



CHILDREN'S SOCIAL CARE AND SAFEGUARDING

CHILDREN'S HOMES LEARNING AND DEVELOPMENT STRATEGY

Shropshire Council Mission

**Children and Young People are at the centre of everything we do and
Delivering better outcomes for our children and young people**

In accordance with the Guide to the Children's Homes Regulations and Quality Standards:

- Children are looked after by staff that are trained and competent to meet their needs.
- Staff receive high quality training to enhance their individual skills and to keep them up-to-date with professional and legal developments.

List of Appendices

Appendix A – Residential Professional Qualification Framework

Appendix B – Learning Log

Appendix C - New Workers Induction Checklist

Appendix D – Contents Page (Personal Development File)

We strongly believe the investment in the learning and development of our staff will create a culture which provides a sense of purpose throughout the Children's Homes workforce.

All new staff in the children's homes will receive an Induction to ensure they are in a confident position to provide an outstanding quality of care for our looked after children. This will be followed by mandatory training, professional qualifications and safeguarding learning.

This learning and development strategy will explain the role of Managers, the Learning & Development Officer and the Training Administrator and informs all staff of the plans, priorities and processes around Learning and Development.

1.0 Learning and Development Officer Responsibilities

1. Support Managers in identifying learning methods through job analysis and Performance Review.
2. Design and develop training programmes based on national and local policies and individual's and children's needs
3. With managers develop an annual Training Plan.
4. Consider the costs of planned programmes and keep within budgets assessing the return on investment of any training or development programme.
5. Develop and deliver an effective induction programme.
6. Coach or Mentor individuals to support them with their individual learning plans and Career plans.
7. Maintain Training and Development data, ensuring requalification timescales are met and the data is available for Ofsted.
8. Monitor and assess induction standards. Enrolment of staff on the Diploma course once standards are completed and the 6 month probation is successfully completed. (Qualification Framework, Appendix A)

2.0 Managers Responsibilities

1. To enhance the performance of their workforce and inspire good performance by supporting the team, valuing their input and making sure that they have everything they need to do a great job.
2. To manage performance it is necessary to identify the particular influences on a given situation, identify influences that are having a negative effect and then take action to address these influences.
3. Support the workforce in a conversation about learning from past performance and agreeing about what to work towards in the coming year and the support that would be helpful to them.

3.0 Equality and Diversity

Our aim is to grow our workers and to create an environment where there are opportunities for all to develop and where we can maximise their talent. (Developing People, Shropshire Council. 2011)

4.0 Workforce Induction Programme (Appendix B)

New workers will receive a Welcome File on the first day of starting with Shropshire Council. There is an expectation that they attend the five Induction modules for Children's Services, Social Care Practitioners:

- Raising Awareness of Child Protection
- Child Development
- Communication and an Introduction to Solution Focus Approaches
- Record Keeping and Report Writing
- Understanding your child

5.0 Service Specific Learning and Development

New staff will attend the Service Specific Training, listed below, within the first six months of them starting their new role and then attend requalification as per the timescales seen on the Learning and Development H-Drive – Mandatory Training:

Face to Face training

Raising Awareness of Child Protection - Shropshire Safeguarding Children's Board

Team Teach

Attachment

Equality and Diversity

Emergency First Aid

Carefirst/Carestore

HASAW/COSHH – all new staff to Children's Homes will attend the Shropshire Council HASAW and COSHH workshops as part of the Induction Programme. To maintain Continuous Professional Development staff will receive a HASAW and COSHH briefing at the Team Meeting lead by the Registered Manager. Minutes must clearly state what the briefings covered and hand-outs attached to the minutes for absentees.

E-Learning - Fire Safety / Moving and Handling Loads / Risk Assessment / Safe Handling of Medication/ Food Hygiene

Appointed First Aid Training

The Registered Manager will nominate one person to attend this training.

6.0 Continuous Professional Development

Every worker will receive an annual Performance Review. Learning and Development needs will be discussed and agreed for the following year. The Personal Development Plan, included on the Performance Review must include any Mandatory Learning and Development that is required in the forthcoming year.

Any other Learning and Development will be as a consequence of the manager's decision or by an Ofsted recommendation.

