Investigations
Child Sexual Abuse
Court Work Part 1 and Part 2
Court Work Part 3 - Skills in Written Evidence
Court Work Skills - Advanced
Domestic Abuse and Substance Misuse
Domestic Abuse – Basic Awareness
Emotional Abuse and Neglect
Hostile and Uncooperative Carers
Internet Safeguarding – A Practical Guide to Keeping Children Safe Online
Making Analysis Central to the Core Assessment Process
Mindfulness for Children and Young People NEW
Minute Taking for Child Protection Conferences
Protective Behaviours
Restorative Justice
Sexually Harmful Behaviour in Children and Young People
Working with Families Living with Domestic Abuse NEW
Working with Male Domestic Abuse Perpetrators
Young People and Self-Harm
Supporting Transitions
Communicating with Children in Care
Effective Plans for Children in Care
Permanence Planning and Preparing Children for Adoption
Preparation for Adult Life
Separation and Loss
Supporting Black and Minority Ethnic Children in Care
Supporting Families of Prisoners - Hidden Sentence
Writing Child Permanence Reports

Course Title
Multi-Agency Working and Sharing Information
Family CAF elearning
Day 1 - Family CAF An Introduction
Day 2 - Team Around the Family (it's function and your role within it) & Role of the Lead Professional
Day 3 - Engaging Families Using the 'Family' CAF Process & Building on Your Facilitation Skills
Effective Written Analysis
Health and Safety
First Aid - Emergency
First Aid - Paediatric
Food Safety - Level 1
Food Safety - Level 2
Personal Safety/Lone Working - Team Training
Safer Handling of Children - Basic Awareness
Safer Handling of Children - Refresher
Additional Development Opportunities
Leadership and Management
Train the Trainer
Children's Services - Qualifications PQ Awards, Bursary Scheme
Other Development Programmes & Funding to Support Learning and Development
Learning Resource Centre

How to Use and Navigate this Guide: Your Questions Answered

Who can attend this training?

Anyone in the wider children's workforce in Brighton & Hove, i.e. staff in Children's Services, including schools, youth workers, the community and voluntary sector, private and independent sector early years and childcare, foster carers and anyone else working with children and families. Some events are restricted to certain groups and this is made clear in the 'Who should attend?' section for each event.

Why do we have a Core Skills and Knowledge Programme?

This programme is based on the Children's Workforce Development Council's (CWDC) Common Core of Skills and Knowledge which aims for everyone working or volunteering with children, young people and families to have a common set of skills and knowledge.

Although CWDC no longer exists, the Core Skills and Knowledge headings remain relevant to the children's workforce as it sets out the basic skills and knowledge needed by people whose work (paid or voluntary) brings them into regular contact with children, young people and families. The courses within this programme are organised into these categories:

- effective communication and engagement with children, young people and families
- child and young person development
- safeguarding and promoting the welfare of the child
- supporting transitions
- multi-agency working
- sharing information

Most of the courses are organised by the Organisational and Workforce Development Team, whilst others are devised by the Local Safeguarding Board and the Health Promotions Team.

How much do the courses cost?

The courses are free to attend for staff working in Children's Services and in the Community and Voluntary sector.

Private organisations and those outside of Brighton & Hove will be charged at £120 per person, per day.

If you do not attend a course you are booked onto there will be a £50 non attendance charge.

How do I decide which courses I should go on?

Discuss with your manager/supervisor what your learning needs are. Each course has details of learning objectives that will help you decide if it is the right course for your needs.

How do I find courses in the programme?

Use the contents list on page one to find the page for that course. You should also receive a printed training calendar sent directly to your team twice a year.

What is the Organisational and Workforce Development Team doing to ensure this training makes a difference?

- We are striving to ensure that we use the best people to deliver training. If you don't think they are good enough then tell us about it!
- Learners are asked to evaluate their skills and knowledge before and after courses. For some courses we also undertake more in-depth evaluation which will involve contacting you and your manager several weeks after the course.
- We are measuring the attendance on all courses to ensure all services in the children's workforce are accessing this training.

How are you promoting equalities and inclusion in training?

The Organisational and Workforce Development Team is committed to challenging discrimination and negative stereotyping of minority groups. We expect all our staff, consultants, course participants and trainers to meet this commitment.

Therefore we will:

- Challenge behaviour and language that is discriminatory
- Avoid discriminatory language. If this is used, it must be justifiable in terms of facilitating learning, and not gratuitous
- Promote positive images of traditionally excluded groups
- Be open to criticism and learn from this
- Make reasonable adjustments to meet special requirements (e.g. we can supply information on any course in this guide in large print)
- Involve people who use services in development
- Include examples in learning interventions of good practice in supporting people from minority groups
- Use positive short listing for people who identify as having a disability

We ask you to:

- Notify us of any special requirements
- Challenge behaviour or language that you feel is discriminatory
- Ensure that all staff are given opportunities to access learning

Course participants should also be aware of the council's [values and behaviours](#)

Could I deliver a training course?

Yes! Please get in touch if you are interested in delivering an advertised course, or you feel there is a gap, and you have the knowledge and skills to deliver training or facilitate a workshop. Coursesforcare@brighton-hove.gov.uk or Tel. 01273 290371

Any more questions?

Email Coursesforcare@brighton-hove.gov.uk or Tel. 01273 29037

Booking Information & Course Non-Attendance

How do I book onto a course?

City Council staff should use the [booking form](#) available on the Wave

Foster Carers and those not employed by the city council and should use the external form on the city council website:

http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/training/Request_Form_External.pdf

and send to Coursesforcare@brighton-hove.gov.uk

What happens once I've made a booking?

The Organisational and Workforce Development Team will let you know four / six weeks before the event if you have gained a place and will send full joining instructions. You should not assume you are booked onto a course until you receive confirmation from us; we will contact you either way to let you know. If you have not received a response from us three weeks prior to the course start date, please contact us for confirmation.

What happens if I don't attend or cancel my place?

Places are in high demand. Please help us make best use of our places, so if you cannot attend training that you have booked:

- Ask another team member to fill the place
- Cancel your place – five or more working days in advance of the course
- Cancel within five days – note that your team will incur a **Non-Attendance Charge** of £50

Late Cancellation / Non-Attendance Charge

Late withdrawal (within 5 working days before the course start date) or non-attendance on the day will incur a charge of **£50 to your team / organisation**, irrespective of reason for absence.

Autism, Asperger Syndrome, Attention Deficit Hyperactivity Disorder (ADHD) and Down Syndrome Conditions Awareness

Who should attend

This course is appropriate for all Children's Services staff, CVS staff, support staff (e.g. administrators) and foster carers. School staff should access the ASC Support Service training via the online Schools' Trainer Planner.

Overview

This introductory course will offer greater understanding of Autism, Asperger, ADHD and Down Syndrome conditions and provide information about strategies when dealing with children and young people with these conditions. Children and young people on the autism spectrum have difficulty with understanding the world around them including the sensory environment, understanding the rules of social interaction, thinking flexibly and playing and learning in the social context. Those with ADHD find concentrating and attending very difficult. They may also experience difficulties related to social skills and learning. Those with Down Syndrome experience a wide range of difficulties. There will be an opportunity to hear directly from a young person with Asperger Syndrome.

Benefits and learning outcomes to you and the organisation

- Recognise and understand the common features of Autism and Asperger Syndrome
- Review introductory knowledge of strategies that can help support social interactions and communication for children and young people with autism spectrum conditions
- Demonstrate an understanding of ADHD and how it affects children and young people
- Discuss strategies and interventions to be able to manage challenging behaviours
- Discuss the learning profile of a person with Down Syndrome
- Describe some of the strategies to use when interacting with a person with Down Syndrome

Duration: 1 day

Date
18 November 2013
12 May 2014
11 November 2014

Trainers

Lalli Howell, independent trainer & Nicola Featherstone, Speech & Language Therapist, Clinical Lead, Complex Needs, Seaside View Child Development Centre

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

British Sign Language I (BSL)

Who should attend

These qualification programmes are for Social Care staff and Learning Mentors who are directly employed by Children's Services.

Overview

This BSL Stage I course is facilitated by Sussex Deaf Association and is accredited. Participants will acquire basic sign language skills to facilitate simple communication with Deaf people as part of a study programme. The course is aimed at staff who work with Deaf service users or colleagues and staff who are likely to need these skills in their care role.

There will be three assessments during this 32 week course. Participants must achieve all three passes to obtain BSLI certificate.

Duration: 2hr sessions, every Monday afternoon 2.30 – 4.30 for 32 weeks

Course Attendance - You are required to attend at least 90% of the course, failure to do so will result in the full cost of the course being invoiced to your cost code.

Leaving the course or unsatisfactory progress- If you leave the course or fail to show satisfactory progress in your studies all course costs to be reimbursed unless there are exceptional circumstances. If you need to re-take any examinations you would be expected to re-sit these in your own time and at your own expense. Re-sit fees are approximately £100 per examination.

Dates
tbc

How to apply

Internal staff [Click here to apply](#)

Communicating and Interacting with Children, Young People and Families – NEW!

Who should attend

Priority for new Children's Services staff and open to all Children's Services staff, schools, early years, CVS practitioners and carers working with children and young people including support staff (e.g. administrators).

Overview

Following a review and update of the "Building Relationships" training, this course will develop skills, tools and techniques for communicating with children, young people and families particularly those that are hard to reach and engage with.

Benefits and learning outcomes to you and the organisation

- Recognise the main barriers to communicating with children, young people and families
- Describe effective ways of communicating with children, young people and families
- Respond appropriately to what children, young people and families are communicating
- Explain the valuable role families and carers play in supporting children and young people so they can achieve positive outcomes
- Discuss effective communication skills that can be used in particular with hard to reach children, young people and families
- Identify practical tools and techniques to aid in communication

Duration: 1 day

Dates
11 February 2014
09 February 2015

Trainers

Liz Whitley, BA (Hons), PGCE, MSc, HCPC registered, AVIG Supervisor/Trainer, Educational Psychologist and Viv Fahmy, Educational Psychologist, Educational Psychology, Brighton & Hove City Council.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Communicating with Children in a Safeguarding Context

Who should attend

Social workers working with children and their families.

Mandatory for

Newly qualified social workers

Overview

Social workers are required to engage and communicate with children and young people of all ages and stages of development in a range of situations from Initial Assessments to legal proceedings. These children are often affected by complex issues and adverse circumstances and it can sometimes be difficult to explain and explore their experience of these issues. This training day aims to enable practitioners to develop a range of strategies to effectively communicate with and understand the child's experience.

Benefits and learning outcomes to you and the organisation

- Understand key findings from Serious Case Reviews and other research studies with regard to talking to children
- Identify the way that children's attachment, stage of development and impact of previous experiences may effect the way in which they communicate
- Understand the role of observation in assessing the child's experience
- Build a 'tool box' of strategies that can be used to engage with children and ensure their participation in a range of practice situations
- Know how to explain the role of the social worker and different elements of the statutory process in age-appropriate language
- Explore the emotional impact of engaging and communicating with children

Duration: 1 day

Dates
tbc

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Communicating with Children with Learning Disabilities/Complex Needs

Who should attend

Children's Services and CVS practitioners working with children with learning disabilities who have not had any previous training in this area.

Overview

Aiming High for Disabled Children: Better Support for Families sets out the government's aims for children with disabilities and includes improving outcomes and allowing disabled children to benefit from equality as individuals. The ability to communicate with children who have a disability is key to achieving this vision. **This course is a basic introduction** to effective communication with children with learning disabilities and considers the range of different ways in which they communicate and creative strategies to ensure their participation. It will also give an overview of Alternative and Augmentative Communication systems including signing, picture communication, PECS and communication aids.

Benefits and learning outcomes to you and the organisation

- Recognise a range of different ways in which children with a severe learning disability communicate
- Demonstrate strategies to ensure participation of children with disabilities so that their views can be taken into account in decisions which affect their lives
- Identify barriers to communication and the strategies to overcome them

Duration: ½ day

Dates
15 October 2013
22 October 2014

Trainer

Nicola Featherstone, Speech & Language Therapist, Clinical Lead, Complex Needs, Seaside View Child Development Centre.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Creating a Culture of Participation of Children, Young People and Families

Who should attend

Children's Services and CVS staff, after school club and early years workers, youth workers or other staff who work with children, young people and families. It is also appropriate for managers who wish to develop a culture that promotes participation and have an understanding of the tools/techniques that can be used.

Overview

Understanding the experience of children and young people and taking their views into account in decisions that affect their lives and service planning and delivery. This course will equip practitioners with an understanding of the organisational culture that can promote participation and the practical tools and skills to effectively communicate and engage with children and young people.

Benefits and learning outcomes to you and the organisation

- Describe the legal framework and policy with regard to engagement and participation (including the duty to involve children and young people) and understand why it is important
- Identify strategies to develop a culture of participation within different organisational contexts
- Examine how to involve children, young people and families in decision making
- Demonstrate improved knowledge and skills in effective communication using a range of engagement tools
- Demonstrate an awareness of child development and how children of different ages and cultures can be included in decisions that affect them

Duration: 1 day

Dates
11 February 2014
11 February 2015

Trainer

Emma Lacey, Safety Net. Safety Net's vision is to create communities across Brighton, Hove and Sussex that work together to keep children and families safe through support and training.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Engaging and Communicating with Challenging Parents and Carers

Who should attend

Children's Services, schools, early years and CVS staff working with children and families.

Overview

Parents and carers are key partners in ensuring the well-being of children and young people and it is crucial to consult with them and consider their opinions from the outset, even where this may present some challenges. The aim of this course is to develop practitioners' skills in listening, questioning, understanding and responding to parents and carers.

Benefits and learning outcomes to you and the organisation

- Describe the principles and values that underpin the national occupational standards for working with parents
- Demonstrate practical skills in developing supportive relationships with parents and carers
- Recognise the ways in which individuality, difference and diversity can be respected and celebrated in work with parents
- Demonstrate a knowledge of strengths based approaches to working with parents
- Review key barriers to participation for parents and ways in which they can be overcome
- Demonstrate effective engagement with parents when acting to safeguard their children

Completion of this course contributes to the Working With Parents QCF award (level 3-5)

Duration: 1 day

Dates
21 November 2013
27 March 2014

Trainer

Karen Southern, Safety Net. Safety Net's vision is to create communities across Brighton, Hove and Sussex that work together to keep children and families safe through support and training.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Engaging with Families at Risk of Breakdown

Who should attend

Children's Services and CVS staff working with children and families.

Overview

As practitioners, we want to feel confident in our ability to support families and prevent the 'worst case scenario' becoming a reality. This course is designed to give you the understanding and skills to support families in crisis, develop an empathic response to their needs and work together to find the most practical and suitable approach to meeting them.

Benefits and learning outcomes to you and the organisation

- Demonstrate practical skills to address anger, facilitate conflict resolution and mediation
- Recognise the issues and feelings when families are experiencing breakdown including issues of separation and divorce and parents who may be requesting their children are accommodated in local authority care
- Describe the impact that family breakdown can have on children at different stages of their development
- Demonstrate skills to coach, motivate and support troubled clients
- Use appropriate resources in a meaningful way for families

Duration: 1 day

Dates
22 October 2013
05 November 2014

Trainers

Fay Roberts and Benjamin Cox. Integrated Team for Families.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Group Work

Who should attend

Children's Services staff and CVS practitioners who work with children or young people in a group setting, particularly personal advisors, youth workers, after school club workers, learning mentors and staff in education.

Overview

This course provides an opportunity to develop an understanding of group work theory and practice some group facilitation skills.

