**TRAINING AND LEARNING GROUP**

**TERMS OF REFERENCE**

1. **INTRODUCTION**

This document has been produced for the Cwm Taf Morgannwg Safeguarding Board (CTMSB) Training and Learning Sub Group (TALG) in line with the requirements of Part 7 of the Social Services and Wellbeing Act (Wales) 2014.

The TALG is a subgroup of the Cwm Taf Morgannwg Safeguarding Board (CTMSB).

The Board is a statutory partnership covering the local authority areas of Rhondda Cynon Taf, Bridgend and Merthyr Tydfil. The lead partner for the Board is Rhondda Cynon Taf County Borough Council.

# AIMS AND OBJECTIVES

The Training and Learning Group will have responsibility for ensuring that the following functions of the CTMSB, aligned to the Social Services and Wellbeing Act 2014, are carried out effectively:

* to disseminate information about best practice and learning arising from reviews, to share information with Board members, other Safeguarding Boards, and the National Independent Safeguarding Board
* to 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, young people and adults at risk of harm
* to facilitate research, where appropriate, into protection from, and prevention of, abuse and neglect of children and adults at risk of harm

**Disseminating information about best practice and learning**

As part of developing a positive culture of learning and development, the TALG will ensure that information is widely disseminated within the workforce of all partner agencies about best practice and learning arising, reviews, audits and other Board activities.

The CTMSB also has a responsibility to share learning with other Safeguarding Boards and with the National Independent Safeguarding Board, as appropriate. It has been found that there are some themes emerging from practice reviews which are common across a number of Boards and benefit from wider discussion.

**Reviewing training needs and ensuring provision of training**

The TALG will ensure that practitioners in the area of the Board are receiving or have access to the training they need in protection and the prevention of abuse, neglect or other forms of harm. This requires a review and analysis of the training needs of practitioners in the area to inform the Board of those needs so that it can monitor the training activities provided, identify the training required and ensure agencies provide it.

The Board’s strategy for training will take account of themes and learning arising locally or nationally from audits, practice reviews, investigations and research findings and will include how these are incorporated into training activities.

**Research into protection and prevention of harm**

Understanding the nature and extent of abuse, neglect and other forms of harm and the effectiveness of services to prevent and protect children and adults at risk from harm is fundamental to improving the knowledge base of a Safeguarding Board and ensuring informed decision making. A Safeguarding Board should therefore provide for research and evaluation studies either, in some cases, by undertaking or commissioning small scale studies or by co-operating with and encouraging agencies to co-operate with studies being undertaken locally or nationally.

**TRAINING STANDARDS**

The Training and Learning Sub Group, acting on behalf of the CTMSB, has a responsibility to ensure that multi-agency safeguarding training is delivered to a consistently high standard, and that a process exists for evaluating the effectiveness of training. This responsibility includes ensuring that all Safeguarding training:

* is delivered by trainers who are knowledgeable about safeguarding and promoting the welfare of Children, Young people and Adults at Risk. When delivering training on complex cases, trainers should have the relevant specialist knowledge and skills;
* is informed by current research evidence, lessons from Practice Reviews and local and national developments;
* reflects understanding of the rights of Children, Young People and Adults at Risk and is informed by an active respect for diversity, the experience of service users and a commitment to ensuring equality of opportunity;
* is regularly reviewed to ensure that it meets the agreed learning outcomes and that it is effective;
* that outcomes from evaluation inform the Training Strategy.

The Training and Learning Group will receive quarterly reports on safeguarding training activities from all of the agencies sitting on the Group.

# ACCOUNTABLITY

Members will be ultimately accountable to the CTMSB and to their own agencies for the work produced.

Members will be responsible for reporting to their own agencies to update on ongoing work.

The group will take forward workforce objectives as included in the CTMSB Annual Plan, as well as other relevant training related issues contained in the Annual Plan and Sub Group Work Plan.

The performance of the Group will be reported via a quarterly report card which will be presented to the Joint Operational Committee by the Chair.

**4. MEMBERSHIP**

The Training and Learning Group will include people with organisational responsibility for those who will participate in training and learning.

They should have sufficient authority to make decisions in relation to training and learning.

It should also include members with sufficient knowledge of training processes to enable them to make informed decisions regarding the development and evaluation of the Training Strategy.

Additional persons will be co-opted as required for specific pieces of work.

Members will be expected to participate in at least 75% of meetings. This will be monitored by the Chair.

Fully briefed deputies will be substituted where they meet membership requirements.

Six members (with a minimum of three different agencies) will be required to

be in attendance for the group to be quorate.

A list of members is as follows:

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| **NAME** | **TITLE** |
| Claire Holt | Workforce Development Manager, Bridgend CBC (Chair) |
| Deb Evans | Cwm Taf Regional Advisor Domestic Abuse and Sexual Violence (Vice Chair) |
| Jackie Neale | Service Manager Adults RCTCBC |
| Carol Smith | Adult Protection Officer, RCTCBC |
| David McManus | Training, Bridgend CBC |
| Emma Jones/Natalie Bevan | Team Manager NPS |
| Tracy Welch | Principle Safeguarding Officer, MTCBC |
| Kerry Webster | Education Psychology, Cwm Taf |
| Ben Rowe | Detective Sergeant, Public Protection Department, SWP |
| Nikki Kingham | Business Manager CTMSB |
| Adele Stacey | Inclusion Service, MTCBC |
| Kath McMullen | Regional Workforce Development Manager Cwm Taf |
| Emma Walters | Children Services, RCTCBC |
| Gary Black | Community Safety and Licensing Manager, RCT |
| Robert Gough | Public Protection, MTCBC |
| Alyson Williams | Adult Protection Officer, MTCBC |
| Ceri Ford | Substance Misuse, RCTCBC |
| Paula Hopes | University of South Wales |
| David Brooks/Sam Gunnarsson | Coleg Y Cymoedd |
| Eryl Gillard/Fallen Reynolds | BAROD |
| Nadine Long / Emma Reed | Deputy Head of Safeguarding/ Senior Nurse Public Protection CTMUHB |
| Steph Webber | Operational Manager, Cwm Taf YOS |

**Chairing Arrangements**

The Chair will be a member of the CTMSB Joint Operational Committee, and the appointment will be agreed by the Sub Group and the Board.

A Vice-Chair from one of the CTMSB partner agencies will be appointed by the Sub Group and agreed by the Board.

These posts will be reviewed every 2 years.

# FREQUENCY OF MEETINGS

## The Training and Learning Group will meet at least four times per annum.

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

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