



West Dunbartonshire Public Protection Inter-Agency Training Calendar 2023-24



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Introduction

This Public Protection Training Calendar brings together Adult Protection, Child Protection and Gender Based Violence training opportunities across West Dunbartonshire for 2023-24.

Public Protection requires agencies to co-ordinate an effective response that gives at-risk individuals the support they need to reduce the risk in their lives.

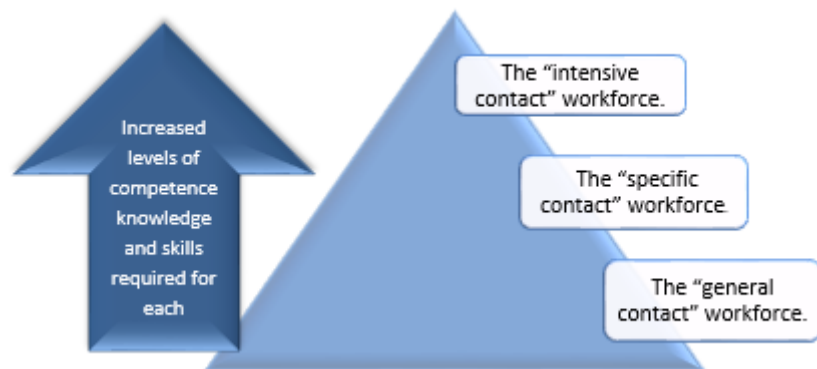
This work, and therefore training, is provided on a single and multi-agency basis and each agency is required to be clear about its own roles and responsibilities, as well as those of other agencies involved. Such co-ordinated planning and intervention needs to be supported by a range of learning and development opportunities to ensure best practice.

Public Protection aims to reduce the harm to children, young people and adults at risk, and covers work relating to: child protection; Multi-Agency Public Protection Arrangements (MAPPA) and offender management; adult support and protection; domestic abuse; and alcohol and drug misuse. There are Partnership arrangements in place in all of these areas of work and, as appropriate, Public Protection work takes place with both victims and perpetrators.

This programme reflects the priorities of the National Framework for Child Protection Learning & Development in Scotland 2012; the priorities of which are relevant across the Public Protection agenda, also reflecting the framework of national learning for Adult Support and Protection

The Framework acknowledges the importance of using and building on the multi-agency learning and development opportunities that already exist, supported by local Public Protection Committees. As such, this training programme outlines a wide variety of training courses, regularly tailored and updated, to provide the correct skills and knowledge in recognising and reporting harm. Courses will continue to be developed and revised and new courses are added to the programme when a specific issue or topic becomes relevant.

The Learning and Development Framework identifies three groups within the multi-agency workforce, each of which requires different competences, knowledge and skills, based on the nature and extent of their contact (direct or indirect) with children, young people, adults at risk and families:



The Child Protection Committee Learning and Development Subgroup have also devised a Learning and Development Strategy and Evaluation Strategy; detailing the process that will be undertaken to regularly review learning and development opportunities.

The newly formed Adult Protection Committee Learning & Development sub group is currently developing a Learning & Development Strategy with a view that the Adult Protection Committee will sign off later in 2023.

What course should I attend?

The information below is a guide for managers and staff to support their learning and professional development. It is not an exhaustive list and identifies where we would generally expect a worker to be placed. In some cases workers will find that another level is more appropriate to their specific needs. When in doubt, workers should speak to their managers.

We also recognise that for some services different levels of competences, knowledge and skills are required across Adult Support and Protection and Child Protection.

The “general contact” workforce (GC)

The general contact workforce is defined in this Framework as those who, as part of job may or are likely to come into contact with children, young people, adults and families in the community. They may be raising a concern and sharing information, however would not be taking forward any protection activity.

The frequency of the contact will vary, but these workers may not usually be involved in any in-depth personal work with service users or engaged in intensive child or adult protection processes. However, these workers need to have the confidence and awareness to recognise when a child or adult may be in need of protection, and how to respond.

Examples of staff:

- Library staff (except those teaching book bug and baby massage)
- Catering, facilities assistants and janitorial staff (schools, public sector and community/voluntary sector provision)
- School crossing supervisors
- Dentists and Dental Staff
- Care at Home supervisors
- Home Care workers
- Older People’s Care Home staff (including facilities and reception staff)
- Respite Services Staff (including facilities and reception staff)
- Working for You staff
- Contact Centre Staff
- GP and Dental Surgery receptionists
- Pharmacy staff
- Befrienders/ Mentors
- Child Minders
- Personal Assistants funded through SDS
- Some Admin/Secretarial staff
- CVS
- Police Response Officers
- Older peoples services day centre and support services (including bus escorts)
- Carer support staff i.e. Carers of WD

The “specific contact” workforce (SC)

The specific contact workforce is defined in this Framework as those who: carry out direct work with children, young people, adults and families; and/or form more in-depth relationships with them; and/or provide specific services to them. These workers may carry out regular work with a person (although this will not always be the case). Contact may take place in their home or another setting (e.g. an office, school, day centre, care home, respite facility, community facility, etc.). It may involve one to one work, or work in a group.