Benefits and learning outcomes to you and the organisation

- Share your understanding of group work theory and practice
- Examine what works in groups and why
- Produce appropriate materials for use with groups
- Set-up group 'norms' of behaviour
- Recognise your own facilitation styles and the role you play within the group

Duration: 2 days

Dates
09 & 10 June 2014

Trainer

Mel Parr, Reflect Training. Trainer has over 15 years experience in working with groups in roles within the youth service, in children services and in the voluntary sector. Specific experience in developing and running groups with under 19's and also training and development of adult learning groups as well as an understanding of learning needs and special educational needs and how this affects and impacts on group dynamics.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Handling Enquiries from Parents and Carers

Who should attend

Any Children's Services, CVS, schools and early years staff who may be an initial contact point for parents, particularly administrators and reception staff.

Overview

This course aims to provide administrative, reception and other support staff with the skills and knowledge required to effectively handle enquiries from parents. It complements the corporate Institute of Customer Service qualification / award by providing additional opportunity to practice skills and a focus on issues specific to dealing with parents.

Benefits and learning outcomes to you and the organisation

- Use active listening skills
- Examine how to deal with difficult and emotional conversations
- Recognise how to look after yourself having dealt with a difficult interaction
- Examine how to use the Family Services Directory for information, advice and guidance for parents and carers
- Review how to prioritise and manage your time

Duration: 1 day

Dates
Date to be arranged when there are sufficient numbers. Please submit an application form.

Trainer

Karin Gray, Workforce Development Officer.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Makaton for Beginners

Who should attend

This is a 2 day workshop aimed at staff and carers working with children and young people with learning disabilities who want to develop skills in using Makaton. Please note, this is not the professional route.

Schools staff should contact the **Language and Literacy Support Service** at Carden School in the first instance on 01273 293672.

Participants must attend both days to gain the certificate of attendance.

Overview

Makaton, *n.*

A proprietary name for a language programme integrating speech, manual signs and graphic symbols, developed to help people for whom communication is very difficult.

Benefits and learning outcomes to you and the organisation

- Have a clear understanding of what Makaton is and how it sits alongside other forms of communication e.g. BSL (British Sign Language)
- Be confident in using signs and symbols from key stages 1-4 of the Makaton Vocabulary
- Share ideas and action plan ways to use Makaton at home or work

Further Information

Attendees will be provided with participant manuals featuring all the signs and symbols covered on the course.

Duration: 2 days

Dates
19 & 20 September 2013
02 & 03 October 2013
13 & 14 February 2014
26 & 27 June 2014
18 & 19 September 2014
19 & 20 March 2015

Trainer

Nigel Reid, Makaton Tutor, Norman Mark Training

Charging information

- Children's Services staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person per day

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Makaton Follow-up

Who should attend

Staff and carers working with people with learning disabilities who want to develop skills in using Makaton. Please note, this is not the professional route.

Participants must have attended Makaton Beginners before applying for this course.

Schools staff should contact the **Language and Literacy Support Service** at Carden School in the first instance on 01273 293672.

Overview

Makaton is a language programme involving speech, manual signs and graphic symbols developed to help people with communication difficulties, especially people with learning disabilities. By the end of this 2 day workshop participants will have improved and developed their skills using Makaton signs and symbols from stages 5-8.

Benefits and learning outcomes to you and the organisation

- To be introduced to all 450 signs and symbols in the Makaton Core Vocabulary
- Have an understanding of how to teach these to children and young people
- Feel confident in incorporating Makaton alongside other communication techniques as part of an overall plan to enhance the lives of children and young people

Further Information

Attendees will be provided with participant manuals featuring all the signs and symbols covered on the course.

Duration: 2 days

Dates
09 & 10 December 2013
17 & 18 July 2014
20 & 21 November 2014

Trainer

Nigel Reid, Makaton Tutor, Norman Mark Training

Charging information

- Children's Services staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person per day

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Makaton Foundation

Who should attend

Staff and carers working with people with learning disabilities who want to develop skills in using Makaton. This is the professional route.

Schools staff should contact the **Language and Literacy Support Service** at Carden School in the first instance on 01273 293672.

Overview

Makaton is a language programme involving speech, manual signs and graphic symbols developed to help people with communication difficulties, especially people with learning disabilities. By the end of this 2 day workshop participants will have improved and developed their skills using Makaton signs and symbols from stages 1-4.

Benefits and learning outcomes to you and the organisation

- Explain the use and purpose of Makaton
- Use symbols as an aid to communication
- Use alternative systems of communication
- Use signs and symbols from key stages 1-4

Further Information

Attendees will be provided with participant manuals featuring all the signs and symbols covered on the course.

Duration: 2 days

Dates
1 & 2 May 2014

Trainer

Nigel Reid, Makaton Tutor, Norman Mark Training

Charging information

- Children's Services staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person per day

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Makaton Enhancement

Who should attend

Staff and carers working with people with learning disabilities who want to develop skills in using Makaton. This is the professional route.

Participants must have attended Makaton Foundation before applying for this course.

Schools staff should contact the **Language and Literacy Support Service** at Carden School in the first instance on 01273 293672.

Overview

Makaton is a language programme involving speech, manual signs and graphic symbols developed to help people with communication difficulties, especially people with learning disabilities. By the end of this 2 day workshop participants will have improved and developed their skills using Makaton signs and symbols from stages 5-8.

Benefits and learning outcomes to you and the organisation

- Evaluate individual communication needs
- Adapt their communication to meet individual needs
- Identify opportunities to develop communication skills
- Use signs and symbols from key stages 5-8

Further Information

Attendees will be provided with participant manuals featuring all the signs and symbols covered on the course.

Duration: 2 days

Dates
5 & 6 June 2014

Trainer

Nigel Reid, Makaton Tutor, Norman Mark Training

Charging information

- Children's Services staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person per day

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Makaton Team Support

Who should attend

This is offered as team support for teams who work with young people with learning disabilities. It is hoped that the majority of the team would have attended either Makaton for Beginners or Makaton Foundation workshop.

Overview

This is for you if you are struggling to implement Makaton in your workplace or need some support in moving the system forward with your service users. This support is offered by a qualified Makaton regional tutor.

Benefits and learning outcomes to you and the organisation

- Have met team goals to move Makaton forward in the workplace

Duration: ½ day

Trainer

Nigel Reid, Makaton Tutor, Norman Mark Training

Charging information

- Children's Services staff, foster carers and CVS groups working in Brighton & Hove – FREE

NB. £50 Late cancellation fee applies to all bookings

How to book:

If you would like to arrange a team session please contact:

coursesforcare@brighton-hove.gov.uk

Motivational Interviewing – An Introduction

Who should attend

The course is structured to give an overview of the theoretical framework with opportunities for different professional groups to consider how it will impact on their role. It is particularly relevant for professionals who work with families or young people who are not necessarily motivated to make changes.

It is therefore aimed at a range of professionals including: Social Workers, Social Work Resource Officers, Health Visitors, Social Care professionals, Teaching Staff, Youth Workers etc.

Overview

This is a one day course which will introduce social work qualified staff, social work resource officers, health visitors and other professionals in Children's Services to the theory and techniques of Motivational Interviewing and explore how to use it in their roles.

Benefits and learning outcomes to you and the organisation

- Identify the process of change and how it impacts on ourselves and service users we work with
- Demonstrate Motivational Interviewing
- Recognise how Motivational Interviewing techniques can help in your role

Duration: 1 day

Dates
07 October 2013
11 December 2013
13 February 2014

Trainers

Tracey Williams, Senior Educational Psychologist, Liz Whitley and Abigail Bickford-Smith, Educational Psychologists, Educational Psychology Service

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Motivational Interviewing – Follow Up

Who should attend

The course will be delivered with a variety of learning styles in mind including a theoretical overview, clips of film and opportunities to explore the strategies in a more experiential way.

It is therefore aimed at a range of professionals including: Social Workers, Social Work Resource Officers, Health Visitors, Teaching Staff, Youth Workers etc.

Overview

This course is appropriate for professionals and staff who have had some prior training in and experience of Motivational Interviewing. It will particularly focus on clients who could be classed as either Pre-Contemplators or Contemplators, these clients either believe that they do not have a problem or are fairly ambivalent about whether they want to change their behaviour. They can be the most challenging families or young people to work with as they can present with being quite resistant to our normal approaches. The course will explore the strategies and skills that are useful in MI to explore this ambivalence/resistance and for the client to feel more empowered to consider changing a behaviour. It is particularly relevant for professionals who work with families or young people who are not necessarily motivated to make changes.

Benefits and learning outcomes to you and the organisation

- Describe further factors that affect motivation
- Identify a range of tools to help work with resistance
- Demonstrate how this applies to your role

Duration: 1 day

Dates
22 November 2013
14 January 2014
21 March 2014

Trainers

Tracey Williams, Senior Educational Psychologist, Liz Whitley and Abigail Bickford-Smith, Educational Psychologists, Educational Psychology Service

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Positive Interventions with Children

Who should attend

Children's Services and CVS staff who work with children and young people who may display challenging behaviour.

Overview

Engaging with children and young people who are in crisis and displaying challenging behaviour can be stressful and complex. This course aims to provide practitioners with the skills, knowledge and techniques required to become a catalyst through which children and young people can change destructive responses and problematic behaviour patterns.

Benefits and learning outcomes to you and the organisation

- Identify the reasons why a child or young person may present challenging behaviour
- Demonstrate skills in working effectively with children and young people who display challenging behaviour and intervene when difficulties may arise
- Define a range of interventions and behaviour management techniques that can encourage positive behaviour
- Demonstrate awareness of yourself and how your own behaviour impacts on children and young people
- Recognise environmental factors that can affect behaviour

Duration: 1 day

Dates
05 February 2014

Trainer

Ivan Sharpe, Independent trainer

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Solution Focused Approach to Working with Children and Families

Who should attend

Children's Services, schools and CVS staff who work directly with clients and are keen to develop their practice skills in this area.

Overview

This 3 day course explores how a Solution Focused Brief Therapy approach can be used in a variety of contexts including health, social care and educational settings where change is required.

Solution Focused Practice is a short-term, goal-oriented approach which helps clients change by constructing solutions rather than dwelling on problems. Elements of the solution are often already present in the client's life and become the basis for ongoing change. The course covers ways in which this can be achieved and includes opportunities to practise the approach, apply it in the workplace and share the experiences with others.

Benefits and learning outcomes to you and the organisation

- Demonstrate an understanding of the principles of Solution Focused Practice
- Identify how the approach can be used to develop co-operative working relationships with families and measure change
- Practice skills and be able to apply the approach in the workplace

Duration: 3 days

Dates
19 September, 03 & 17 October 2013
29 January, 05 & 26 February 2014
04, 11 & 25 March 2014
04, 11 & 25 June 2014

Trainer

Viv Fahmy, Educational Psychologist

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Staying Solution Focused

Who should attend

This one day course is suitable for Children's Services, schools and CVS staff who have undertaken a minimum of two days training in Solution Focused approaches and are keen to continue to apply and develop their skills in this area.

Overview

An opportunity to reinvigorate your Solution Focused practice, brush up on skills and reflect on previous knowledge. This will be a practical, skills-based day that builds on the work covered in previous training and provides a more in-depth understanding of applying Solution Focused approaches in the workplace.

Benefits and learning outcomes to you and the organisation

- Practice skills in applying a solution focused approach
- Examine ways to promote a climate of change
- Discuss creative ways of applying a solution focused approach in your work
- Share ways to overcome barriers to using a solution focused approach at work

Duration: 1 day

Dates
06 February 2014

Trainer

Viv Fahmy, Educational Psychologist

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Systemic Approaches to Working with Families

Who should attend

Children's Services staff and CVS practitioners, school SENCOs and pastoral care staff who work with children and families and are keen to develop their practice skills in this area. It would be useful for practitioners who wish to further develop the use of therapeutic skills that can be utilised in assessment or interventions.

Overview

Systemic models of work focus on interactional patterns and dynamics between individual family members. It seeks to identify problematic patterns of behaviour in families and address these difficulties to enable them to develop new patterns together. This course will provide practitioners with grounding in a range of systemic techniques to facilitate engagement, assessment and change. The course will focus on applying theory to practice and takes place over two days. Attendance is required on both days.

Benefits and learning outcomes to you and the organisation

- Demonstrate an understanding of family therapy approaches that can be used in working with families and organisations
- Use some systemic techniques in gaining information for assessing, planning and implementing interventions
- Recognise how systemic approaches can be used in promoting multidisciplinary practice

Duration: 3 days

Dates
18 & 19 June & 03 July 2014

Trainer

Paul Goodwin, Manager, Community Mental Health and Wellbeing, Schools and Community Support Team.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Working Cross Culturally

Who should attend

Children's Services, schools, early years, CVS staff and carers working with children and young people.

Overview

Brighton & Hove is comprised of a diverse community with a range of ethnic and cultural backgrounds. It is crucial that practitioners are skilled and competent in engaging with families from different cultural backgrounds, to work in an anti-discriminatory way and ensure that issues of race and culture are integrated into assessment and decision-making.

Benefits and learning outcomes to you and the organisation

- Demonstrate an understanding of the diversity of cultural communities within Brighton & Hove
- Explain best practice when working with cultural difference and be able to integrate this practice into your work with children, young people and families
- Demonstrate awareness of the use of self when working with difference
- Describe the role of culture in child development
- Identify how to integrate issues of race and culture in assessment and decision-making
- Demonstrate knowledge of best practice in safeguarding black and minority ethnic children, promoting their development and preventing social exclusion

Please wear comfortable clothing as some floor work will be included if you are able to.

Duration: 1 day

Dates
12 February 2014
10 February 2015

Trainers

Naima Noudjem and Tim Stephens, independent trainers. Naima Noudjem has worked with BME families and vulnerable people since 2002 at grassroots level as a BME community outreach worker and at strategic level as MOSAIC director. Her understanding of working cross culturally and ability to deliver training enable participants to truly identify and address issues affecting their ability to work cross culturally effectively and with integrity.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Working Effectively with Fathers

Who should attend

Children's Services and CVS staff who work with children and families.

Overview

In recent years government child welfare policy has emphasised the involvement of fathers in services and family life as an important part of its strategy for improving outcomes for all children and young people. This course aims to deliver the specific knowledge and skills regarding how to engage with and support fathers.

Benefits and learning outcomes to you and the organisation

- Demonstrate knowledge of the legal and policy context of including fathers in local service delivery
- Define the father's role in child development
- Recognise the barriers and obstacles to engaging with fathers
- Demonstrate practical strategies and tools for effectively engaging with fathers
- Recognise issues regarding fathers and child protection, managing the balance between fathers as a potential risk but also a resource in safeguarding
- Define strategies for making services 'father friendly'

Duration: 1 day

Dates
tbc

Trainer

tbc

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Working with Families from Refugee or Migrant Communities: An Introduction

Who should attend

Children's Services, schools, early years and CVS staff working with children and young people.

Overview

This course highlights changing patterns of migration to the UK and specifically to Brighton & Hove, equipping professionals with background knowledge to help with assessing the needs of a child or family from a refugee or migrant background, including those with insecure immigration status. This interactive course will also introduce participants to other organisations and agencies working in this field within the city and will promote good practice in working with vulnerable migrant families.

Benefits and learning outcomes to you and the organisation

By the end of the course you will:

- Identify current trends in international migration to Brighton & Hove and define common terms relating to asylum and immigration
- Describe the legal processes that migrants pass through during their stay in the UK and how this could impact on a family's resources and ability to cope
- Examine assessing and meeting the needs of a household from a migrant community
- Explain where and how to refer refugees, asylum seekers and vulnerable migrants locally for ongoing support

Duration: 1 day

Dates
27 November 2013
13 November 2014

Trainer

Lucy Bryson, Community Safety Manager - Refugees and Migrants. Lucy has been working with refugees and migrants for twenty years. She has been based in the City Council's Partnership Community Safety Team for ten years and has been running training sessions of this nature throughout that time. She is also the Chair of Brighton & Hove Refugee & Migrant Forum.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Working with Traveller Families - NEW

Who should attend

Children's Services, schools, early years and CVS staff working with children and young people.

