

Manchester Safeguarding Children Board

# Multi-agency Training programme April 2010 to March 2011



# Introduction

Welcome to the training programme for April 2010 to March 2011. I am pleased to announce that this year we have two new courses. These are 'Child and young person development', which has been developed in response to Lord Laming's progress report, published in 2009; and a two-day 'Multi-agency investigation of child abuse' course, which has been developed as a result of the learning from serious case reviews.

Last year we delivered additional courses and briefings that were not advertised in the training programme. These included briefings for 'Managing allegations', 'Private fostering' and half-day courses for the 'Authors of individual management reviews' required for serious case reviews. I anticipate that additional events of this nature will be provided again this year. These will be advertised separately along with other events such as working with resistant families, forced marriage, honour-based violence, and 'Think family' events that will focus on the similarities and differences involved in safeguarding children and vulnerable adults.

After a slow start, the e-learning programme 'An awareness of child abuse and neglect' is now fully implemented and has proved useful for those professionals who have been required to refresh their level 1 foundation or introductory knowledge of safeguarding and promoting the welfare of children. Subject to a formal evaluation I anticipate that the programme will continue, and I emphasise that it is in addition to and not instead of conventional multi-agency introductory level 1 training.

I would like to take this opportunity to thank the individuals and members of the Training Pool who have prioritised their time for the planning and delivery of the courses advertised in this programme. Without your continuing help and support the training would not be as rich and varied. May I also urge any Manchester workforce member who feels they have experience in any aspect of working with children or their families that would benefit others in our continuing duty to promote positive outcomes for children, to contact me if they would like to become a member of the Training Pool or contribute to the training programme. This provides a useful opportunity for professional development and networking, and free support is available to develop training skills.

Finally, I invite the representatives of any organisation or agency to contact me and discuss any multi-agency training and development needs in relation to safeguarding and promoting the welfare of children. Thank you for taking the time to read this programme, and I hope you enjoy the learning from the courses provided.

**Andy McLean**  
**Multi-agency Learning and Development Officer**  
**0161 234 7213**  
**Email: [a.mclean@manchester.gov.uk](mailto:a.mclean@manchester.gov.uk)**

# MSCB nominations pathway

All staff must complete an MSCB accredited level 1 course in safeguarding children before accessing any level 2 or 3 courses. An accredited level 1 course is defined as any of the following:

1. One-day 'Safeguarding children foundation course' provided by Manchester City Council Children's Services Workforce Planning and Development Service for all Local Authority employees, including Children's and Adults' Services, Early Years, Youth, Education and Schools.
2. One-day 'Safeguarding children foundation course' provided by the Primary Care Trust for all staff within the Health Service.
3. One-day 'MSCB introduction to safeguarding children course' for staff from other agencies or organisations, including the voluntary, community and faith sectors.
4. MSCB e-learning programme 'An awareness of child abuse and neglect' for staff from any agency or organisation.
5. Equivalent MSCB-accredited e-learning programme for staff within the Health Service.

For a further explanation of the levels of training and target audiences, see page 5.

Application forms are detachable from the last page of this programme or available for download from the MSCB website [www.manchesterscb.org.uk/](http://www.manchesterscb.org.uk/) (or search MSCB from a search engine). Alternatively, we can send or fax the forms to you. Completed forms should be emailed, faxed or sent to the MSCB Training Administrator whose details are shown on page 6. The procedure for applying for the e-learning programme is the same as for conventional courses.

The pathway for allocation of places on all the courses advertised in this programme, including e-learning, is shown on page 4. The courses and programmes are provided free for statutory organisations and members of the voluntary, community and faith sectors whose representatives provide a service for, or come into contact with, children, young people and/or their families in the city of Manchester. There will be charges for anyone else. Please contact the Multi-agency Learning and Development Officer or MSCB Training Administrator for further details.

