

Cardiff and Vale of Glamorgan Safeguarding Boards

Training Sub Group

Terms of Reference

INTRODUCTION

This group will be known as the Cardiff and Vale of Glamorgan RSCB and RSAB Training Sub Group (C&V RSB Training Sub Group).

According to the Social Services and Wellbeing Act (Wales) 2014, a Safeguarding Board is required to

1. review the training needs of those practitioners working in the area of the Board in order to identify training activities and to provide and to ensure training is provided on an interagency and individual organisational basis to assist in the protection and prevention of abuse and neglect of children and adults at risk of harm in the area of the Board.
2. to disseminate information about best practice and learning arising from reviews, to share information with Board members, other Safeguarding Boards, the National Independent Safeguarding Board and children and adults who are or may be affected by the exercise of a Safeguarding Board's functions, and to identify, explore and respond to matters arising that affect the fulfilment of the Board's objectives
3. to facilitate research into protection from, and prevention of, abuse and neglect of children and adults at risk of harm

The C&V RSB Training Sub Group has been established to ensure these function are carried out effectively.

Training and development will be targeted at statutory, voluntary and independent agencies whose work/voluntary activity brings them into contact with children, adults or their families in Cardiff and the Vale of Glamorgan.

The purpose of training is to achieve better outcomes for children and adults through raising awareness and knowledge about safeguarding.

Key facets of multi-agency training are to:

1. Develop a shared understanding of the tasks, principles and roles and responsibilities outlined in legislation, regulations, guidance and local arrangements for safeguarding children and adults and promoting their welfare
2. Achieving more effective and integrated services at both the strategic and individual case level
3. Improving communication between professionals
4. Developing effective working relationships
5. Ensuring sound decision making

AIM

The C&V RSB Training Sub Group will work on behalf of the RSAB and RSCB to ensure the availability and delivery of high quality training on safeguarding issues.

FUNCTIONS OF THE SUB GROUP

1. Managing the identification of training needs; feeding those into the planning and commissioning of training
2. Evaluation of safeguarding training to ensure it is meeting local needs

3. Make sure that any lessons from national and local reviews (e.g. CPR, APR, MAPF etc.) are understood and acted upon and to communicate clearly to individual services and professional groups their shared responsibility for protecting children and adults, and to explain how each can contribute
4. Develop and maintain a work plan to be signed off by RSCB and RSAB via the RSCB and RSAB Business Planning Groups

MEMBERSHIP

The C&V RSB Training Sub Group will comprise of representatives from all member agencies and all members should:

1. Be knowledgeable and have experience in training and safeguarding issues
2. Be committed to delivering high quality evidence-based multi-agency training
3. Be given adequate time and resources by their agency to undertake the work agreed by the RSCB and RSAB
4. Have fully briefed deputies substituted where they meet membership requirements
5. Legal Representatives will attend as advisors when required
6. It is expected that current members will be replaced at that level in the event of current post holders leaving

Membership can be found below:

Agency	Role
Cardiff Adult Safeguarding	Operational Manager, Safeguarding
Children Services, VoG	Staff Development Officer
Children Services, Cardiff	Lead Training Officer
Adult Services, VoG	Team Manager
Adult Services, Cardiff	Operational Manager, Learning Disability, Cardiff
Adult Services, Cardiff	Training Development Officer
Cardiff and Vale UHB	Safeguarding Trainer
Velindre NHS Trust and Welsh Blood Service	Senior Nurse Safeguarding and Public Protection, Velindre NHS Trust
South Wales Police	Training Co-ordinator, Learning & Development Services, South Wales Police
National Safeguarding Team	Designated Nurse, NHS Wales National Safeguarding Team, Public Health Wales
Probation	TBC
Education, Cardiff	Achievement Leader, Education & Lifelong Learning, Cardiff
Education, VoG	Safeguarding Officer, Learning & Skills Directorate, VoG
Education, Cardiff	Education Safeguarding Officer, Safeguarding, Cardiff
WAST	TBC
Higher Education, Research	TBC
Third Sector Representative, Childrens	Acting CEO and Quality and Funding Manager, Youth Cymru
Third Sector Representative, Adults	Third Sector Development Officer, Cardiff Third Sector Council

The C&V RSB Training Sub Group may also co-opt members from other RSAB and RSCB member agencies as necessary for specific pieces of work.

For a meeting to be quorate, a minimum of 3 agencies should be present, to include the Chair or Vice Chair and a representative from any associated task and finish groups.

ACCOUNTABILITY

1. The C&V RSB Training Sub Group is accountable to the RSCB and RSAB via the RSCB and RSAB Business Planning Groups
2. Group members are responsible for ensuring the correct membership from their agencies
3. It is the responsibility of members of the C&V RSB Training Sub Group to communicate relevant matters within their own organisation and ensure that these are acted upon
4. The group will take forward objectives and any relevant training issues as included in the RSAB and RSCB Annual Plans
5. This group will report quarterly to the RSCB and RSAB Business Planning Groups

CHAIRING ARRANGEMENTS

The C&V RSB Training Sub Group Chair will be nominated by, and be a member of, the RSCB and RSAB Business Planning Groups. The C&V RSB Training Sub Group Vice Chair will be nominated by the Sub Group.

The Chair and Vice Chair term will be 1 year and the Vice Chair will take on the role of the Chair after this term. A Vice Chair will need to be nominated on a yearly basis.

MEETINGS

The C&V RSB Training Sub Group will meet on a two month basis.

Task and Finish Groups will be set up, with the support of the Safeguarding Business Unit, and will involve relevant representatives from partner agencies as required.

The agenda for each meeting will be determined by the Chair, working in conjunction with the Safeguarding Business Unit Business Manager, based on the Sub Group work programme, emerging themes/issues and from the agreed actions of previous meetings.

Administrative support will be provided by the Safeguarding Business Unit.

All papers will be circulated 10 working days before the meeting.