Overview

The Traveller population in Brighton & Hove is largely mobile and exists on the edge of residential communities. It can be difficult for professionals to engage with these close knit but hard to reach families and groups, and frequently difficult for a mobile population to access education and health care. This course aims to share the good practice developed over two decades of successful ways of working and engaging with Gypsy, Roma and Traveller communities.

Benefits and learning outcomes to you and the organisation

- Review the historical context and legislation as it relates to Travellers and the current situation within the City
- Recognise cultural norms, values and practices amongst different groups of Travellers
- Examine the myths from truths relating to these groups and to confidently challenge prejudiced comments from others
- Examine proven good practice in engaging with Traveller families

Duration: ½ day

Dates
26 November 2013 am
10 November 2014 pm

Trainer

Jackie Whitford, Adviser for Traveller children. She has worked with Traveller communities in the southeast for 30 years, specifically working to improve the life chances of children and young people. For 20 years she co-ordinated the East Sussex/Brighton & Hove Traveller Education Service. She has produced many resources for both the Traveller and the settled community aimed at dispelling myths and promoting inclusion.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Working with Young People with a Learning Disability – An Introduction

Who should attend

All staff who are new to working with people who have a learning disability, or those who would like practical advice and understanding about the issues faced by young people who have a disability.

Overview

This course will provide you with a basic awareness of how to communicate, manage behaviours and support young people with physical disabilities.

Benefits and learning outcomes to you and the organisation

- Identify positive ways of working with children and young people who present challenging behaviour
- Recognise disability and awareness of the issues faced by children and young people with a disability
- Apply different communication systems into your working practices
- Recognise how you can be more prepared and have greater confidence in your role
- Identify manual handling equipment available and how to access further training

Duration: 1 day

Dates
tbc

Trainers - tbc

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Adolescent Development

Who should attend

Children's Services and CVS practitioners working with young people and their families particularly social workers, social work resource officers, community family workers, school nurses, staff in education, personal advisors and youth workers and foster carers.

Overview

Adolescence is a time of great change and transition for young people and parents alike. Young people move through a number of complex biological, social and psychological stages during this time which can vary according to cultural context. For some, it can be a period of great stress and anxiety as teenagers face many questions about their identity and where they fit in their world. It is important that practitioners have a sound understanding of the different aspects of adolescence in order to support young people and their parents and carers through this process.

Benefits and learning outcomes to you and the organisation

- Be able to explain adolescent development within its historical and cultural context
- Know about the key developmental biological, psychological, cognitive and social tasks of adolescence
- Recognise Marcia's four identity stages and apply this to young people you are currently working with
- Explore the impact that your own background and experiences may have on work with adolescents
- Identify how to support an adolescent who may be exploring and questioning their sexual identity
- Demonstrate strategies to promote self-esteem and positive outcomes in direct work with adolescents

Duration: 1 day

Dates
16 October 2013

Trainer

Norman Mark Training

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Alcohol and Young People

Who should attend

The course is suitable for those working in primary and community health, education, housing, social care, mental health, police and criminal justice, voluntary organisations and for anyone new to the substance misuse sector working with young people under 18.

Overview

As hospital admissions continue to rise for the under 14's and more young people are developing alcohol-related health problems, there is a high level of concern about excessive drinking by young people. This one day course has been designed to equip learners with the skills and knowledge to enable them to work more effectively with young people who use alcohol. It will explore the physical, psychological, social, legal and emotional effects of alcohol.

Benefits and learning outcomes to you and the organisation

- Describe the effects and risks alcohol can present to young people
- Identify the social constructs that surround alcohol and how this can influence young people's use
- Explain the importance of brief interventions to enable young people who do not need specialised treatment to change their drinking behaviour to reduce risk
- Carry out screening and referral assessments

Duration: 1 day

Dates
05 February 2014
10 July 2014
5 February 2015

Trainer

Health Promotions

Charging information

- Council staff, school staff, foster carers, CVS groups, Higher education staff, police, probation and NHS staff working in Brighton & Hove – FREE
- Private organisations, independent schools, and police, probation and NHS staff working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Alcohol Screening, Brief Advice and Brief Interventions

Who should attend

Primary and community health, education, housing, social care, mental health staff, police and criminal justice and voluntary organisations.

Overview

Brief interventions of between 5 and 20 minutes, delivered in a variety of settings, have been evidenced as effective in reducing risks and harms from alcohol consumption. This course equips workers with the knowledge, skills and tools to identify individuals who are drinking at increasing and higher-risk levels and to deliver simple, brief advice and interventions.

Benefits and learning outcomes to you and the organisation

- Define and explain national key messages around alcohol
- Recognise the importance of brief interventions to enable people who do not need specialised treatment to change their drinking behaviour
- Practice skills and gain confidence in raising the issue of alcohol use with the client
- Carry out screening using the FAST screening tool
- Delivery of simple brief advice and interventions around alcohol
- Identify when and how to refer dependent and/or more problematic drinkers to specialist services

Duration: 1 day

Dates
15 November 2013
17 January 2014
12 March 2014
06 June 2014
12 September 2014
12 November 2014
16 January 2015
11 March 2015

Trainer

Health Promotions

Charging information

- Council staff, school staff, foster carers, CVS groups, Higher education staff, police, probation and NHS staff working in Brighton & Hove – FREE
- Private organisations, independent schools, and police, probation and NHS staff working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Attachment

Who should attend

Children's Services, early years and CVS staff who work with children and families, but please note this is an introductory course. It is not appropriate for staff who have already received knowledge of attachment theory as part of their professional training or by attending other courses.

Overview

Babies and children need a secure emotional relationship with a main caregiver in order to grow and develop physically, emotionally and intellectually. This relationship is essential for the child's development. When children develop insecure attachments these can sometimes adversely affect their family and peer relationships, ability to make progress at school, emotional and behavioural development and future adult relationships. This course provides a basic introduction to attachment theory and explores implications for practice in a range of different agencies.

Benefits and learning outcomes to you and the organisation

- Describe key concepts of attachment theory
- Identify patterns of secure and insecure attachment and their effect on children
- Recognise the impact of a 'secure base' and its effect on child development
- Explain patterns of adult attachment and impact on parenting styles
- Review how different agencies can work to create a 'secure base' for their families and employees

Duration: 1 day

Dates
20 November 2013
20 November 2014

Trainers

Margret Elson, Bernie Sweatman and Louise Jackson, Early Parenting Assessment Programme.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Blood Borne Viruses, Safer Injecting & Vulnerable Populations

Who should attend

This course is suitable for those working in primary and community health, education, housing, social care, mental health, police and criminal justice, voluntary organisations and for any one new to the substance misuse sector.

Overview

Brighton and Hove has a significant substance misusing population, for whom related health-harms, including blood-borne viruses and overdose, are an issue. The aims of this course are to give an overview of HIV, Hepatitis B and C transmission, prevention and epidemiology, and to explore how and why vulnerable groups are particularly affected. This course focuses on raising awareness of these issues amongst professionals, in order that they and their service users are fully informed. City-wide screening provision, inoculations and treatment services are promoted, and safer injecting practices highlighted.

Benefits and learning outcomes to you and the organisation

- Describe the epidemiology, transmission and screening of blood-borne viruses
- Explore attitudes and how they can impact on service delivery
- Identify health and safety issues for service users and the workforce in relation to blood-borne viruses
- Identify and promote safer injecting and safer sex practices
- Be able to identify and refer to local harm reduction and health services

Duration: 1 day

Dates
tbc

Trainer

Health Promotions

Charging information

- Council staff, school staff, foster carers, CVS groups, Higher education staff, police, probation and NHS staff working in Brighton & Hove – FREE
- Private organisations, independent schools, and police, probation and NHS staff working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Cannabis - All You Need to Know

Who should attend

This course is suitable for those working in primary and community health, education, housing, social care, mental health, police and criminal justice, voluntary organisations and for anyone new to the substance misuse sector.

Overview

This course gives the essential facts and dispels some of the myths about cannabis, Britain's most widely used illegal drug. A primary focus of the course is harm reduction, and the course equips learners with tools to support their clients to reduce or stop their use and minimise harm.

Benefits and learning outcomes to you and the organisation

- Identify the effects and risks of cannabis
- Describe the various varieties and potencies of cannabis and the methods of use
- Discuss the current evidence on links between cannabis use and mental health
- Explain the use of brief interventions and harm reduction approaches with cannabis users

Duration: 1 day

Dates
06 December 2013
18 June 2014
03 December 2014

Trainer

Health Promotions

Charging information

- Council staff, school staff, foster carers, CVS groups, Higher education staff, police, probation and NHS staff working in Brighton & Hove – FREE
- Private organisations, independent schools, and police, probation and NHS staff working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Children and Young People's Development

Who should attend

Priority for new Children's Services staff and open to all Children's Services staff, schools, early years and childcare, CVS practitioners, carers and support staff (e.g. administrators).

Overview

This course aims to provide a basic overview to practitioners of the skills and knowledge that will help them understand child and young person development, exploring human need, attachments, as well as learning about a range of behaviours that may be presented.

Benefits and learning outcomes to you and the organisation

- Explain that children and young people's development includes social, emotional, behavioural, physical, intellectual and moral development
- Describe human needs and strategies that can be used to support change and development including self-esteem, self-control, motivation and play
- Explain Maslow's hierarchy of human needs
- Recognise Prochaska and DiClemente's stages of motivation and change
- Describe a basic understanding of how babies and children form attachments
- Define how attachments can affect the formation of boundaries within children

Duration: 2 days (9.30am - 2.30pm both days)

Dates
11 & 12 November 2013
10 & 11 November 2014

Trainer

Liz Whitley, BA (Hons), PGCE, MSc, HCPC registered, AVIG Supervisor/Trainer, Educational Psychologist, Brighton & Hove City Council

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Drug and Alcohol Basic Awareness

Who should attend

This course is suitable for those working in primary and community health, education, housing, social care, mental health, police and criminal justice, voluntary organisations and for anyone new to the substance misuse sector.

Overview

A two day Open College Network accredited course on substance misuse, related issues and interventions. This course reflects National Occupational Standards and is essential for anyone who comes into contact with drug or alcohol users in their work. This is an ideal introduction to substance use in Brighton & Hove, equipping you with the knowledge and tools you will need to support your service users including signposting to specialist services.

Benefits and learning outcomes to you and the organisation

- Identify the reasons for substance use and the impact it can have on users, their families/carers and the wider community
- Describe the effects of commonly used substances
- Identify and respond more effectively to substance misuse in your work
- State the range of helping agencies locally and nationally

Duration: 2 days

Dates
07 & 08 November 2013
23 & 24 January 2014
12 & 13 June 2014
18 & 19 September 2014
6 & 7 November 2014
22 & 23 January 2015

Trainer

Health Promotions

Charging information

- Council staff, school staff, foster carers, CVS groups, Higher education staff, police, probation and NHS staff working in Brighton & Hove – FREE
- Private organisations, independent schools, and police, probation and NHS staff working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

'Legal Highs' / Novel Psychoactive Substances and Emerging Trends

Who should attend

This course is suitable for those working in primary and community health, education, housing, social care, mental health, police and criminal justice, voluntary organisations and for any one new to the substance misuse sector.

Overview

This course highlights changing patterns of substance use in Brighton and Hove and aims to increase confidence of professionals working with those who may be using substances. It develops screening and assessment skills and enables professionals to support service users via advice and referral to specialist services when relevant.

Benefits and learning outcomes to you and the organisation

- To be aware of changing patterns of substance use
- Increase knowledge of new substances being used
- Increased confidence in how to respond as a professional to emerging trends
- Carry out assessments using local screening tools to identify and prioritise needs

Duration: 1 day

Dates
27 September 2013
27 November 2013
21 March 2014
15 May 2014
26 September 2014
26 November 2014
20 March 2015

Trainer

Health Promotions

Charging information

- Council staff, school staff, foster carers, CVS groups, Higher education staff, police, probation and NHS staff working in Brighton & Hove – FREE
- Private organisations, independent schools, and police, probation and NHS staff working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Mental Health Awareness

Who should attend

Children's Services, schools, early years and CVS staff. Please note this is an introductory course and is not appropriate for practitioners who already have knowledge and experience of working with children and young people with mental health difficulties.

Overview

In Brighton & Hove there is a need to better promote, protect and appropriately treat the mental and emotional health of children and young people. Staff in universal services need the skills and knowledge necessary to support them and seek advice and refer on if necessary.

Benefits and learning outcomes to you and the organisation

- Demonstrate increased knowledge about children's mental health issues and their causes
- Examine children's own experiences of mental health
- Recognise when to contain mental health difficulties and when to seek further advice
- Apply skills in managing challenging feelings and behaviours

Duration: 1 day

Dates
26 February 2014

Trainer

Dr Lana Jackson, Primary Mental Health Worker, Community Mental Health and Wellbeing, Schools and Community Support Team.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Personal Relationships & Sexuality – Young People with Learning Disabilities NEW

Who should attend

This course is offered to all Children's Services and CVS staff who work with children and young people who have a learning disability.

Overview

The main aim of this training is to clarify and explore practice issues around personal relationships & sexuality (PRS) and learning disabilities focussing on increasing staff skills and knowledge in this area. This course aims to build confidence and competence in addressing and responding to issues arising in a practical way, covering topics such as public vs. private behaviours, appropriate touching and masturbation, forming, developing and maintaining healthy personal relationships, managing emotions, saying no, sexualisation and issues relating to pornography, talking about PRS with young people, contraception needs, STIs, sexual health and sexual orientation.

The training also includes an introduction to the following areas in relation to learning disability: sex and the law; capacity and consent and translating policy into practice.

Benefits and learning outcomes to you and the organisation:

- Examine attitudes and values to sexuality (*in its broadest sense*) and learning disability
- Acquire confidence to talk about and acknowledge PRS with young people
- Gain knowledge of the Law in relation to sex and learning disability
- Explore good practice and skills around issues you may face in the workplace
- Increased awareness and confidence of your role and responsibility in this context

Duration: ½ day

Dates
tbc

Trainer

Laura Clark, independent trainer

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)
or visit www.brighton-hove.gov.uk/cypworkforce

Resilience

Who should attend

Children's Services, early years, schools and CVS staff who require an understanding of resilience. These could include community family workers, social work resource officers, learning mentors, newly qualified social workers, personal advisors, youth workers and foster carers.

Overview

Resilience is the ability to survive and bounce back from hardships and adversity, strengthened and more resourceful. Finding ways to boost a child's ability to respond resiliently when life is tough can help them to do better than you might have thought they would. This workshop offers an introduction to the concept of resilience and resilience theory and provides the opportunity to consider those things we can do that help to build resilient capital. It will outline ways of supporting children and parents that aim to build their capacity to manage life's challenges more resiliently.

Benefits and learning outcomes to you and the organisation

- Examine your understanding of the resilience evidence base
- Examine why and how some children bounce back better than others
- Identify resilience building principles and techniques
- Apply 'resilience' with your own work with children and parents
- Review Resilient Therapy, an approach that aims to turn resilience theory into practice for all to use

Duration: 1 day

Dates
21 October 2013
06 June 2014
19 March 2015

Trainer

Kim Aumann, Independent trainer.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Sexual Health Basic Awareness

Who should attend

Any professionals working with clients that could be at risk of poor sexual health such as youth workers, housing support staff, education professionals, social care practitioners. Any professionals seeking a basic update on local and national sexual health issues.

Overview

This one day course will cover the basic aspects of sexual health including Sexually Transmitted Infections, Contraception, Condom use and promotion, unplanned pregnancy and self esteem. Participants will explore issues linked to poor sexual health and build skills and confidence to address sexual health issues with clients.