Charges will be applied in respect of delegates who have been allocated a place on a course and then subsequently fail to attend without having provided five working days' notice, unless exceptional circumstances apply. Similar charges will be applied in respect of individuals who fail to complete the e-learning programme within three months of being allocated a user profile.

Under normal circumstances delegates are expected to attend the venue on the day of the course for registration at 9.15am. Courses begin at 9.30am prompt and usually conclude at 4pm.

# Pathway for allocation of places

**Member of staff applies for MSCB course.**

(If applying for a level 2 or 3 course; applicant must have attended an accredited level 1 course in Manchester within the past three years. See top of page 3 for the definition of an accredited level 1 course.)

**Application endorsed by manager.**

**Application forwarded by manager to agency representative.**

(Full details of the agency representatives are shown on page 6.)

**Agency representative verifies that application has been endorsed by a manager, and in respect of level 2 or 3 applications that the relevant training history is clearly shown on the application form.**

Agency representatives **prioritise** applications in accordance with **allocation of places** for their **own agency**, and forward **successful applicants** to the MSCB Training Administrator. The agency representative should notify unsuccessful applicants that their application **has not** been forwarded.

The MSCB Training Administrator formally confirms an allocation of place on course to successful applicants approximately four weeks prior to the date of the course.

**Applicants should not attend a course if they have not received written confirmation.**

# Target audiences and levels of training

## LEVEL 1

The target audiences for level 1 courses are those in contact with children and young people and with adults who are parents and carers. These people are in a position to identify concerns about the maltreatment of children, including those that may arise from the use of the Common Assessment Framework (CAF). Therefore, as a minimum they need introductory training on how to work together to safeguard and promote the welfare of children. Examples of relevant roles and occupations include housing and hospital staff, youth workers, child minders, residential and daycare staff, and those working in sport and leisure settings in either a paid or an unpaid capacity. It also includes personnel from the emergency services, such as police officers and police staff, police community support officers, and representatives from the fire and ambulance services. This list is not exhaustive. This course would also be relevant to new starters in Manchester, and those who consider that their introductory knowledge of safeguarding children requires refreshing. It is considered good practice for Manchester level 1 introductory or foundation knowledge to be refreshed every three years. Those with 'designated' or 'named' responsibilities for child protection or safeguarding children should receive refresher training every two years.

## LEVEL 2

The target audiences for level 2 courses are those who work regularly with children and young people and with adults who are carers, and who need a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. Examples of relevant roles and occupations include GPs, hospital and community health staff, family and children's centre workers, teachers and teaching staff, education welfare officers, social workers, mental health and learning disability staff, probation officers, police officers, police staff and police community support officers. This list is not exhaustive.

## LEVEL 3

The target audiences for level 3 courses are those with a particular responsibility for safeguarding children and who need to have a thorough understanding of working together to safeguard and promote the welfare of children, including in complex and/or serious cases. Examples of relevant occupations or roles include designated or named health and education professionals, police and police staff, social workers and other professionals involved in multi-agency investigations. This list is not exhaustive.

**NB Managers and supervisors from any agency or organisation that comes into contact with children, young people and their families in Manchester are welcome to attend any of the courses advertised in this programme. The courses are not just for practitioners.**