These workers may be asked to contribute to the risk assessment and risk management process and may be involved in providing ongoing support to some children, young people, vulnerable or at risk adults and other family members and carers.

These workers require the competences, knowledge and skills associated with the general contact workforce, and some additional competences, knowledge and skills to reflect the nature of their involvement with people and families.

Examples of staff:

- Housing Officers/ Support workers
- Homelessness support staff
- Housing support Staff
- Early Years Child Care Centre Senior Care workers
- Class teachers
- Pupil and Family Support staff
- Out of School Care staff
- Childminders
- Social care and Social work staff who will not be acting as ASP Council Officers or undertaking Child protection process.
- Staff who may be undertaking the role of Second Worker
- Looked after children’s services social care and social workers
- Educational Psychologists
- Allied Health Professionals working with children, adults and families
- Speech and Language therapists
- GPs
- Cedar and Cara
- Older People’s Residential Home managers (WDC and Independent)
- Family Nurse Partnership
- Specific Youth Services voluntary organisations, Y Sort it, Tulloch, Includem
- Women’s Aid staff
- Police Youth Engagement Officers
- Police Hub
- Older People Day Care and Support Services Managers

The “intensive contact” workforce (IC)

The intensive contact workforce is defined in this Framework as those who have specific designated responsibility for Adult & Child Protection issues as part of their role, e.g. where this is linked to their post, or where they are the Named Person or Lead Professional, Council Officer, Second Worker; and/or those who will be involved in undertaking Adult or Child protection investigations or working with complex cases (e.g. providing particular forms of support relating directly to Adult & Child Protection).

These workers require the competences, knowledge and skills associated with the general and specific contact workforces, but need additional competences, knowledge and skills to carry out their tasks.

Examples of staff:

- Health Visiting Staff and Managers
- Social Workers and Managers
- Social Work Assistants
- Head Teachers
- Depute Head Teachers
- Mental Health Officers
- OTs and Nurse Managers who manage integrated teams
- OTs and Nurse Managers who manage duty processes
- Early Years Child Care Centre Managers
- Police Public Protection Unit
- Care Home Managers
- Cedar and Cara

i-Learn Modules

West Dunbartonshire i-learn modules are available at any time by accessing the West Dunbartonshire Council intranet page.

Modules available are:

- Adult Support & Protection - Basic Awareness

This module aims to provide all staff employed by West Dunbartonshire Council or West Dunbartonshire Health and Social Care Partnership with a basic overview of how to recognise and report harm. The module will focus on the principles of Adult Protection, how to recognise and report harm and what duties and responsibilities have been created by legislation.

Target Audience

- All staff employed by West Dunbartonshire Council and West Dunbartonshire HSCP should complete this module to ensure that they have a basic understanding of public protection.

- Adult Support & Protection and Minute Taking

This module will equip admin workers with the skills and knowledge to complete accurate and precise minutes for Adult Support & Protection initial/review case conferences. The course will focus on the content required within minutes and the process to complete these.

Target Audience

- Anyone who may be asked to take minutes at an ASP case conference

You can access the modules by following the link provided:

<https://wdcvle.westcollegescotland.ac.uk/>

External Training Material Available

IRISS

Large Scale Investigation – <https://www.iriss.org.uk/resources/online-learning-materials/large-scale-investigations>

ASP Case Conferences – <https://www.iriss.org.uk/resources/online-learning-materials/multi-agency-adult-support-and-protection-conferences-case-conferences>

Please note: Due to the sensitive nature of some of the material contained in this resource, access is restricted to those with a suitable professional interest in the subject, and will be restricted to those with appropriate local authority or NHS email addresses, or those from suitable associated organisations.