Benefits and learning outcomes to you and the organisation

- Develop basic knowledge of Sexually Transmitted Infections, including HIV and know how to make appropriate referrals to GUM services
- Build confidence in promoting Safer Sex messages, including promotion of condoms, Femidoms and Dams and knowledge of the local C-Card/free condom scheme
- Develop a basic understanding of the range of contraceptive methods available including how they work and their effectiveness and know how to make appropriate referrals to contraception services
- Consider the impact of unplanned pregnancy, pregnancy choices and how to make appropriate referrals to support services
- Examine personal attitudes to sex and sexual health and consider how this can impact or affect work with clients
- Explore the factors that can impact on an individuals sexual health and develop basic skills to address sexual health concerns with clients

Duration: 1 day

Dates
30 April 2014
02 September 2014

Trainer

Health Promotions

Charging information

- Council staff, school staff, foster carers, CVS groups, Higher education staff, police, probation and NHS staff working in Brighton & Hove – FREE
- Private organisations, independent schools, and police, probation and NHS staff working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Sexual Risk Taking

Who should attend

This course is suitable for professionals that have an existing level of sexual health knowledge and experience and who are working with clients to address risk taking behaviour. It is recommended that participants have previously completed Sexual Health Basic Awareness Training.

Overview

Many of our clients are clued up about sexual health, STIs and contraception; however, there can often be a gap when it comes to putting this knowledge into action. This course aims to provide participants with practical tools to address sexual risk taking behaviour. We will explore strategies for working in a proactive preventative approach through group work and one to one interventions. The course content is based in line with the national and local good practice evidence base in terms of sexual risk taking and behaviour change.

Benefits and learning outcomes to you and the organisation

- Explore the motivations and reasons behind sexual risk taking
- Gain a greater understanding of how we can use behaviour change practice to respond to sexual risk taking behaviour
- Increased awareness of different types of resistance and reluctance from clients to change / engage and explore strategies to overcome this
- Gain confidence and practical strategies to help & support people develop skills of resistance, assertiveness and self awareness – specifically using the ‘Risky Business’ behaviour resource for working with young people

Duration: 1 day

Dates
23 January 2014
08 July 2014
22 January 2015

Trainer

Health Promotions

Charging information

- Council staff, school staff, foster carers, CVS groups, Higher education staff, police, probation and NHS staff working in Brighton & Hove – FREE
- Private organisations, independent schools, and police, probation and NHS staff working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Supporting Health Behaviour Change

Who should attend

Children's Services and CVS practitioners and NHS staff who are working with groups or individuals to change (negative) behaviour. This could include: teaching assistants, learning mentors, teachers, social workers, community workers, youth workers, foster carers, health staff and managers who want an introduction to behaviour change techniques.

Overview

A two-day course aimed at providing participants with knowledge and skills to support service users wanting to achieve positive outcomes by encouraging behaviour change. These behaviours could be related to substance misuse, sexual health or anti-social behaviour.

The course is appropriate for those working with age 12 years – adult. Participants will develop their skills in reflective listening and be introduced to some of the principles that underpin motivational interviewing. By the end of the two day course, participants will have developed a toolkit of strategies that they can apply when working with service users to facilitate behaviour change.

Benefits and learning outcomes to you and the organisation

- Practice a range of basic skills and techniques for motivating change
- List the principles for motivational interviewing
- Describe two theories about behaviour change and apply the basic concepts to real service user situations
- Demonstrate understanding of what helps and hinders the change process
- Use a range of skills to support client thinking, decision making and active change processes
- Be aware of a range of communication tools

Duration: 2 days

Dates
17 & 18 October 2013
05 & 06 December 2013
27 & 28 March 2014
10 & 11 July 2014
16 & 17 October 2014
4 & 5 December 2014
26 & 27 March 2015

Trainer

Health Promotions

Charging information

- Council staff, school staff, foster carers, CVS groups, Higher education staff, police, probation and NHS staff working in Brighton & Hove – FREE
- Private organisations, independent schools, and police, probation and NHS staff working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Supporting LGBT Young People: Exploring Sexual Orientation and Gender Identity

Who should attend

Children's Services and CVS practitioners, particularly social workers, youth workers, staff in education and foster carers.

Overview

In this course we hear the voices of lesbian, gay, bisexual, transgender (LGBT) young people and find out how to support them in their journey to develop a strong sense of identity in the face of multiple marginalisation. We will learn ways to make our services safe by exploring creative ways of challenging homophobia, bi and transphobia at home, school, college or work.

Benefits and learning outcomes to you and the organisation

- Examine how to aid young people in developing a positive sense of sexual orientation and gender identity
- Examine the issues (e.g. social and family pressures) experienced by young people exploring their sexual orientation and gender identity
- Review the services and support systems available to young people
- Recognise the impact of homophobia, trans/biphobia and heterosexism on young people who are lesbian, gay, bisexual, transgender or unsure of their sexual orientation and/or gender identity
- Implement ways to make environments safe for LGBT young people including how to challenge homophobic, trans and bi-phobic behaviour and language

Duration: 1 day

Dates
25 February 2014
27 February 2015

Trainer

Jess Wood MBE, B.A.(Hons), D.S.A., M.Litt. (Oxon), co-founder and Director of Allsorts Youth Project, is an experienced trainer, tutor and teacher. She strives to inspire participants to include LGBT people in their championing of inclusion and universal human rights.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Therapy and Therapeutic Interventions with Children

Who should attend

Children's Services, schools and CVS staff working with children and families who might need to access therapeutic support. This includes social workers, teachers, learning mentors, social work resource officers, community family workers, school nurses and youth workers.

Overview

One in five children experiences emotional and behavioural difficulties at some time in their childhood, but it can be hard for people who work with them to know what kind of therapeutic support they need. The course covers psychodynamic (including attachment), Cognitive Behavioural and Person-Centred Therapy. These are only introductions to these therapeutic modalities and they are suitable only for practitioners with NO prior understanding of these interventions and their suitability for particular clients. There will be explanation as to how these are combined by most psychologists to work 'integratively' with clients and what this means. They will also have an increased understanding of who is able to offer these interventions and when it might be appropriate to refer a child or young person to local therapeutic services.

Benefits and learning outcomes to you and the organisation

- Review the different therapeutic interventions and approaches available, and the differences and similarities of each
- Apply your knowledge of basic therapeutic approaches and techniques within your own practice
- Recognise what sort of support a child might need and know when to involve other local therapeutic services

Duration: 1 day

Dates
29 January 2014

Trainer

Dr Lana Jackson, Primary Mental Health Worker, Community Mental Health and Wellbeing, Schools and Community Support Team.

Charging information

- Childrens Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Safeguarding Children elearning

Who should attend

All Children's services staff. All other staff whose work brings them into direct contact with children or young people e.g. lifeguards, library staff, parks staff etc.

Overview

Safeguarding children is **everyone's** responsibility. Do you know what to do? Do you need a refresher? This interactive, easy to use online e-learning package can be completed at a time, pace and place that suits you. The training has stimulating animations, quizzes and tests to capture and maintain your interest.

This course covers a variety of child protection issues and there are two modules available to suit different needs.

For a demo visit: www.safeguardingchildrenea.co.uk

Benefits and learning outcomes to you and the organisation

- Demonstrate an introductory knowledge of child protection issues
- Understand the various types of abuse and neglect
- Recognise the signs of abuse and know what to look for
- Know your own responsibilities if you suspect abuse, what steps to take / who to contact
- Demonstrate an awareness of the Sussex Child Protection and Safeguarding Children Procedures

Duration: Approx 2 Hours

Charging information

There is no charge for this elearning.

How to apply

Children's Services staff can request access by e mailing your name and job title to coursesforcare@brighton-hove.gov.uk

Community and voluntary sector organisations should request access by e mailing Ellie.talebian@safety-net.org.uk

Domestic Abuse Awareness elearning

Who should attend

Anyone who comes into contact with children, young people, parents and carers, including volunteers and support staff e.g. administrators.

Overview

This interactive, easy to use elearning package can be completed at the pace and place that suits you. The modules have stimulating animations, quizzes and tests to capture and maintain your interest. For a demo visit www.safeguardingchildren.co.uk

Benefits and learning outcomes to you and the organisation

- Define what domestic abuse is
- Know the myths about domestic abuse
- Recognise the impact on health
- Know about the Power and Control Wheel
- Support people to move on
- Know where to go for further assistance

Duration: Approx 2 Hours

Charging information

There is no charge for this elearning.

How to apply

Children's Services staff can request access to courses by e mailing

Coursesforcare@brighton-hove.gov.uk

Community and voluntary sector organisations should request access by e mailing

Ellie.taleblian@safety-net.org.uk

Safe Sleep for Babies - Reducing the Risk of SIDS

Who should attend

All Children's Services staff and carers who work with babies or support parents, family members and others who care for babies.

Overview

This course promotes safe sleeping for babies, to reduce the risk of Sudden Infant Death Syndrome (SIDS). This interactive, easy to use online e-learning package can be completed at a time, pace and place that suits you. The training has stimulating animations, quizzes and tests to capture and maintain your interest.

For a demo visit: www.safeguardingchildrenea.co.uk

Benefits and learning outcomes to you and the organisation

- Understand the risks associated with SIDS
- Recognise how to keep sleeping babies safe
- Help parents struggling to sleep their babies safely
- Locate and provide supplementary resources

Duration: Approx 2 Hours

Charging information

There is no charge for this elearning.

How to apply

Children's Services staff can request access by emailing your name and job title to Coursesforcare@brighton-hove.gov.uk

Voluntary and community sector organisations should request access by emailing Ellie.talebian@safety-net.org.uk

Working Together to Safeguard Children I - Developing a Core Understanding

Who should attend

Mandatory for

All Children's Services staff working with children. Designated Persons for Child Protection in schools / CVS organisations, all other staff in organisations in Brighton & Hove who are working with children and/or their families.

Overview

Gain a greater understanding of professional roles and responsibilities.

Level 3. We must all work together effectively in order to safeguard children. This is the first of the LSCB 'Working Together...' three one-day courses which bring together those from across the children's workforce so they can understand the different and complementary roles they all play in protecting children from abuse.

Benefits and learning outcomes to you and the organisation

- Understand the role of inter-professional working in Safeguarding Children (including Family CAF)
- Be aware of how attitude, beliefs and perceptions influence practice
- Identify and understand categories of abuse
- Identify what factors place some children at increased risk of abuse
- Know when and with whom to share information

Duration: 1 day

Dates
22 October 2013
05 December 2013
22 January 2014
06 March 2014



Charging information

- Children's Services staff, school staff, foster carers, CVS groups, BHCC contracted organisations in Children's Services, statutory health organisations, police and probation and all early years (including private early years) who are working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, and those working outside of Brighton & Hove – £120 per person

NB. £50 late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Working Together to Safeguard Children 2 - Assessment, Referral and Investigation

Who should attend

Children's Services staff working with children. Designated Persons for Child Protection in schools, CVS organisations, all other staff in organisations in Brighton & Hove who are working with children and/or their families.

Overview

Level 3. We must all work together effectively in order to safeguard children. This is the second of the LSCB 'Working Together' three one-day courses which bring together those from across the children's workforce so they can understand the different and complementary roles they all play in protecting children from abuse.

Benefits and learning outcomes to you and the organisation

- Understand the Assessment Framework in relation to safeguarding children
- Make a Child Protection Referral
- Understand the aims, purpose and process of Section 47 Investigations
- Have an awareness of own and other's roles and responsibilities in the Section 47 process

Duration: 1 day

Dates
24 September 2013
21 November 2013
28 January 2014
19 March 2014



Charging information

- Children's Services staff, school staff, foster carers, CVS groups, BHCC contracted organisations in Children's Services, statutory health organisations, police and probation and all early years (including private early years) who are working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, and those working outside of Brighton & Hove – £120 per person

NB. A £50 late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Working Together to Safeguard Children 3-Child Protection Conference & Core Groups

Who should attend

Children's Services staff working with children. Designated Persons for Child Protection in schools, CVS organisations, all other staff in organisations in Brighton & Hove who are working with children and/or their families.

Overview

Level 3. We must all work together effectively in order to safeguard children. This is the third of the LSCB 'Working Together' three one-day courses which bring together those from across the children's workforce so they can understand the different and complementary roles they all play in protecting children from abuse.

Benefits and learning outcomes to you and the organisation

- Understand the aims, purpose and process of a Child Protection Conference and Core Group
- Have an awareness of own and other's roles and responsibilities in this process
- Develop practice in preparation and presentation in the Conference setting
- Understand the relevance of Core Group in the implementation of the Child Protection Plan

Duration: 1 day

Dates
09 October 2013
28 November 2013
16 January 2014
12 March 2014



Charging information

- Children's Services staff, school staff, foster carers, CVS groups, BHCC contracted organisations in Children's Services, statutory health organisations, police and probation and all early years (including private early years) who are working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, and those working outside of Brighton & Hove – £120 per person

NB. A £50 late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Domestic Violence and Abuse -The Impact on Children and Young People

Who should attend

Children's Services staff working with children. Designated Persons for Child Protection in schools, CVS organisations, all other staff in organisations in Brighton & Hove who are working with children and/or their families.

Overview

Level 3. This course will enhance participants' knowledge of the impact of domestic abuse on children and young people and develop greater potential for interagency working.

Benefits and learning outcomes to you and the organisation

- Confidently use skills to work with families where domestic abuse is occurring
- Understand the knowledge base regarding the impact of domestic abuse on children and young people
- Understand interagency developments around domestic abuse
- Work more effectively with other agencies

Duration: 1 day

Dates
12 September 2013
14 November 2013
05 February 2014



Charging information

- Children's Services staff, school staff, foster carers, CVS groups, BHCC contracted organisations in Children's Services, statutory health organisations, police and probation and all early years (including private early years) who are working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, and those working outside of Brighton & Hove – £120 per person

NB. A £50 late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Joint Investigations for Social Workers

Who should attend

Experienced social workers undertaking joint child protection investigations with the police on a regular basis. Social workers are nominated by their team managers to undertake this course. Police officers may also attend.

Overview

Level 3. Social workers are required to carry out joint investigations with the police when it is suspected that a child has suffered or is at risk of suffering significant harm. This four day course provides the opportunity for experienced social workers and police officers to practice their skills and understand their roles in this area.

Benefits and learning outcomes to you and the organisation

- Understand the different roles of the police and social worker in the Section 47 process and principles of co-operation between agencies
- Demonstrate communication skills with families during investigation including joint home visits with the police
- Know about the process of the health assessment in the Section 47 investigations and the role of the paediatrician within this
- Understand principles of taking initial accounts where disclosures of abuse and neglect have been made without hindering the ABE interview
- Know about expectations of recording in relation to the Criminal Procedure and Investigations Act 1996
- Identify sources of forensic evidence and main principles in gathering this

Duration: 4 days

Dates
tbc



Charging information

- FREE to all nominated staff

NB. £50 Late cancellation fee applies to all bookings

How to apply

Team managers should nominate social workers to jaina.sloan@brighton-hove.gov.uk using the usual application form.

Internal staff [Click here to apply](#)

Mental Health and Children's Services Working Together with Families

Please note this is a **NEW COURSE** with new content

Who should attend

Professionals in children's and adult mental health services who may undertake, or be involved in assessments and interventions with families where a parent/carer has a mental health difficulty.

Overview

Level 3. To promote effective working together across agencies when working with families where a parent/carer has a mental health difficulty.

Benefits and learning outcomes to you and the organisation

- Understand the roles of professionals working in other specialist areas, what they do and what they provide
- Consider ways in which parental mental ill health and parenting capacity interact
- Identify the potential effects of parental mental health difficulties on children and young people
- Explore how to plan and undertake assessments and interventions in families where a parent/carer has a mental health difficulty (including CPA, Family CAF and where there is a CP Plan)

Duration: 1 day

Dates
18 February 2014



Charging information

- Children's Services staff, school staff, foster carers, CVS groups, BHCC contracted organisations in Children's Services, statutory health organisations- Sussex Partnership Foundation Trust, police and probation and all early years (including private early years) who are working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, and those working outside of Brighton & Hove – £120 per person

NB. A £50 late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Multi-Agency Public Protection Arrangements- Risk Management of Known Offenders

Who should attend

This multi agency event is targeted at practitioners and managers who are not working with offenders in the normal course of their work. This event will be particularly useful to staff working in housing, health, social services (children and adults), schools and colleges.