## Agency representatives

<b>Children's Services (including Youth and Early Years)</b>	<b>Anthony G Brougham</b> Children's Services Workforce Planning and Development Service, 3rd Floor, Victoria Mill, 10 Lower Vickers Street, Miles Platting, Manchester M40 7EL	tony.brougham@manchester.gov.uk Tel: 0161 203 3200 Fax: 0161 274 7156
<b>Education (including schools)</b>	<b>Farah Akhtar</b> Children's Services Workforce Planning and Development Service, 3rd Floor, Victoria Mill, 10 Lower Vickers Street, Miles Platting, Manchester M40 7EL	farah.akhtar@manchester.gov.uk Tel: 0161 203 3200 Fax: 0161 274 7155
<b>Adult Social Care</b>	<b>Liz Anstee</b> Workforce Planning and Development Manager, Adult Social Care Workforce Planning and Development Service, 2nd Floor, Victoria Mill, 10 Lower Vickers Street, Miles Platting, Manchester M40 7SH	liz.anstee@manchester.gov.uk Tel: 0161 203 3200 Fax: 0161 274 7163
<b>Connexions</b>	<b>Kirstie Armiger</b> Better Choices, Lee House, 90 Bridgewater Street, Manchester M11 3BA	kirstie.armiger@betterchoices.co.uk Tel: 0161 245 4841 Fax: 0161 245 4910
<b>Probation</b>	<b>Andrea Shepherd</b> Victoria Park Probation Office, Landon Road, Longsight, Manchester M14 5YJ	andrea.shepherd@manchester.probation.gsi.gov.uk Tel: 0161 224 0231 Fax: 0161 248 6953
<b>Health (for staff employed by NHS Manchester)</b>	<b>Pat Dickinson</b> Named Nurse Safeguarding Children, Safeguarding Children Team, Moss Side Health Centre, Monton Street, Manchester M14 4GP	pat.dickinson@manchester.nhs.uk Tel: 0161 232 0629 Fax: 0161 232 7716
<b>Central Manchester University Hospitals NHS Foundation Trust</b>	<b>Hazel Chamberlain</b> Safeguarding Department, 352 Oxford Road, Manchester M13 9WL	hazel.chamberlain@cmft.nhs.uk Tel: 0161 274 4981 Fax: 0161 274 3549
<b>Manchester Mental Health Trust</b>	<b>Nita Peach</b> 2nd Floor, Chorlton House, 70 Manchester Road, Chorlton, Manchester M21 9UN	nita.peach@mhsc.nhs.uk Tel: 0161 882 1119 Fax: 0161 882 1380
<b>Youth Offending Service</b>	<b>Nicola Wood</b> Daisy Mill, 345 Stockport Road, Longsight, Manchester M1B 0LF	nicola.wood@manchester.gov.uk Tel: 0161 227 3495 Fax: 0161 274 7141
<b>Non-statutory, voluntary, community and faith sectors</b>	<b>Kerry Edwards</b> MSCB Training Administrator, 2nd Floor, Overseas House, Quay Street, Manchester M3 3BB	k.edwards1@manchester.gov.uk Tel: 0161 234 7213 Fax: 0161 274 7075

**Apart from the voluntary, community and faith sectors, all applications MUST be sent to the relevant agency representative in the first instance, and not directly to the MSCB Training Administrator.**

# Level 1 training

## Introduction to safeguarding children

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you are in contact with children and young people and/or with adults who are parents and carers. See full details of the venues on page 21.

**Dates:** Tuesday 11 May 2010 at Hough End  
Thursday 24 June 2010 at Hough End  
Tuesday 21 September 2010 at One Central Park  
Thursday 11 November 2010: venue to be confirmed  
Tuesday 11 January 2011: venue to be confirmed  
Tuesday 8 March 2011: venue to be confirmed

**Time:** 9.15am–4pm

**Aim:** To develop the knowledge and ability of professionals in order that they may recognise and deal effectively with safeguarding and promoting the welfare of children.

### Learning outcomes:

- Outline what is meant by safeguarding and promoting the welfare of children and recognise the different ways in which children can be harmed.
- Distinguish between child protection and safeguarding children.
- Discuss 'What to do if you are worried a child is being abused'.
- Summarise the contact procedure.
- Outline the statutory framework and guidance involved in information sharing.
- Discuss the Common Assessment Framework.
- Categorise circumstances of child abuse.

# Level 1 training

## **E-learning – an awareness of child abuse and neglect**

This e-learning programme is an alternative to attending the level 1 'Introduction to safeguarding children' one-day course. You do not have to undertake the e-learning programme and attend the level 1 course. The programme is suitable for those in contact with children and young people and with adults who are parents and carers. It can also be useful for those professionals who need to refresh their level 1 knowledge.