Booking a course:

For further information on a course or to book on to either an Adult Protection Committee (APC) or Child Protection Committee (CPC) course, please contact the following email, detailing the course, date and provide your contact details –

Adult.Child.Protection.Training@west-dunbarton.gov.uk

For further information on a course or to book on an Equally Safe course, please contact the following email, detailing the course, date and provide your contact details –

CEDAR@west-dunbarton.gov.uk

Calendar Coding

Calendar Training Provider Coding

	Adult Protection
	Child Protection
	Equally Safe
	External Sources

Calendar Workforce Coding

(GC)	General Contact
(SC)	Specific Contact
(IC)	Intensive Contact
(ALL)	All Levels of Contact

April



2023

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 MARAC Information & Awareness Raising 10-11:30am (ALL)	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 Routine Sensitive Enquiry, multi-agency 9.30-1.30pm (SC,IC)	19	20	21	22
23	24	25	26	27	28	29
30						

May



2023

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Human Trafficking Training 12:30 – 2:30pm (SC)	4	5	6
7	8	9	10	11	12	13
14	15 Angus Adult Serious Case Review Presentation, 3-4pm (ALL)	16	17	18	19	20
21	22	23	24 Sandstories Training, 9:30am-4:30pm (SC, IC)	25 Sandstories Training, 9:30am-4:30pm (SC, IC)	26	27
28	29	30	31			

June



2023

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 Specialist Services Info Session, 10am-12pm, Church St (ALL)	10
11	12	13	14 MARAC Information & Awareness Raising 10-11:30am (ALL)	15 Child Sexual Abuse (CSA) – 9:30am – 4:30pm (SC, IC)	16	17
18	19	20 Dash-Ric multi-agency training, 9:30am-1.30pm (Part 1) (SC,IC)	21 Dash-Ric multi-agency training, 9:30am-1.30pm (Part 2) (SC,IC)	22 CP Basic Awareness – Training for Trainers – 9:30am-1pm (ALL)	23	24
25	26	27	28	29	30	

July



2023

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August



2023

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 Routine Sensitive Enquiry, multi-agency 9.30-1.30pm (SC,IC)	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Human Trafficking Training 12:30 – 2:30pm (SC)	24	25	26
27	28	29	30	31		

September



2023

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
					MARAC Information & Awareness Raising 10-11:30am (ALL)	
17	18	19	20	21	22	23
	Council Officer 3 Day Training – Full Days (9:30-4:30) (IC)	Council Officer 3 Day Training – Full Days (9:30-4:30) (IC)	Council Officer 3 Day Training – Full Days (9:30-4:30) (IC)			
24	25	26	27	28	29	30
		Dash-Ric multi-agency training, 9;30am-1.30pm (Part 1) (SC, IC)	Dash-Ric multi-agency training, 9;30am-1.30pm (Part 2) (SC, IC) CP Assessment, Chronologies, SMART Training – Full Day (9;30-4:30) (SC, IC)			

October



2023

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Council Officer Refresher – Full Day (9:30-4:30) (IC)	3 CP Assessment, Chronologies, SMART Training – Full Day (9:30-4:30) (SC, IC)	4 Human Trafficking Training 12:30 – 2:30pm (SC)	5	6	7
8	9 ASP Second Worker Training – Full Day (9:30-4:30) (IC)	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Routine Sensitive Enquiry, multi-agency 9.30-1.30pm (SC,IC)	25	26	27	28
29	30	31				

November



2023

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Council Officer Refresher – Full Day (9:30-4:30) (IC)	7	8 Human Trafficking Training 12:30 – 2:30pm (SC)	9	10 MARAC Information & Awareness Raising 10–11:30am (ALL)	11
12	13	14	15	16	17	18
19	20 ASP Case Conference Chairing Training – Full Day (9:30-4:30) (IC)	21	22	23	24	25
26	27 ASP Second Worker Training – Full Day (9:30-4:30) (IC)	28	29 Specialist Services Info Session, 10am-12pm, Church St (ALL)	30		

December



2023

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Dash-Ric multi-agency training, 9:30am-1.30pm (Part 1) (SC, IC)	6 Dash-Ric multi-agency training, 9:30am-1.30pm (Part 2) (SC, IC)	7	8	9
10 Council Officer 2 day Follow up - Full Days (9:30-4:30) (IC)	11 Council Officer 2 day Follow up - Full Days (9:30-4:30) (IC)	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January



2024

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February



2024

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11 Roles and Responsibilities for agencies involved in CP– Half Day (1:30-4:30) (SC, IC)	12	13 Understanding Neglect – Half Day (9:00-12:00) (ALL) Using the Assessment of Care Toolkit for assessing Neglect – Half Day (1:30-4:30) (SC, IC)	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March



2024

Public Protection Training Calendar 2023-24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Roles and Responsibilities for agencies involved in CP- Half Day (1:30-4:30) (SC, IC)	12 Understanding Neglect – Half Day (9:00-12:00) (ALL) Using the Assessment of Care Toolkit for assessing Neglect – Half Day (1:30-4:30) (SC, IC)	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						