Overview

Level 2. To develop your knowledge of Multi-Agency Public Protection (MAPPA) Arrangements.

Benefits and learning outcomes to you and the organisation

- Understand how Multi-Agency Public Protection works in co-ordinating risk management in the community
- Be able to identify those who are involved
- Recognise agencies roles and responsibilities
- Identify your own individual professional responsibility
- Have knowledge of key contact information and lines of communication

Duration: 2 hours

Dates
22 October 2013
19 February 2014



Charging information

- Children's Services staff, school staff, foster carers, CVS groups, BHCC contracted organisations in Children's Services, statutory health organisations, police and probation and all early years (including private early years) who are working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, and those working outside of Brighton & Hove – £120 per person

NB. A £50 late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Preventing and Disrupting the Sexual Exploitation of Children and Young People

Who should attend

Members of the workforce who work predominantly with children, young people **and/or** their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child or young person where there are safeguarding concerns. Will be especially relevant for Social care staff, Youth Workers, Designated Persons in Schools, Foster Carers, School Nurses, Police, GPs and Sexual Health Workers.

Overview

Level 3. Children and young people who are sexually exploited are the victims of child sexual abuse, and their needs require careful assessment. They are likely to be in need of welfare services and - in many cases- protection under the Children Act 1989. This workshop will introduce practitioners to what often is a hidden problem and to consider how the needs of these children and young people can be met.

Benefits and learning outcomes to you and the organisation

- Understand the sexual exploitation of children and young people and what places a young person at risk
- Gain knowledge of prevalence and forms of young people's sexual exploitation
- Recognise vulnerabilities and risk indicators
- Support young people who are sexually exploited
- Be aware of the Sexual Offences Act 2003 and other relevant legislation and guidance
- Help to monitor and record the sexual exploitation of young people.

Duration: ½ day

Dates
09 October 2013
04 December 2013



Charging information

- Children's Services staff, school staff, foster carers, CVS groups, BHCC contracted organisations in Children's Services, statutory health organisations, police and probation and all early years (including private early years) who are working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, and those working outside of Brighton & Hove – £120 per person

NB. A £50 late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Safeguarding Children with Disabilities

Who should attend

Staff who work mainly with children, young people **and/or their parents/carers** and who could potentially **contribute** to assessing, planning, intervening and reviewing needs of a child and parenting capacity where there are safeguarding concerns. This includes all staff working in Children and Family Services, Designated Persons in Schools, Early Years staff, Youth Workers, Primary Care staff, Probation and those working with adults in learning disability, mental health and substance misuse services.

Overview

Level 3. All children have the same human rights to be safe from abuse and neglect and to be protected from harm. Children with disabilities are, however, more vulnerable to abuse or neglect than other children and have additional needs that must be met if they are to be properly safeguarded. This course will provide practitioners with knowledge of issues in relation to safeguarding children.

Benefits and learning outcomes to you and the organisation

- Identify the factors that make children with disabilities more vulnerable to harm and their safeguarding needs
- Recognise the attitudes and assumptions that can exist in relation to children with disabilities, abuse and neglect
- Identify safe practice in the provision of intimate care
- Have understanding of multi-agency roles in safeguarding children with disabilities
- Gain practice skills in communicating with children with disabilities when investigating abuse or neglect

Duration: 1 day

Dates
16 November 2013 (a Saturday)



Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Serious Case Review Workshop

Who should attend

This Local Safeguarding Children Board (LSCB) multi-agency training event is targeted at a wide range of practitioners who work in the field of child protection and also managers with responsibility for commissioning serious case reviews and writing individual management reviews.

Each of the two sessions is divided into two parts: 'the SCR process' and 'lessons for practice'. Staff are welcome to attend either or both parts.

Overview

Level 2. To share knowledge and learning to help improve practice. Barry Raynes will compare and contrast findings with those of Marian Brandon and colleagues in their biennial analyses of serious case reviews and the recent University of Warwick research review, giving an opportunity for debate and information sharing.

Benefits and learning outcomes to you and the organisation

Part one: The SCR process:

- Family involvement
- Staff involvement
- Independence
- Use of research
- Dissemination, integration and training
- Action planning

NB: This part will be of main interest to managers with responsibility for commissioning serious case reviews and writing individual management reviews.

Part two: Lessons for practice:

- care planning
- use of resources
- research and emerging themes
- role of adult workers
- co-ordination
- stereotypes

NB: This part is relevant to all practitioners and managers who work in the field of child protection

Duration: 2 ½ hours

Dates
tbc



Charging information

- Children's Services staff, school staff, foster carers, CVS groups, BHCC contracted organisations in Children's Services, statutory health organisations, police and probation and all early years (including private early years) who are working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, and those working outside of Brighton & Hove – £120 per person

NB. A £50 late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Substance Misuse and Parenting Capacity

Who should attend:

Children’s Services staff working with children. Designated Persons for Child Protection in schools / CVS organisations, all other staff in organisations in Brighton & Hove who are working with substance misusing parents or with children whose parent/s misuse substances.

Overview

Level 3. There is a need for practitioners working with substance misusing parents to work in inter-agency partnership. This course will explore the potential impact on children of parental substance misuse and how we can work together in assessment and interventions with these families.

Benefits and learning outcomes to you and the organisation

- Understand the potential impact of substance misuse in pregnancy
- Understand the potential impact of parental substance misuse on children / young people
- Understand how substance misuse may affect parenting capacity
- Understand risk and protective factors for children living with substance misusing parents
- Explore the role of inter-agency working in protecting children growing up with substance misusing parents

Duration: 1 day

Dates
tbc



Charging information

- Children’s Services staff, school staff, foster carers, CVS groups, BHCC contracted organisations in Children’s Services, statutory health organisations, police and probation and all early years (including private early years) who are working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, and those working outside of Brighton & Hove – £120 per person

NB. A £50 late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)
 External staff [Click here to apply](#)
 or visit www.brighton-hove.gov.uk/cypworkforce

Undertaking Safeguarding Children Assessment Workshops

Who should attend

All practitioners working with children in a range of settings and who assess families on a day-to-day basis.

Overview

Level 3. Undertaking assessments of families where there are safeguarding children concerns is a complex process. It involves gathering information from family members and professionals in a range of contexts and making judgements regarding its significance and meaning for a particular child. The aim of this four day course is to offer a practical guide to undertaking these assessments.

Benefits and learning outcomes to you and the organisation

- Have an understanding of the theoretical models that underpin assessments
- Identify factors that promote optimal child care outcomes and risk factors that negatively impact on this
- Use a range of strategies and tools to gather information in individual interviews/ visits with parents and children
- Understand the roles of close observation and how this can inform the assessment process
- Attribute meaning and significance to material gathered and demonstrate analytical writing skills

Duration: 5 half day sessions

Dates
tbc



Charging information

- Children's Services staff, school staff, foster carers, CVS groups, BHCC contracted organisations in Children's Services, statutory health organisations, police and probation and all early years (including private early years) who are working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, and those working outside of Brighton & Hove – £120 per person

NB. A £50 late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Working with Parents with a Learning Disability

Who should attend

Children's Services staff working with children. Designated Persons for Child Protection in schools, CVS organisations and all other staff in organisations in Brighton & Hove who are working with parents with learning disabilities or with children whose parent/s have a learning disability.

Overview

Level 3. There is a need for practitioners working with parents with learning disabilities to work in inter-agency partnership. This course will explore assessment and planning work to support these families in the community.

Benefits and learning outcomes to you and the organisation

- Understand the needs and experiences of parents with a learning disability
- Understand the needs and experiences of children living with a parent with a learning disability
- Know potential risk factors for children
- Understand the interventions that promote positive outcomes for children and parents
- Recognise the roles of adult and children services in working together with families in these situations

Duration: 1 day

Dates
tbc



Charging information

- Children's Services staff, school staff, foster carers, CVS groups, BHCC contracted organisations in Children's Services, statutory health organisations, police and probation and all early years (including private early years) who are working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, and those working outside of Brighton & Hove – £120 per person

NB. A £50 late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Child Physical Abuse

Who should attend

All those working in Children's Services who may be working with families where physical abuse is an issue.

Mandatory for

Newly qualified social workers

Overview

The aim of this course is to enable participants to gain a greater understanding of how physical abuse affects children and young people and to develop the knowledge and skills necessary to intervene effectively.

Benefits and learning outcomes to you and the organisation

- Demonstrate knowledge of the latest research findings including Serious Case Reviews as it relates to child physical abuse
- Understand the signs and symptoms of child physical abuse
- Recognise the impact of child physical abuse on children's development
- Know the key elements to consider when assessing risk of physical abuse on children and young people
- Demonstrate direct work skills in working with children and their families where physical abuse and unexplained injuries may be an issue

Duration: 1 day

Dates
tbc

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Child Protection Investigations

Who should attend

Social workers who undertake Section 47 investigations as part of their job role and social workers who require an understanding of the child protection investigation process.

Mandatory for

Newly qualified social workers

Overview

Social workers have specific responsibilities in safeguarding children who are subject to a referral where it is believed they may be suffering significant harm. This course aims to equip social workers with the knowledge and skills to carry out a Child Protection investigation.

Benefits and learning outcomes to you and the organisation

- Describe the legal and policy context of child protection investigations and the role of social workers within this
- Demonstrate communication skills with families during investigations including joint home visits with the police
- Recognise best practice in supporting children and their families through the medical and ABE process
- Analyse risks to children and make decisions based on information gathered during the process
- Review effective information sharing and co-operation between agencies whilst recognising and maintaining own role

Duration: 1 day

Dates
tbc

Charging information

- Children's Services staff, social workers – FREE
- Private organisations and social workers working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Child Sexual Abuse

Who should attend

Practitioners in Children's Services who may be working with families where child sexual abuse may be an issue.

Mandatory for

Newly qualified social workers

Overview

The aim of this course is to enable participants to gain a greater understanding of how sexual abuse affects children and young people and to develop the knowledge and skills necessary to intervene effectively.

Benefits and learning outcomes to you and the organisation

- To consider different types of adult male sex offenders and patterns of offending
- to consider the implications for the children they abuse, for non-abusing parents and family members
- To consider the interaction between a sex offender and child protection professionals
- To consider this within the remit of Department of Health guidelines, the Children Act and the concept of 'likely significant harm'
- To consider the implications for child protection decision making - practice & procedures
- To consider the implications for child protection decision making - risk/safety, contact, the viability of family reconstruction

Duration: 1 day

Dates
tbc

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Court Work Part 1 and Part 2

Who should attend

Children's Services practitioners who are responsible for safeguarding children including social workers, health visitors and social work resource officers.

Mandatory for

Newly qualified social workers

Overview

In order to make decisions regarding the steps that should be taken to secure the safety and well-being of a particular child, practitioners need a sound understanding of the law as it pertains to children, particularly that which governs the Family Courts. This course offers an introduction to the main principles, orders and legal processes that relate to children including the Children Act 1989 and the Adoption and Children Act 2002. Communicating effectively within this context is also crucial and this course provides an opportunity to practice oral evidence giving in a safe and supportive environment.

Benefits and learning outcomes to you and the organisation

- Demonstrate an understanding of 'significant harm' and the 'threshold criteria'
- Identify the range of Orders available in child protection and their application within the court
- Demonstrate an understanding of the law relating to adoption and permanency planning, particularly the Adoption and Children Act 2002
- Explain the significance of case law and its importance for the legal process
- Describe how to prepare for a hearing
- Recognise how to conduct yourself around the court room
- Demonstrate skills in giving evidence in a confident manner, using clear and simple language
- Understand how to avoid pitfalls and withstand cross-examination

Duration: 1 day

Dates
04 March 2014

Trainers

Barristers - Crown Office Row

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Court Work Part 3 - Skills in Written Evidence

Who should attend

Children's Services practitioners who are responsible for submitting written evidence to the Court, particularly social workers.

Mandatory for

Newly qualified social workers

Overview

Practitioners who attend court are required to submit a range of written evidence in support of their plans for a particular child. This can include statements, chronologies, assessments and care plans that are available to all parties involved in the proceedings. This course aims to equip practitioners with the skills to submit written evidence of a high standard to the court.

Benefits and learning outcomes to you and the organisation

- Identify the information to include in a chronology and how to compile this effectively
- Know how to write a clear and concise statement which incorporates a convincing analysis
- Identify the importance of the core assessment to the court and demonstrate skills in completing one
- Know how to write a care plan for a particular child
- Recognise the difference between facts, inference and opinion
- Demonstrate appropriate layout, format and style of all written evidence

Duration: ½ day

Dates
04 March 2014

Trainers

Barristers - Crown Office Row

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Court Work Skills – Advanced

Who should attend

Social workers who already have experience of attending court and have completed introductory court work skills training.

Overview

Social work practitioners are often involved in complex care proceedings over an extended period of time. During this they will be required to liaise with parties, instruct expert witnesses, take part in negotiations outside the court or be invited to be the 'experts' themselves. This course is provided by barristers at Crown Office Row for experienced social work practitioners to consolidate and build on their existing court work skills.

Benefits and learning outcomes to you and the organisation

- Identify the role of the social worker as 'expert' in their own right and the issues that a social worker should feel confident to comment on
- Recognise the circumstances when an expert witness may be required and contribute to the drafting of a Letter of Instruction
- Know how to write a robust and convincing analysis
- Demonstrate how to include research in the assessment process and use it effectively to recognise risk and likely outcomes for children
- Understand the purpose of and effectively contribute to negotiations with parties outside of the court
- Recognise how to prepare for a final hearing and withstand the pressures of an extended period of cross-examination particularly when utilising research

Duration: 1 day

Dates
28 March 2014

Trainers

Barristers - Crown Office Row

Charging information

- Children's Services staff, social workers – FREE
- Private organisations and those social workers working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Domestic Abuse and Substance Misuse

Who should attend

This course is suitable for those working in primary and community health, education, housing, social care, mental health, police and criminal justice and voluntary organisations and for anyone new to the substance misuse sector wishing to improve their response to service users who may be experiencing domestic abuse.

Overview

This course will enable participants to understand and gain skills to work effectively with service users who present with domestic abuse and substance misuse issues. Participants will explore the behaviours which constitute domestic abuse and the ways in which substances are used by both survivor and perpetrator. Domestic abuse risk management and risk planning will be considered within the context of working with service users with these dual issues. Participants will learn to recognise the need to work at community level with effective screening and signposting on to relevant services.

Benefits and learning outcomes to you and the organisation

- Identify the issues facing service users who are affected by both domestic abuse and substance use and how these issues may affect or obstruct their access to appropriate service provision
- Outline strategies and skills appropriate to addressing presenting needs of service users who are experiencing domestic abuse and problematic substance use
- Approach the dual issues in an integrated way through partnership working and effective referral processes

Duration: 1 day

Dates
11 October 2013
16 May 2014
09 October 2014

Trainer

Health Promotions

Charging information

- Children's Services staff, school staff, foster carers and CVS groups and NHS staff working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and NHS staff working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Domestic Abuse – Basic Awareness

Who should attend

All staff particularly those workers who may be the first point of contact for survivors of domestic abuse. This could include workers in adult and children's services, front line workers, housing officers, reception staff, specialist staff and school staff.

Overview

This course is delivered by the local service RISE. It will help dispel some of the myths and fears staff may have around working with domestic abuse and will help you gain an understanding of what local services are available and how to support survivors.

Benefits and learning outcomes to you and the organisation

- Provide information to victims of domestic abuse about local services and sources of support
- Challenge public misconceptions about domestic abuse
- Respond appropriately to allegations of domestic abuse
- Identify & support people at risk of forced marriage and/or domestic abuse
- Describe local partnerships to tackle domestic abuse

Duration: 1 day

Dates
tbc

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Emotional Abuse and Neglect

Who should attend

Practitioners in Children's Services who may be working with families where emotional abuse and neglect may be an issue.