**Aim:** The aim of this module is to inform you about the various types of abuse or deliberate harm to a child and then to explain what you must do if you suspect a child is being abused or deliberately harmed.

### **Learning outcomes:**

- Understand the various types of abuse or deliberate harm to a child.
- Identify the signs and what to look for.
- Know how to ask questions if you suspect a child is being abused.
- Know what steps to take if you suspect abuse is happening.
- Know what happens after a contact is made to Children's Services (Social Care).
- Know what to do if a child or an adult discloses abuse.
- Understand the importance of keeping records.
- Understand the importance of multi-agency working.

# Level 2 training

## Child and young person development

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and/or with adults who are carers, and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. See full details of the venues on page 21.

**Dates:** Friday 16 April 2010 at Broughton Park  
Tuesday 22 June 2010 at One Central Park  
Thursday 16 September 2010 at Broughton Park  
Tuesday 18 January 2011: venue to be confirmed

**Time:** 9.15am–4pm

**Aim:** To provide workers with an understanding of normal child development in order that the potential of child abuse or neglect can be recognised and to reinforce the duty to safeguard and promote the welfare of children.

### Learning outcomes:

- Describe how babies, children and young people develop.
- Discuss factors that affect development.
- Understand the safeguarding roles of parents and carers and recognise factors that can impact on parenting capacity.
- Outline the key policies, frameworks and legislation associated with the development of children and young people.
- Implement appropriate levels of support and intervention.
- Recognise circumstances that have the potential of child abuse and facilitate an appropriate response.
- Communicate effectively and develop working relationships with other practitioners and professionals, children and families, in order to safeguard and promote the welfare of children.

# Level 2 training

## Case planning

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and/or with adults who are carers, and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. See full details of the venues on page 21.

**Dates:** Wednesday 21 April 2010 at Broughton Park  
Friday 18 June 2010 at Luther King House  
Tuesday 14 September 2010 at One Central Park  
Thursday 4 November 2010: venue to be confirmed  
Thursday 13 January 2011: venue to be confirmed  
Thursday 3 March 2011: venue to be confirmed

**Times:** 9.15am–4pm

**Aim:** Have a sound understanding of the principles and processes for effective collaboration and be able to forge and sustain relationships with other practitioners and families to safeguard and promote the welfare of children.

### Learning outcomes:

- Explain when, how and why practitioners should case-plan.
- Understand the boundaries of personal responsibility and know when to involve others and where to get advice and support.
- Understand the role of other practitioners and agencies in supporting and advising families when safeguarding and promoting the welfare of children.
- Recognise appropriate intervention and support.
- Know who to share information with, and when and how to record information related to assessment, planning, intervention and review.

# Level 2 training

## Introduction to case conferences and core groups

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and/or with adults who are carers, and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. See full details of the venues on page 21.

**Dates:** Wednesday 5 May 2010 at Luther King House  
Wednesday 16 June 2010 at One Central Park  
Wednesday 22 September 2010 at Luther King House  
Thursday 25 November 2010: venue to be confirmed  
Thursday 27 January 2011: venue to be confirmed  
Monday 28 February 2011: venue to be confirmed

**Time:** 9.15am–4pm

**Aim:** To provide participants with an overview of the purposes and content of child protection case conferences and core groups, and clarify roles and responsibilities.

### Learning outcomes:

- Outline the context and legislative background of the current child protection system.
- Explain the threshold for the requirement of a Child Protection Plan.
- Understand the expectations and requirements of child protection case conferences.
- Identify roles and responsibilities at case conferences and core groups.
- Define the purpose of case conferences and core groups.

# Level 2 training

## Child sexual exploitation

This is a one-day course delivered by members of the Protect Team and Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and/or with adults who are carers, and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. See full details of the venues on page 21.