Mandatory for

Newly qualified social workers

Overview

This one day course aims to give participants an opportunity to consider some of the dilemmas involved in working with families where emotional abuse and neglect is an issue. Lessons from research and Serious Case Reviews will be used to enable participants to explore assessment processes as well as appropriate ways of intervening.

Benefits and learning outcomes to you and the organisation

- Demonstrate knowledge of the latest research findings including Serious Case Reviews as it relates to child physical abuse
- Understand the signs and symptoms of child physical abuse
- Recognise the impact of child physical abuse on children's development
- Know the key elements to consider when assessing risk of physical abuse on children and young people
- Demonstrate direct work skills in working with children and their families where physical abuse and unexplained injuries may be an issue

Duration: 1 day

Dates
tbc

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Hostile and Uncooperative Families

Who should attend

Social workers and Children's Services practitioners working with families who are resistant to their involvement.

Mandatory for

Newly qualified social workers

Overview

This course is intended to introduce participants to a variety of frameworks for thinking about 'involuntarism' and applications to practice. There will be opportunities to reflect on personal and professional fears and experience of resistance with a view to developing appropriate strategies to manage this. The importance of systematic assessment and management of danger will also be reinforced.

Benefits and learning outcomes to you and the organisation

- Understand theory relating to 'resistance' and 'involuntarism'
- Know the way strong emotions impact on cognitive processes
- Identify how to maintain appropriate emotional and physical boundaries when interviewing aggressive service users
- Understand ways to limit the distorting impact of service user aggression on professional networks
- Demonstrate practical skills/techniques which reduce the likelihood of involuntarism and physical aggression
- Use strategies for recognising and dealing with personal and client stress

Duration: 1 day

Dates
10 December 2013

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Internet Safeguarding – A Practical Guide to Keeping Children Safe Online

Who should attend

Suitable for anyone who supervises children or young people whilst they are online or for practitioners dealing with children and young people who may encounter issues relating to children's/young people's use of the internet.

Overview

The course will provide participants with information and practical guidance on how children and young people are using the internet, how offenders exploit this and what steps parents/carers can take to prevent and protect children and young people from being exploited/abused online. Participants will also learn different sources of support from which they/children can seek information and advice.

Benefits and learning outcomes to you and the organisation

- Demonstrate how the internet works and how it has changed
- Recognise how young people are using the internet
- Understand how offenders are using the internet
- Explain parental security settings, how they are beneficial and why they are not enough on their own
- Learn practical steps that parents/carers can take to protect children online
- Identify other organisations to support children/parents around internet use

Duration: ½ day

Dates
tbc

Trainer

Emma Howard, independent trainer

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Making Analysis Central to the Core Assessment Process

Who should attend

Social workers undertaking core assessments of families.

Mandatory for

Newly qualified social workers

Overview

This two-day course is aimed to give participants the knowledge and skills required to use the assessment framework alongside other tools which can assist the analysis of information and assessment of any potential risk to the child.

Benefits and learning outcomes to you and the organisation

- Gain an understanding of the process of analysis in assessing safeguarding concerns including:-
 - understanding the impact of strong emotions/anxiety on cognitive processes
 - the use of 'tools' as a means of engaging with service users and organising information
 - the use of models for thinking through decisions/recommendations
- Use a framework for thinking through 'discrepant' information.
- Develop an awareness of the importance of developing 'social work/practitioner skills' in assessment work – the use of 'self'
- Develop an awareness of both the strengths and pitfalls of analysis – towards defensible decision-making
- Understand how to use supervision as an aid to analysis

Duration: 2 days

Dates
tbc

Charging information

- Children's Services staff, social workers - FREE
- Private organisations and those social workers working outside of Brighton & Hove – £120 per person per day

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Who should attend

Children's Services and CVS practitioners who work with children and young people.

Overview

This one day experiential training introduces the concept and practice of Mindfulness for child and adolescent wellbeing. Mindfulness is an ancient practice of awareness that was brought into mainstream medicine in the seventies by Jon Kabat Zinn and is now growing in popularity in a number of health, social services, education and corporate settings. This day will provide a number of experiential and practical activities which may be applied in your work with children and families and to your own emotional wellbeing as a practitioner/worker. We will also explore current theory, research and evidence specifically related to children and young people's mental and physical health. The day will provide some reflection on how to develop your own mindfulness practice and information about further training and development opportunities.

Benefits and learning outcomes to you and the organisation

- Examine the concept of mindfulness and how and why it might be applied with children and young people
- Review the current theory
- Review the evidence and research into mindfulness with children and adolescents within different settings (e.g. schools, hospitals)
- Experience various mindfulness practices and have some techniques and tools to take away and work with for your own wellbeing and to apply to your own work with children and young people

Duration: 1 day

Dates
28 March 2014
Autumn 2014 tbc

Trainer

Dr Lana Jackson is a qualified Clinical Psychologist, Mindfulness Teacher and Yoga Therapist for mental health. Lana currently works with children, young people within Brighton and Hove CAMHS and with families affected by chronic physical health challenges at the Royal Alexandra Children's Hospital. Lana has a special interest in Mindfulness Based Approaches to wellbeing and has co-developed and co-facilitated Mindfulness therapy groups for young people in CAMHS with stress, anxiety and depression.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Minute Taking for Child Protection Conferences

Who should attend

Team administrators responsible for taking minutes during Child Protection conferences.

Overview

Accurate minutes of Child Protection conferences play a vital part in the safeguarding process. This course aims to increase awareness of why conferences take place and the minute takers' role, and that of others, within the meeting.

Benefits and learning outcomes to you and the organisation

- Explain the requirements of the minute taker
- Demonstrate awareness of the relationship between the Chair and minute taker
- Define the role of preparation for the CP conference
- Demonstrate listening and note-taking skills during Child Protection conferences
- Identify the purpose of minutes

Duration: 2 days

Dates
Please send in applications if you require this training and we will commission a new date

Trainer

Marcia Gilbert, Marriot Gilbert Associates, independent trainer.

Charging information

- Children's Services staff – FREE
- Private organisations and those working outside of Brighton & Hove – £120 per person per day

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Protective Behaviours

Who should attend

Children's Services and CVS practitioners who work with children and families.

Overview

Protective Behaviours (PBs) is a safety and life skills programme which starts from the belief that we cannot be scared into feeling safe. It therefore avoids a focus on scary scenarios and rigid sets of rules for how to deal with unsafe situations (which tend to induce fear and guilt). Instead it teaches an ability to recognise when we are not feeling safe and provides skills and tools to enable individuals to take action and get help when they need it. The approach encourages everyone to develop their personal networks of support, to explore letting people know when we need to talk to them and building problem-solving skills. PBs also recognises that life is also about taking risks and trying new things and that this is part of our development and an important life skill.

Benefits and learning outcomes to you and the organisation

- Review the framework of PBs based around its two key themes: "we all have the right to feel safe" and "nothing is so awful that we can't talk with someone about it"
- Examine how we can develop safety awareness skills for ourselves and for the people we work with and how risk taking fits within this model
- Demonstrate improved knowledge and skills in working with clients to help them develop their safety awareness and self-protection skills
- Examine a range of tools that can be used when working on keeping safe issues with children, young people and parents
- Identify what safety developments skills are appropriate for children of different ages

Duration: 2 days

Dates
06 & 13 May 2014
tbc

Trainer

Wendy Guest, Safety Net. Safety Net's vision is to create communities across Brighton, Hove and Sussex that work together to keep children and families safe through support and training.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Restorative Justice

Who should attend

Children's Service and CVS practitioners including school staff, learning mentors, social workers, youth workers, foster carers if your work involves situations where harm may have been done to relationships by the behaviour and actions of other people or who are involved in work responding to wrongdoing and conflict.

Overview

Restorative Justice is a value based approach to responding to wrongdoing and conflict. It focuses on the person harmed, the person causing the harm and the affected community. Restorative Justice focuses on transforming wrongdoing by healing the harm that is caused, particularly to relationships, by all participants working together to identify and address harm and examining what can be done to repair the relationship.

This course explores the principles that underpin restorative justice and provides some practical examples of how it can be used. The approach can be used in a wide range of situations including peer to peer conflict, adult to child conflict, damage to property etc.

Benefits and learning outcomes to you and the organisation

- Understand the values, ethos and principles of restorative justice
- Understand the skills necessary to undertake restorative justice work
- Know how to undertake a restorative justice enquiry
- Know how to undertake a restorative discussion

Duration: ½ day

Dates
24 June 2014 am

Trainer

Mary Hinton, Interim Head Teacher for the Virtual School for Children in Care for Brighton and Hove. Mary Hinton is an experienced Restorative Justice Facilitator, Trainer and Assessor. She has trained and worked in a number of agencies including schools, youth work, police and care homes and across an age range spanning from infants to adults. She believes that RJ is relevant for anyone dealing with situations where conflict can arise.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Sexually Harmful Behaviour in Children and Young People

Who should attend

This is an introductory course for practitioners and carers who work with children and young people who may display sexually harmful behaviour. It is particularly appropriate for social workers, social work resource officers, community family workers, personal advisors, youth workers, foster carers, school nurses and teachers.

Overview

Sexually harmful behaviour by children and young people can take many different forms and exists on a continuum. Statistics indicate that children and young people commit between about one quarter to one third of alleged sexual abuse or sexual harm. Defining what behaviour is appropriate and what is harmful can be difficult and intervening to reduce risk problematic. This course provides an introduction to sexually harmful behaviour examining incidence and prevalence, some of the reasons why children and young people display sexually harmful behaviour and the interventions that can help.

Benefits and learning outcomes to you and the organisation

- Identify the myths and realities around issues of sexually harmful behaviour
- Distinguish between 'normal' and harmful behaviour
- Examine the reasons why children and young people can develop such behaviour
- Recognise intervention, risk reduction and risk management strategies
- Recognise the feelings, values and personal issues that can arise in this work
- Review multi-agency roles in managing risk

Duration: 1 day

Dates
02 December 2013

Trainer

Jim Park, Brighton & Hove City Council

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Working with Families Living with Domestic Abuse

Who should attend

This is a one day training course aimed at social workers and social work resource officers (SWROs). You should already have a basic awareness and understanding of domestic abuse and the impact this has on families.

Overview

This workshop will focus on assessment and practice issues faced when working with domestic abuse. There will be an element on analysis and evidenced based practice.

Benefits and learning outcomes to you and the organisation

- Demonstrate a greater understanding when assessing domestic abuse and violence in the home.
- Review the law relating to domestic abuse
- Examine the impact domestic abuse has on children
- Demonstrate an understanding of and the ability to use domestic abuse screening tools
- Manage and assess risk and make recommendations confidently

Duration: 1 day

Dates
16 October 2013 - Cancelled
27 November 2013
15 January 2014
12 February 2014

Trainers

Khrys Kyriacou, Senior Social Worker, Domestic Violence Specialist. Binah Taylor, Manager, Living without Violence Programme.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton and Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Working with Male Domestic Abuse Perpetrators

Who should attend

This one day of training with two follow-up half-day sessions is primarily aimed at social workers or those in a key role working with families where there are child protection issues. You should already have a basic awareness of domestic abuse and the impact on women and children.

Overview

This workshop will focus on the necessity and challenges of working with perpetrators of domestic abuse, particularly men. This will be an opportunity to learn about domestic abuse and reflect on your own practice. Following on from the initial workshop, two further half-days are planned to discuss case studies.

Benefits and learning outcomes to you and the organisation

- Demonstrate understanding of domestic abuse
- Examine how to engage the men in work and barriers to this
- Describe theories of perpetrator 'types'
- Recognise risk indicators and how risk can be managed
- Review the Living without Violence group programme

Duration: 1 day and two ½ days (follow up sessions)

Dates
tbc

Trainer

Binah Taylor, Manager, Living without Violence Programme.

Charging information

- Children's Services staff and CVS groups working in Brighton & Hove – FREE
- Private organisations, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Young People and Self Harm

Who should attend

Children's Services staff, school staff and CVS staff working with young people who may display self harming behaviour.

Overview

Self harm affects at least one in fifteen young people and some evidence suggests that rates of self harm in the UK are higher than anywhere else in Europe. Self harm blights the lives of young people and seriously affects their relationships with families and friends. It presents a major challenge to all those in services and organisations that work with young people, from schools through to hospital accident and emergency departments. This course is an introduction to understanding self harming behaviour, exploring the reasons why young people self harm and practical skills and interventions that can help.

Benefits and learning outcomes to you and the organisation

- Describe what constitutes self harming behaviour and why young people might display this
- Explain national policy and local guidance and procedures in responding to self harm
- Recognise the demands and difficulties of working with young people who self harm
- Define multi-agency responsibilities in relation to self harm
- Demonstrate practical strategies to promote and support a reduction in self harming behaviour

Duration: 1 day

Dates
22 November 2013
09 July 2014
30 January 2015

Trainer

Sam Bean, CAHMS Mental Health Nurse, seconded to work with the Early Intervention in Psychosis Team and the Young Persons Substance Misuse team in Brighton RUOK? Young Person's Substance Misuse Programme. Sam is a registered mental health nurse who has worked in CAMHS, mainly with adolescents, since qualifying in 2001 and has worked in a range of settings – the adolescent inpatient unit at the Bethlem Royal Hospital, the Croydon Adolescent community mental health.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Communicating with Children and Young People in Care

Who should attend

Children's Services staff and staff who work with children and young people in care including social workers, social work resource officers and community family workers.

Mandatory for

Newly qualified social workers

Overview

Children in the care of local authorities are one of the most vulnerable groups in society. In March 2008 the government published *Care Matters: Time to Deliver for Children in Care* which aimed to improve the lives of Children in Care. Communicating with and listening to the voice of children in care is the only way to consider their individual and unique needs and ensure better outcomes for them. This course aims to enable practitioners to explore the experience of children who are in care and develop skills in communicating with them effectively.

Benefits and learning outcomes to you and the organisation

- Understand the key issues affecting children and young people who are in care
- Understand the impact of separation and loss on different aspects of the development of children in care
- Identify research regarding what children and young people say they want from their carers and workers
- Demonstrate insight regarding the different forms of transition and best practice in facilitating moves and communicating with children about each i.e. placement breakdown; planned move; moving from birth home to foster care for the first time; arrangements for contact
- Understand the roles of different agencies in supporting children with these transitions including social workers, teachers, foster carers etc.
- Consider a range of age appropriate techniques to assist children and young people manage transitions in emotionally healthy ways

Duration:

Dates
tbc

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Effective Plans for Children in Care

Who should attend

Social workers, social work resource officers and other Children's Services practitioners working with children in care.

Mandatory for

Newly qualified social workers

Overview

This one day course aims to consider best practice in child care planning for children in care. Lessons from research and guidance from current law and policy will be used to enable participants to explore their understanding of creative, effective and outcome focused care planning. This course is delivered by In-trac, an independent training consultancy who have expertise in this area.

Benefits and learning outcomes to you and the organisation

- Describe the theory and principles that underpin effective care planning
- Consider how assessment informs effective care plans
- Use a range of methods to guide and create effective care plans
- Work effectively in partnership with children, parents and other disciplines

Duration: 1 day

Dates

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Permanence Planning and Preparing Children for Adoption

Who should attend

Social workers, particularly newly qualified social workers or those involved in permanence planning for children.

Overview

For children in local authority care finding a stable, permanent placement is a key factor in securing positive outcomes. Children with a plan for permanence are most often living with the impact of difficult beginnings as they manage daily life with the uncertain outcome of legal proceedings. They then have to move to unknown futures and so they are likely to experience a range of intense and conflicting emotions throughout this process. This introductory course will equip workers with the knowledge and skills to arrive at clear plans for permanence for children and to work directly with children in ensuring that they are supported through the process and beyond.

Benefits and learning outcomes to you and the organisation

- Recognise the significance of stability, belonging and permanence planning
- Describe government policy and legislation regarding permanence planning
- List the 'variety' of permanent placements and outcomes associated with each
- Develop a preparation plan relevant to the child's developmental level, interests and history
- Demonstrate your awareness of skills and practical tools to help prepare children for adoption
- Explain the role of foster carers in supporting this process and understand the skills of effectively working with all parties involved, including birth parents adopters and children

Duration: 2 days

Dates
tbc

Trainer

Michael Wilson, Agency Advisor for Adoption & Lou Mellor, Senior Social Worker, Adoption & Permanence team

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, and those working outside of Brighton & Hove – £120 per person per day

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Preparation for Adult Life

Who should attend

This training course is designed for foster carers or supported lodgings carers and professionals working directly with children in care or care leavers aged 16 plus.

Mandatory for

Newly qualified social workers

Overview

If young people in care are to make a successful transition to adult life it is essential that preparation begins well in advance of their eighteenth birthday. However, the demands of the day to day often leave little time for workers and carers to seriously address these issues and, too often, young people leave care insufficiently equipped to cope with the pressures and responsibilities of adult life. This course will explore how to integrate the day to day responsibilities of working with or caring for young people with a positive focus on their future.

Benefits and learning outcomes to you and the organisation

- To be able to work sensitively with adolescents and recognise and understand the additional support needs for Looked After Children and Care Leavers'
- Discuss the issues for YP as they face transitions and of how to support YP them through these transitions
- Identify ways to help YP to think ahead and to make sure they have a clear idea about what to expect, in terms of budgeting and finance
- Demonstrate how to Support Young People to develop confidence and motivation as they move towards independence
- Describe the range of skills YP need to develop in preparation for leaving care/adulthood and of their role in supporting skills (social, practical and emotional) development
- Explain how to support YP to reach their potential in terms of education, training and employment

Duration: 1 day

Dates
26 March 2014

Trainers

Sarah Blomfield & Natalie Stow, Housing & Supported Lodgings Social Workers, 16 Plus Support Team

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Separation and Loss

Who should attend

Children's Services and CVS staff working with children and families.

Overview

Children and their families can experience a number of separation and losses in their lives such as parents separating, the death of a relative or when someone leaves home. The impact of these experiences will vary from child to child and family to family. It is important that practitioners working with children and their families have a good understanding of the potential impact and best practice in supporting children and families through these experiences. This is an introductory course.

Benefits and learning outcomes to you and the organisation

- Recognise the stages that children and their families are likely to move through when coming to terms with a separation or loss
- Examine the impact of separation and loss, including divorce and bereavement, on children at different stages of their development
- Demonstrate practical skills and strategies in communicating with children and their families who have experienced a separation and/or loss
- Recognise how your own experiences will influence your responses to other people's losses, and recognise your personal and professional boundaries and limitations when working in this area
- Recognise that practitioners need to protect themselves, and the importance of supervision and support to do this work in a safe way

Duration: 1 day

Dates
23 January 2014

Trainers

Vivian Fahmy, Educational Psychologist, and Karin Gray, Organisational and Workforce Development Team

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Supporting Black and Minority Ethnic Children in Care

Who should attend

Fostering and adoption team staff and social workers, social work resource officers, community family workers and foster carers.

Overview

Practitioners and foster carers need an awareness of the needs of Black and Minority Ethnic (BME) children and a good understanding of how to support those who are in care. Issues of race and culture need to be integrated into assessment and decision-making and the additional support needs of BME children, particularly those in trans-racial placements, and their foster carers need to be addressed.

Benefits and learning outcomes to you and the organisation

- Familiarise participants with key concepts around race, culture and ethnicity
- Explore the effects of injustice and discrimination from the starting point of personal experience
- Consider the importance of positive self identity in relation to the experiences of young people in care

Duration: 1 day

Dates
15 May 2014

Trainer

Dr Yaa Asare, PATWA, independent trainer

Charging information

- Children's Services staff, foster carers – FREE
- Private organisations and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Supporting Families of Prisoners – Hidden Sentence

Who should attend

Children's Services staff, youth workers, schools, early years, CVS staff and foster carers working with children and young people.

Overview

Families of prisoners are a significant group of children that still remains invisible when it comes to supporting children and their families. Children with a parent in prison are more likely to experience poverty, mental ill health, poor housing, get involved in anti-social behaviour or crime. An estimated 160,000 children in the UK have a parent in prison. This is twice the number of children in care and six times the number of children on Child Protection Plans.

Benefits and learning outcomes to you and the organisation

- Review the context of the Criminal Justice System and the offender's journey
- Recognise the impact of imprisonment on family members and society
- Recognise the specific issues for children with a family member in prison which may present barriers to their achieving better outcomes in their lives
- Identify the support needs of the family and how these can be met by statutory/voluntary provision and resources (including Family CAF) locally and nationally
- Plan how the insight gained will affect your practice

Duration: 1 day

Dates
tbc

Trainers

Carl Evans, Family Coach, Integrated Team for Families. Kurt Birkenbeil, Mobile Play Project Supervisor. Sophie Gibson, Inspire Project Manager.

Charging information

- Children's Services staff, school staff, foster carers, CVS groups, police and probation staff working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Writing Child Permanence Reports

Who should attend

Social workers responsible for writing Child Permanence Reports.

Overview

Training for anyone who has to complete a Child Permanence Report (CPR).

Benefits and learning outcomes to you and the organisation

- Recognise the context in which you are writing the report
- Examine how the report will be used
- Recognise the different audiences for the report
- Review our understanding of the impact of significant harm in order to be focussed upon the longer term needs of the child
- Review the correct way to complete the report and what are the essential elements to it
- Examine how to present a well-structured report to the Agency Decision Maker

Duration: 1 day

Dates
24 April 2014

Trainer

Michael Wilson, Agency Advisor, Adoption and Permanence.

Charging information

- Children's Services staff – FREE
- Private organisations and social workers those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Family Common Assessment Framework (Family CAF) - elearning for Practitioners

Who should attend

The course is designed for frontline practitioners new to the Family CAF, but will also be appropriate for support staff, (e.g. administrators) who do not work directly with children and young people. It is appropriate for **all** those working or volunteering in the wider Children's Services Partnership including schools, health, social care, the community and voluntary sector, early years and childcare workers etc.

Overview

The Family Common Assessment Framework (Family CAF) is an integral part of delivering frontline services that are focused around the needs of the child/family. It will promote more effective, earlier identification of needs, particularly in universal services. It will equip anyone who works with children, young people and families with the knowledge and skills to work with the Family CAF and is derived in part from the learning materials developed by the Children's Workforce Development Council (CWDC).

Modules include:

Introduction to Family CAF Information sharing	Applying the Family CAF Integrated working	Completing the Family CAF Form The Lead Professional
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Benefits and learning outcomes to you and the organisation

- Understand the background to integrated working and its main processes and tools
- Understand how information sharing, the Family Common Assessment Framework (Family CAF) and the Lead Professional role apply to your work
- Understand the principles of integrated working with an opportunity to explore the benefits and challenges

Charging information

- FREE for all those working or volunteering in Brighton & Hove

How to apply

To request access please e-mail your name, job title and team / organisation to CAF@brighton-hove.gov.uk

Day 1 – Family CAF - An Introduction

Who should attend

All managers and front line workers working within Children's or Adult's services. Those working or volunteering in the wider Children's Services Partnership including schools, health, social care, the community and voluntary sector, early years and childcare workers etc.

Overview

This one day workshop is an opportunity for participants to gain an understanding of the Brighton & Hove 'Family CAF Pathway'. The Family CAF Pathway has been developed to ensure better outcomes by encouraging strong partnerships between agencies and families to support family needs. Participants will be guided through the recommendations and legislation that is driving good practice with children and their families and hear about how it is achieving outcomes for families locally. This will also include input from the Family Information Service (FIS).

Benefits and learning outcomes to you and the organisation

- Demonstrate an understanding of Family CAF principles
- Discuss how and when to use a Family CAF
- Identify how Family CAF works alongside Children's Social Care services
- Identify both strengths and needs when completing a Family CAF assessment
- Recognise what makes a good Family CAF Plan and key components of a good TAF review meeting
- Apply the CAF principles and confidence in putting into practice

Duration: 1 day

14 January 2014

Trainer

Carol King, Family Pathfinder Project Manager, Family CAF team

Charging information

- FREE for all those working or volunteering in Brighton & Hove

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Day 2 – Team Around the Family (it's function and your role within it) and Role of the Lead Professional

Who should attend

All managers and front line workers working within Children's or Adult's services. Those working or volunteering in the wider Children's Services Partnership including schools, health, social care, the community and voluntary sector, early years and childcare workers.

Overview

This is follow-on training for those who have completed 'Family CAF – An Introduction'. The purpose of the Team Around the Family (TAF) meeting is to bring together the formal and informal networks and the family to share information, agree targets and create a family plan. The family plan will identify actions and who is responsible against needs identified in the Family CAF. This workshop will explore the TAF model and consider the benefits of using a family decision making process. It will also enable staff to build their confidence and skills in taking on the role of lead professional and its role in the Family CAF process and subsequent Team Around the Family.

Benefits and learning outcomes to you and the organisation

- Describe the Team Around the Family (TAF) model and why it is useful
- Discuss how to arrange a TAF meeting and the responsibilities of TAF members
- Examine the importance of ensuring the family's voice is integral to the TAF
- Describe how and when to challenge other TAF members
- Describe the role and core responsibilities of a Lead Professional
- Examine key techniques and approaches for facilitating TAF meetings as a Lead Professional
- Discuss how and when a Lead Professional is identified and when and why a Lead Professional may change

Duration: 1 day

Dates
19 September 2013
21 January 2014

Trainer

Carol King, Family Pathfinder Project Manager, Family CAF team

Charging information

- FREE for all those working or volunteering in Brighton & Hove

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Day 3 – Engaging Families Using Family CAF Process and Building on Your Facilitation Skills

Who should attend

All managers and front line workers working within Children's or Adult's services. Those working or volunteering in the wider Children's Services Partnership including schools, health, social care, the community and voluntary sector, early years and childcare workers.

Overview

Follow-on training for those who have completed 'Family CAF – An Introduction'

This workshop will give participants an opportunity to consider the needs of families and other professionals when working in close partnership to ensure good outcomes for children and their families. Participants will explore their current skills and be given an opportunity to reflect on and share good practice.

It will also enable participants to build on their existing skills to effectively work across adult and children services. Participants will gain a clear understanding of the role of a facilitator as opposed to that of a chair.

The role of the facilitator is to create an environment that will enable all participants to feel able to contribute to the sharing of information and the creation of a safe and supportive plan/review.

Benefits and learning outcomes to you and the organisation

- Demonstrate an understanding and explore what good engagement looks like
- Examine a good service model for engaging families, including children and young people
- Identify key components of good TAF meeting facilitation in engaging families that are inclusive
- Outline strategies for engaging with children, young people and adults
- Describe the difference between a facilitator and the chair of a traditional professionally led meeting
- Identify some of the solutions to challenges when facilitating TAF meetings
- Examine the preparation and content of a successful TAF meeting
- Recognise how conflict may arise and how to manage it

Duration: 1 day

Dates
26 September 2013
28 January 2014

Trainer

Carol King, Family Pathfinder Project Manager, Family CAF team

Charging information

- FREE for all those working or volunteering in Brighton & Hove

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Effective Written Analysis

Who should attend

Children's Services practitioners who need to record their work analytically.

N.B. social workers enrolled or who have completed the PQ Specialist Award module 'Effective Assessment in the Multi-Disciplinary Context' should not attend this course as a similar seminar is offered on the PQ module.

Overview

Serious case reviews which examine incidents where a child has died or suffered serious injury as a result of abuse and neglect have identified that practitioners often focus on gathering information but struggle to analyse it for its significance. Children's Services practitioners across a range of job roles are required to write in an analytical way from concluding home visits, to writing Family CAFs or Statements for Court. This short workshop will enable participants to explore the features of a high quality analysis and a range of tools that can assist in achieving an analytical approach.

Benefits and learning outcomes to you and the organisation

- Review messages from Serious Case Reviews with regard to analysis
- Examine why analytical writing is difficult to achieve
- Identify the features of a high quality analysis
- Use practical tools to help facilitate an analytical approach

Duration: ½ day

Dates
Currently covered under the Comprehensive Family Assessment training - part of the Transformation Programme.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

First Aid - Emergency

Who should attend

Frontline workers in Children's Services including schools, foster carers and CVS practitioners working with children over 5 years of age.

Mandatory for

Children's Disability care workers

Overview

This one day course enables first aiders to give emergency first aid to someone who is injured or becomes ill. It includes both theory and practical sessions and is designed to boost candidate confidence. There is no final exam but candidates are assessed throughout the course and certificates, **valid for three years**, are issued to those who have reached the required standard. Each candidate will be provided with a First Aid manual.

Benefits and learning outcomes to you and the organisation

- Describe the role and responsibilities of the First Aider
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer First Aid to a casualty who is unconscious (including seizure)
- Administer cardiopulmonary resuscitation
- Administer First Aid to a casualty who is choking, wounded and bleeding
- Administer First Aid to a casualty who is suffering from shock
- Provide appropriate First Aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)

Duration: 1 day

Dates	04 March 2014
28 September 2013 (SAT)	10 March 2014
30 September 2013	14 March 2014
09 January 2014	20 March 2014
14 January 2014	26 March 2014
22 January 2014	31 March 2014
30 January 2014	
06 February 2014	
18 February 2014	
26 February 2014	

Trainer

Aid Training & Operations Ltd.

Charging information

- Children's Services staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, school staff, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

First Aid – Paediatric

Who should attend

Suitable for those working with children up to aged 12, including foster carers, schools and CVS practitioners.

Mandatory for

Those working with children from birth to 5 years

NB: Early Years staff should attend the course listed in the Early Years training guide.

www.brighton-hove.gov.uk/childcaretraining

Overview

This two day course and certification is dependant upon successful continuous assessment of the delegate. There is no final examination. Participants must attend both days to achieve the qualification.

Benefits and learning outcomes to you and the organisation

- Recognise an emergency situation
- Identify how to activate the Emergency Service
- Develop and practice skills in life saving methods for babies, juniors and adults
- Demonstrate confidence in delivering first aid procedures
- Achieve a Certificate in Paediatric First Aid, a recognised qualification **valid for three years**

Duration: 2 days

Dates
17 & 18 September 2013
13 & 14 November 2013
11 & 18 December 2013
08 & 15 March 2014 (Sat)

Trainer

Aid Training & Operations Ltd.

Charging information

- Children's Services staff, foster carers and CVS groups working in Brighton & Hove – FREE
- School staff, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person
- Private organisations - £240
- Private early years staff can access this course but will be charged the day rate (£240 total) Alternatively Private early years staff can access the early years training programme www.brighton-hove.gov.uk/childcaretraining

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Food Safety – Level 1

Who should attend

This course is for anyone who handles low risk or wrapped foods for example pre-packed sandwiches, crisps, biscuits etc. For example, staff working in after school or breakfast clubs, early years, youth service, youth offending service, contact supervisors CVS and any staff who access a kitchen for their work. Anyone handling food that is not pre-packed and high risk will need to undertake the Level 2 Award in Food Safety.

NB: Early Years staff should attend the course listed in the Early Years training guide.

www.brighton-hove.gov.uk/childcaretraining

Overview

The Level 1 Award in Food Safety will ensure that you meet the training requirements of the Food Safety (General Food Hygiene) Regulations 1995 and are fully conversant with the practical procedures and methods of applying food hygiene in the workplace. The course is of **3 ½ hours** duration and is followed by a 15 question multi-choice examination paper, which may be conducted orally. Candidates achieving ten or more correct answers will be awarded the Level 1 Certificate in Food Safety in Catering.

N.B. Participants will be required to provide photo ID (e.g. Passport/Driving Licence/Work ID) and their date of birth as proof of identity.