**Dates:** Tuesday 8 June 2010 at Broughton Park  
Friday 10 September 2010 at Luther King House  
Thursday 10 February 2011: venue to be confirmed

**Time:** 9.15am–4pm

**Aim:** To raise awareness of child sexual exploitation.

### Learning outcomes:

- Identify and define child sexual exploitation.
- Discuss statutory guidance within the context of the Manchester Child Protection Procedures.
- Match circumstances against offences as outlined in the Sexual Offences Act 2003.
- Describe the role of Manchester's specialist multi-agency team, PROTECT, and be aware of how to make referrals.
- Interpret the signs and indicators of child sexual exploitation.
- Apply measures and actions that amount to an effective response.

# Level 2 training

## Domestic abuse

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and/or with adults who are carers, and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. See full details of the venues on page 21.

**Date:** Friday 23 April 2010 at One Central Park  
Friday 11 June 2010 at Luther King House  
Thursday 30 September 2010 at Broughton Park  
Thursday 3 February 2011: venue to be confirmed

**Time:** 9.15am–4pm

**Aim:** To raise the awareness of domestic abuse for those who work with children and young people and their families, in order that they are able to communicate effectively and develop working relationships to safeguard and promote the welfare of children.

### Learning outcomes:

- Define domestic abuse and outline the key concepts.
- Understand the effects on children, young people and workers.
- Explain professional roles and responsibilities.
- Recognise appropriate intervention and support.

# Level 2 training

## Neglect

This is a two-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and/or with adults who are carers, and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. See full details of the venues on page 21.

**Dates:** Wednesday 26 and Thursday 27 May 2010 at Luther King House  
Wednesday 13 and Thursday 14 October 2010: venue to be confirmed  
Wednesday 16 and Thursday 17 February 2011: venue to be confirmed

**Time:** 9.15am–4pm on both days

**Aim:** To develop the knowledge and ability of professionals in order that they may recognise neglect and deal effectively with safeguarding and promoting the welfare of children.

### Learning outcomes:

- Define neglect.
- Have theoretical background knowledge of neglect and the causes and effects.
- Develop an understanding of the impact on children and young people who are living in neglectful households.
- Develop an understanding of the effect that emotional and physical neglect has on children and young people.
- Have an overview of Attachment Theory and how this impacts on children and adults.
- Understand the importance of multi-agency working and effective interventions.
- Describe the necessity for information sharing and accurate record-keeping.
- Discuss the Common Assessment Framework.
- Discuss Private Fostering.

# Level 2 training

## Safeguarding disabled children

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and/or with adults who are carers, and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. See full details of the venues on page 21.

**Dates:** Monday 26 April 2010 at Luther King House  
Thursday 1 July 2010 at One Central Park  
Thursday 9 December 2010: venue to be confirmed

**Time:** 9.15am–4pm

**Aim:** To raise the awareness of professionals in order that strategies may be applied that will safeguard and promote the welfare of disabled children.

### Learning outcomes:

- Interpret attitudes and values in relation to disability.
- Demonstrate the ability to operate local and national procedures in order to safeguard disabled children.
- Explore issues that affect children and young people who are functioning at early levels of communication, the barriers that impact on this, and how professionals react.
- Discuss factors that result in increased vulnerability.
- Identify circumstances of concern and facilitate an appropriate response.

## Level 2 training

### Substance misuse and parenting

This is a one-day course delivered by members of Manchester Drug Service, Manchester Community Health and members of Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and/or with adults who are carers, and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. See full details of the venues on page 21.

**Dates:** Thursday 6 May 2010 at Luther King House  
Monday 28 June 2010 at Broughton Park  
Thursday 7 October 2010: venue to be confirmed  
Monday 31 January 2011: venue to be confirmed

**Time:** 9.15am–4pm

**Aim:** To raise awareness regarding the impact of substance misuse on the continued wellbeing of children and young people.