Benefits and learning outcomes to you and the organisation

- Identify the basic requirements of food safety and hygiene
- Describe how to keep clean and hygienic
- Describe how to keep work areas clean
- Specify the role an individual plays in reducing contamination
- Identify key food safety issues

Duration: ½ day

Dates
07 November 2013 pm

Trainer

David Taylor, independent trainer

Charging information

- Children's Services staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, school staff, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £60 per person
- Private early years staff can access this course but will be charged the day rate. Alternatively private early years staff can attend the early years specific training free of charge. www.brighton-hove.gov.uk/childcaretraining
- **NB. £50 Late cancellation fee applies to all bookings**

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Food Safety – Level 2

Who should attend

This course is for anyone who handles, prepares, stores or delivers food that is not pre-packed on a regular basis.

Overview

The level 2 Award in Food Hygiene will ensure that you meet the training requirements of the Food Safety (General Food Hygiene) Regulations 1995 and are fully conversant with the practical procedures and methods of applying food hygiene in the workplace. The course is of **6 hours** duration and is followed by a thirty question multi-choice examination paper, which may be conducted orally. Candidates achieving twenty or more correct answers will be awarded the Level 2 Certificate in Food Safety in Catering.

N.B. Participants will be required to provide photo ID (e.g. Passport/Driving Licence/Work ID) and their date of birth as proof of identity.

Benefits and learning outcomes to you and the organisation

- Recognise causes, signs and symptoms of food poisoning
- Explain how to prevent contamination
- Identify good and bad personal hygiene
- Discuss the importance of hygiene in premises, use of equipment and pest control
- Explain cleaning regimes and state the purpose and effect of disinfection

Duration: 1 day

Dates	3 February 2014		
12 November 2013	12 February 2014		
15 November 2013	27 February 2014		
23 November (Sat)	7 March 2014		
4 December 2013	18 March 2014		
12 December 2013			
16 January 2014			
20 January 2014			
28 January 2014			

Trainer

David Taylor, independent trainer

Charging information

- Children's Services staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, school staff, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Personal Safety / Lone Working Team Training

Who should attend

Any team where staff are working alone during the course of their work.
This course will be provided as team training.

Overview

This course aims to increase personal safety awareness. It also covers the procedures required to ensure that personal safety issues at work are addressed. The course will be tailored to suit the learning needs of the team.

A lone worker is defined as:

'A worker whose activities involve a large percentage of their working time operating in situations without the benefit of interaction with other workers or without supervision'.

Benefits and learning outcomes to you and the organisation

- Define what is meant by lone working
- Devise checklists and protocols to maintain staff safety
- Describe how you work within the organisation's Lone Worker Policy
- Describe your knowledge of the national and local agendas in relation to lone working

Duration: Full or half day to meet team requirements.

Trainer

Clare Tasker, Workforce Development Officer, Organisational and Workforce Development team

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £500 full day/£250 half day

NB. Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Safer Handling of Children – Basic Awareness

Who should attend

Mandatory for

For Children's Services and CVS practitioners and carers whose role involves lifting and handling of children. Course must be completed before undertaking any handling of children in the workplace.

If you require a refresher course in safer handling please look at the course 'Safer Handling of Children - Refresher' which needs to be undertaken within 12 months of completing this awareness course.

Overview

The Manual Handling Operations Regulations 1992 came into force in January 1993. This legislation places a duty on employers to implement measures to reduce the risks to the staff who are required to undertake manual handling tasks. This course is designed to increase staff awareness of the possible injuries to themselves and to enable them to carry out transfer operations safely.

Benefits and learning outcomes to you and the organisation

- Define what is meant by Safer Handling
- Explain the legal issues and risk assessment process
- Describe the mechanics of back injury and other work related disorders
- Be able to demonstrate safer handling strategies when handling children
- Discuss the importance of reporting in relation to safer handling
- Meet statutory requirements

Duration: ½ day

Dates
16 September 2013 am
29 October 2013 am
29 November 2013 am
12 February 2014 am

Trainer

Herts Handling Training Ltd.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £60 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Safer Handling of Children – Refresher

Who should attend

Children's Services and CVS practitioners and carers whose role involves lifting and handling of children. To be undertaken within 12 months of completing the Safer Handling of Children Basic Awareness course.

Overview

The Manual Handling Operations Regulations 1992 came into force in January 1993. This legislation places a duty on employers to implement measures to reduce the risks to the staff who are required to undertake safer handling tasks. This course is designed to refresh staff awareness of the possible injuries to themselves and to enable them to carry out transfer operations safely.

Benefits and learning outcomes to you and the organisation

- Review the legal issues and risk assessment process
- Describe the mechanics of back injury and other work related disorders
- Demonstrate safer handling strategies when handling children
- Discuss the importance of reporting in relation to safer handling
- Meet statutory requirements

Duration: ½ day

Dates
05 February 2014 am
05 March 2014 am
01 May 2014 am

Trainer

Herts Handling Training Ltd.

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £60 per person

NB. £50 Late cancellation fee applies to all bookings

How to apply

Internal staff [Click here to apply](#)

External staff & Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

Leadership and Management

Leadership and Management Development

The Leadership and Management Programme is available at: [Wave > Supporting You > Learning and Development > Children & Families > Leadership and Management](#) (currently only open on internal staff)

There are also some courses for managers in the Core Skills and Knowledge Guide:.

- [Supervising to Safeguard Children for Supervisors – Route A for Social Workers](#) or [Supervising to Safeguard Children for Supervisors – Route B Non-Social Work](#)
- [Supervising to Safeguard Children for Supervisors – Update](#) (Social Workers only)

School Staff

Schools have access to tailored leadership and management support so the information above is not aimed at school staff. Please see the information on the Leadership page of the schools' section of the Wave. [Wave > Schools > Learning and Development > Leadership and Management](#)

If you have other queries about leadership and management development, please contact coursesforcare@brighton-hove.gov.uk or call 01273 295282

Level 5 'Certificate' in Leadership and Management programme.

The 2011 programme is being evaluated by the Organisational and Workforce Development Team for impact and success. We will be looking at future development needs and programmes for managers across the directorates for 2012 and details about the programme will be announced soon.

For further information please email Lindsey.pearce@brighton-hove.gov.uk

Train the Trainer

Who should attend

Staff who are new to the role of training and facilitating groups.

Staff who deliver training in their job and would like to know how to improve and get the most from their training delivery.

Participants must either deliver or be expecting to deliver training in the near future. Participants will be expected to deliver a 5 minute training session as part of the course.

This course is **not** suitable for staff seeking **presentation skills training**.

Overview

This course is a one day highly interactive programme introducing you to the key skills, processes and practices required to train and facilitate groups.

Benefits and learning outcomes to you and the organisation

- Write clear learning objectives
- Prepare a session plan
- Explain learning styles
- Adapt learning materials to meet different learning styles
- Present a training session to colleagues and obtain feedback
- Evaluate training

Duration: 1 day

Dates
19 November 2013
06 March 2014

Trainers

Workforce Development Officers

Charging information

- Children's Services staff, school staff, foster carers and CVS groups working in Brighton & Hove – FREE
- Private organisations, independent schools, colleges, police, probation and those working outside of Brighton & Hove – £120 per person

NB. £50 Late cancellation fee applies to all bookings

Internal staff [Click here to apply](#)

External staff and Foster Carers [Click here to apply](#)

or visit www.brighton-hove.gov.uk/cypworkforce

NB: Staff who express an interest in presentation skills training should contact bola.ajani@brighton-hove.gov.uk or tel. 01273 290539

Children's Services Qualifications

Children's Services Qualifications

Qualifications for Children's Services staff are provided through the Organisational and Workforce Development team. Contact 01273 291677 or email coursesforcare@brighton-hove.gov.uk

The range of qualifications on offer are linked to statutory/mandatory requirements for job roles. These vary from vocational Diplomas at Levels 2, 3 and 5 to Post-Qualifying Awards for social work qualified staff.

Qualification Bursary

We also offer a Qualification Bursary Scheme for staff in Children's Services. This scheme offers up to 75% course fee funding for qualifications that will deliver real and tangible benefits to teams, services and the children, young people and families you work with. This scheme is for staff wishing to achieve qualifications that are linked to their work but are not mandatory for their job, and are not currently provided by the Council.

To be considered for a bursary

- you must be a permanent employee in Children's Services and have successfully completed any probationary period
- the course should be accredited by a recognised body (e.g. by an awarding body or a university) and be relevant to your current job role
- your application will need to explain the benefits of the qualification training to yourself, your team and Children's Services .

[Wave > Supporting You > Learning and Development > Children's Services > Qualifications > Qualification Bursaries](#)

Post Qualifying Award for Social Workers

Brighton & Hove City Council supports the Post Qualifying Award for social workers, senior social workers and practice managers who work in Children's Services. The Post Qualifying Award can only be accessed by social work qualified staff and staff can apply for support to complete modules of the PQ Specialist Award (see packs for further details).

Practice managers and senior social workers who already hold the PQ Specialist Award or PQ Child Care Award can apply for PQ Higher Specialist Award or Postgraduate Certificate/Diploma modules (see packs for further details).

Please see application packs below for further information and application forms: (available at [Wave > Supporting You > learning and Development > Children's Services > Qualifications > Social Work Qualifications](#))

[PQ Consolidation Module Application Pack](#)

[PQ Specialist Core Modules Application Pack](#)

[PQ Enabling Work-based Learning & Supervision & Evaluation Modules Application Pack](#)

[PQ Higher Specialist Award & Postgraduate Cert/Dip Modules Application Pack](#)

If you have any queries regarding PQ please contact Lindsey Cockram, Qualifications Co-ordinator via email Lindsey.Cockram@brighton-hove.gov.uk or Tel. 01273 296177.

Qualifications continued...

Vocational Qualifications

These qualification programmes are for Children's Services staff who are directly employed by Children's Services.

Qualifications & Credit Framework (QCF)

The Organisational and Workforce Development Team are now providing qualifications on the new Qualifications & Credit Framework (QCF). Find out more about the QCF [here](#)

PLEASE NOTE: No-one with a current NVQ will have to re-do their qualification.

Level 3 Diploma for the Children and Young People's Workforce

The NVQ3 in Health and Social Care (CYP), NVQ3 Children's Care, Learning and Development (CCLD) and the NVQ3 Learning, Development and Support Services (LDSS) have been replaced by a single level 3 qualification that has 3 pathways; The Level 3 Diploma for the Children and Young People's Workforce.

If you are currently undertaking an NVQ you should continue with this NVQ as it will still be a recognised, valid qualification.

[Diploma Level 3 for the Children and Young People's Workforce](#)

Start Date: Every September

Closing Date: End of July

An [application pack](#) for the qualification is available on the wave. Application packs can also be requested by emailing coursesforcare@brighton-hove.gov.uk

Diploma in Learning, Development & Support Services (LDSS)

This is for learning mentors and education welfare officers and is currently available at Level 3. A Level 5 Diploma is in development but there are currently no plans to replace the NVQ4 with a Level 4 Diploma. The Organisational and Workforce Development Team is reviewing these qualifications before reaching a decision on which qualification we will be supporting and who they are appropriate for.

Diploma in Information, Advice & Guidance (IAG)

Information officers in the Family Information Service (FIS) can apply to complete this Diploma. Please discuss with your manager for further information on how to apply.

If you have any queries regarding Vocational qualifications please contact Lindsey Cockram, Qualifications Co-ordinator via email Lindsey.Cockram@brighton-hove.gov.uk or Tel. 01273 296177.

For qualifications, other than those listed above, that are linked to your job role you can apply for support through the [Children's Services Qualifications Bursary Scheme](#).

Qualifications continued...

Preparing to Teach in the Lifelong Learning Sector (PTLLS) Level 3

PTLLS is open to Brighton & Hove Council staff who provide training as part of their working role and who do not currently have an equivalent qualification in teaching e.g. City & Guilds 7303, CertEd, PGCE.

The course is suitable for anyone who is starting out in teaching/training or who has experience in this field and needs to gain this initial qualification. The course offers basic skills in: lesson planning, delivering sessions, education policy and legislation, functional skills and managing groups. The course involves completing written assignments, including preparing for microteach session which you will deliver.

The course is 6 days run over 5 weeks. Dates for this course will be set up dependent on demand.

If you currently provide training and are interested in attending this please express your interest and request an application pack by contacting:
coursesforcare@brighton-hove.gov.uk.

If you are interested in providing training for the Organisational and Workforce Development Team as part of the Core Skills and Knowledge Programme please express your interest via coursesforcare@brighton-hove.gov.uk and one of the team will be in touch to discuss this with you.

Specialist Learning and Development

Children's Services has a wide range of staff, some with very specialist development or training needs. If you are employed by the city council and wish to attend an external course or conference or are seeking funding for other specialist training, you can apply for Specialist Learning and Development funding

[Wave > Supporting You > Learning and Development > Children's Services > Specialist Learning and Development](#)

You should complete a [Specialist Learning and Development Application](#) and send this to the third tier manager for your service i.e. the manager who reports to your Assistant Director.

Team Training

Teams within the city council with specific training needs should contact the Organisational and Workforce Development team to discuss on 01273 295259.

Schools

School staff should look at the information on learning and development in the [schools' section of the Wave](#) which will signpost them to relevant opportunities.

Research in Practice (RIP) Learning Programme

The research in practice learning programme is an innovative series of conferences, workshops, meetings, in-house workshops and elearning modules designed to support agencies in delivering evidence-informed practice.

The Research in Practice Link Officer for Brighton & Hove City Council is Tina James, Quality Assurance & Advocacy Manager. If you have any queries about RIP, please do not hesitate to contact Tina: Tina.James@brighton-hove.gov.uk

The Research in Practice Website

www.rip.org.uk is a trusted and interactive learning platform providing an authoritative library of evaluated research, information, practice tools and a network exchange forum.

The website also includes an interactive database: What Works for Troubled Children? that contains almost 1,000 interlinked pages, enabling practitioners to identify evidence-informed strategies, interventions and local and national resources.

To access the RIP website, you will need to [create an account](#).

Research in Practice elearning Programme

Because Brighton & Hove City Council subscribe to Research in Practice, all children's services employees can access the Research in Practice E-Learning Programme via the website. Subjects are varied and include amongst others; kinship care, risk assessment, parental drug misuse, integrated working. Each programme takes between 30 and 60 minutes to complete and is available from any internet enabled computer.

Research in Practice Publications

As part of our subscription to RIP, each quarter we receive a number of research reviews and briefings. Copies of these resources are kept in the Children's Services section of the Learning Resource Centre at Kings House.

For further information on the resources available see the [RIP Resources Catalogue](#).

Other Development Programmes & Funding

Learning Resource Centre

The Learning Resource Centre (LRC) is a key part of the Organisational and Organisational and Workforce Development Team; we are open to all Brighton & Hove City Council staff and partners, from all locations. We offer:

Support and Assistance:

- The LRC is next to the elearning office and we work closely to offer the most up to date and relevant advice and support
- We spend time with anyone who needs computer assistance

Work and Study:

- A drop in work/study area
- Bookable Meeting and Training space, with access to PC's and a Projector
- We can signpost and refer

elearning:

- 6 computers to access elearning
- Support on queries or questions about our elearning platform; Surf2Learn
- Rapid response to technical questions

Resources:

- All resources are listed on our [Wave page](#)
- Advice available via email or phone
- Resources delivered and returned using the internal postal system

The LRC can be booked for mandatory elearning, PIER, Workstyles, Financial Management, Recruitment & Selection, Performance Management etc.

Opening times

Monday	9am – 5pm
Tuesday	9am – 5pm
Wednesday	9am – 5pm
Thursday	9am – 6pm
Friday	9am – 4pm

For more information about the Learning Resource Centre contact
Glynis Freeman
Email learning.resources@brighton-hove.gov.uk or ring (29)1403



Workforce Development Team

4th Floor Kings House
Grand Avenue
Hove, BN3 2LS

Email: coursesforcare@brighton-hove.gov.uk

Tel: 01273 295282 / 6184 / 4130

Fax: 01273 296186



**Brighton & Hove
City Council**

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