#### Learning outcomes:

- Discuss and explore the impact of substance misuse on children, adults and parenting capacity.
- Understand our roles and responsibilities when working with families affected by substance misuse.
- Confidently raise with clients the issue of substance misuse and its impact on children.
- Promote multi-agency working, appropriate information sharing and the use of assessment tools.

## Level 2 training

### **Safeguarding children from abroad**

This is a one-day course delivered by members of Children and Families Refugee and Asylum Seekers Service and members of Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and/or with adults who are carers, and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. See full details of the venues on page 21.

**Dates:** Wednesday 12 May 2010 at Broughton Park  
Tuesday 28 September 2010 at One Central Park  
Thursday 24 February 2011: venue to be confirmed

**Time:** 9.15am–4pm

**Aim:** To work together effectively with others in order to safeguard and promote the welfare of children from abroad.

#### **Learning outcomes:**

- Outline the vulnerability factors associated with children coming from abroad.
- Discuss the cultural context.
- Interpret relevant statements and terminology.
- Identify cases of private fostering.
- Describe procedures associated with unaccompanied asylum seeking children.
- Define trafficking.
- Recognise risk factors and facilitate a multi-agency response.
- Demonstrate the ability to safeguard children coming from abroad.

# Level 2 training

## Safeguarding children in gangs

This is a one-day course delivered by members of Manchester Multi-agency Gang Strategy and Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and/or with adults who are carers, and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. See full details of the venues on page 21.

**Dates:** Friday 21 May 2010 at One Central Park

Wednesday 3 November 2010: venue to be confirmed

Monday 7 February 2011: venue to be confirmed

**Time:** 9.15am–4pm

**Aim:** To raise awareness and develop an understanding of the background and extent of gang culture in Manchester in order to safeguard and promote the welfare of children and young people.

### Learning outcomes:

- Define a gang, a gang member and a gang associate.
- Outline the dynamics of gang membership.
- Describe the situation in Manchester.
- Discuss the factors involved in gang culture.
- Summarise the terms of reference and structure of Manchester Multi-agency Gang Strategy.
- State the main principles of the relevant MSCB Protocol.
- Recognise how children and young people involved in gang activity can be safeguarded, taking account of the guidance provided by 'Working Together 2006'.

# Level 2 training

## Learning from serious case reviews

This is a one-day course delivered by members of the Manchester Safeguarding Children Board Training Pool. You should attend this course if you work regularly with children and young people and/or with adults who are carers, and you require a higher minimum level expertise: a fuller understanding of how to work together to identify and assess concerns and to plan, undertake and review interventions. See full details of the venues on page 21.

**Dates:** Monday 17 May 2010 at Luther King House  
Monday 11 October 2010: venue to be confirmed  
Thursday 10 March 2011: venue to be confirmed

**Time:** 9.15am–4pm

**Aim:** To share the learning from local and national Serious Case Reviews.

### Learning outcomes:

- Explain the relevant functions of Manchester Safeguarding Children Board.
- Outline the criteria and purpose of a Serious Case Review as outlined in 'Working Together 2006'.
- Identify the learning and recommendations from local cases.
- Define the themes from national and local Serious Case Reviews.

# Level 3 training

## Multi-agency investigation of child abuse

This is a two-day course, which should be attended if you have a particular responsibility for safeguarding children and need to have a thorough understanding of working together to safeguard and promote the welfare of children, including in complex and/or serious cases. See full details of the venues on page 21.

**Dates:** Monday 14 and Tuesday 15 June 2010 at Luther King House

Tuesday 30 November and Wednesday 1 December 2010:  
venue to be confirmed

Tuesday 1 and Wednesday 2 February 2011: venue to be confirmed

**Time:** 9.15am–4pm on both days

**Aim:** To raise awareness of and explore issues around joint investigations and examine the roles of the different professionals within these investigations.

### Learning outcomes:

- Recognise the need for close-working relationships with fellow professionals from other agencies, particularly where the case/investigation is complex.
- Describe the key elements of 'Working Together 2006' that are directly relevant to professionals undertaking complex child abuse enquiries or investigations.
- Summarise the relevant Laming recommendations of 2003 and 2009.
- Outline the roles and responsibilities and appropriate thresholds for referral, particularly with regard to cases of neglect.
- Distinguish between the process for the referral of cases to the police and the process of referral by the police to social workers.
- Explain the function and importance of strategy meetings/discussions.
- Summarise the criminal investigation process.
- Outline the general principles contained in 'Achieving best evidence in criminal proceedings: guidance on interviewing victims and witnesses', and using special measures.
- Identify the key elements of investigative decision-making from the 'Practice advice on core investigative doctrine 2005'.
- State how to record and justify key decisions made within the case.
- Recognise the importance of questioning other professionals involved in the investigation.
- Describe medical examination procedures for neglect, physical and sexual abuse.

## Venue details:

**All venues are wheelchair-accessible throughout.**

### Hough End

Mauldeth Road West  
Chorlton  
Manchester  
M21 7TA

**Tel: 0161 856 1796**  
**www.gmpsportclub.com**

Buses from Whitworth Street: 47 to Wilbraham Road/Withington Road and then a ten-minute walk; 85 to Wilbraham Road and then a ten-minute walk.

Please note that all conference parking will be at Broughton Park FC. Signposts will direct you to the Conference Centre, which is a short walking distance away.

### One Central Park

Northampton Road  
Manchester  
M40 5BP

**Tel: 0161 953 5995**  
**www.themanchestercollege.co.uk**

Bus numbers: 20, 24, 75, 80, 82, 83, 180, 181, 182, 184, 295. Ask to be dropped off at Central Park. At the traffic lights turn onto the Gateway, the road leading to Central Park. Follow this road to the end and then take the first road on your left at the roundabout. The One Central Park building is the next turning on the right. Bus numbers 88 and 89 go directly past the building on Northampton Road. Parking is available.

### Luther King House

Brighton Grove  
off Wilmslow Road  
Manchester  
M14 5JP

**Tel: 0161 224 6404**  
**www.lkh.co.uk**

Served by bus numbers 41, 42, 43 and others on Wilmslow Road. Get off at Platt Fields Park stop. It is then a short walk to the venue.

Parking is available at the back of the building.

### Broughton Park FC

2 Houghend Crescent  
off Mauldeth Road West  
Chorlton  
Manchester  
M21 7TA

**Tel: 0161 861 0854**  
**www.broughton-park.org.uk**

This venue is situated next to Hough End (see above) and can be accessed using the same buses.

Plenty of parking is available.

# Notes

# Manchester Safeguarding Children Board course application form

(Please **PRINT THROUGHOUT** and complete **ALL** sections)

<b>Course title</b>			
<b>Location</b>		<b>Course date</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## Personal details (please print)

Full name:			
Job title:			
<b>(MCC staff only)</b>	(Please tick appropriate box)	C & F <input type="checkbox"/>	EYP <input type="checkbox"/> Youth <input type="checkbox"/>
Organisation:	Personal number or date of birth: <b>(MCC staff only)</b>		
Work phone:	Work fax:		
Email address:			
Work address:			
Postcode:			

Please provide details of any particular needs, eg. dietary, access, specific equipment:

What basic child protection training have you done, and when?

I understand that the organisation I work for will be funding my place on this course and that the organisation will be charged if, having been offered a place, I fail to attend.

Applicant's signature:		Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Manager's name (print):		Job title	
Manager's signature: (if sending by post or fax)		Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Return this form to the relevant agency representative whose details are provided within the Training Plan 2010/11. MSCB will confirm your place directly via email. If you have not received written confirmation by seven days prior to the course date, please contact the MSCB Training Administrator.



MANCHESTER SAFEGUARDING  
CHILDREN BOARD