Methods of Learning

When researching resources to meet your Personal Development needs, consider the variety of Learning and Development resources that are available:

E-Learning / DVD's / CD's / Academic Articles/ 'Face to face' training / Job Shadow / Reading / Mentoring / Coaching/ Supervision/ Further Education

Learning Log (Appendix C)

The Learning Log is a record of each worker's Professional Development and is to be completed following each learning experience. The Learning Log is taken to every Supervision for discussion regarding previous months Learning and Development activity. The Learning Logs will be quality assured by Supervisors

Mandatory Training

The Training Administrator will update the Mandatory Training spreadsheet once she has a copy of the certificate of attendance. The Mandatory spreadsheet may be found on the Learning and Development H-Drive.

Additional Training

Staff are responsible for recording their Learning Log (Appendix C) recording additional Learning and Development events.

Training Booking Procedure

The Training Administrator for the Children's Homes will administer the mandatory training. Homes email the Training Administrator with their training request. The Training Administrator will confirm the nomination by email to the Deputy Manager and the member of staff.

Personal Development File

Every worker is to retain a Personal Development File. (Contents page, Appendix D)

Learning and Development H-Drive

All staff may be able to access the Learning and Development H-Drive, which holds relevant documents to support their Learning and Development.

Learning and Development Group - Safeguarding Group

The Learning and Development Officer will report to the Children's Social Care Services and Safeguarding, Learning and Development Group, to request any additional budgetary training requirements and make recommendations for joint training and development.

CHILDREN'S HOMES QUALIFICATION FRAMEWORK

Residential Care Workers - Induction Standards workbook to be completed with 4 months of start date.

Residential Care Workers Following successful completion of the probation period and successful completion of the Induction Standards the Residential Care Worker will start the Level 3 Diploma in Residential Childcare

New Shift Leaders - Advanced Practitioner Award – 4 Modules of the Level 5 Diploma in Leadership and Management for Residential Childcare.

New Deputy Managers and new Registered Managers – Level 5 Diploma in Leadership and Management for Residential Childcare.



Children's Social Care Services & Safeguarding

Learning Log

Name:

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Job Title:

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Appendix C

New Worker Induction Checklist

Name:		Induction mentor:	
Place of work:		Date started:	
Activity:		Signed by New Worker:	Comments:
Week 1			
Introduction to the Employee Induction Handbook and its contents			
Security			
Confidentiality			
Introduction to the Induction Standards and the workbook.			
By the end of Week 1, you can expect to have received/reviewed:			
<ul style="list-style-type: none"> ▪ The Home's Statement of Purpose (which will include staffing policy) 			
<ul style="list-style-type: none"> ▪ Young Person's Guide to the Home 			
<ul style="list-style-type: none"> ▪ The policies and procedures relating to Residential Care for Young People (and their location within the home) 			
<ul style="list-style-type: none"> ▪ The National Minimum Standards we are required to work to (Care Standards Act 2000 and The Children's Act 1989) 			
<ul style="list-style-type: none"> ▪ Line of Accountability, reporting lines and procedures to be followed in relation to emergencies, health & safety, child protection and notification of incidents 			
<ul style="list-style-type: none"> ▪ End of week review with the Registered Manager/Deputy Manager 			
Week 2			
With named helper, look at young people's Care Plans and Risk Assessments			
With named helper, look at young people's files, documentation used and recording undertaken within the home			
Sit in handover(s)			
Spend some time with experienced staff and young people			
With Induction mentor, implement plan for Induction Standards.			

By the end of Week 2, you can expect to have discussed:	Signed by New Worker:	Comments:
<ul style="list-style-type: none"> ▪ The Rota 		
<ul style="list-style-type: none"> ▪ Timings and information about Team meetings, Shift Leader meetings and Home Management meetings (Deputy Manager post) 		
<ul style="list-style-type: none"> ▪ Departmental Structure Charts 		
<ul style="list-style-type: none"> ▪ Supervision – Discuss the concept of Supervision and the Supervision Policy and Contract 		
Week 3		
Visit to Children’s Placement Service, Mount McKinley Building		
Learning Log – have an understanding of it’s purpose		
Shadowing experienced workers over the three shift teams		
Read and understood the ‘Guidance for Safer Working Practice for Adults who Work with Children & Young People’.		
Introduction to Looked After Children’s Team – LAC Nurse, Ellie Johnson. LAC Teachers. CAMHs.		
Continue with Induction Standards Workbook		
Checklist for Registered Manager/Deputy Unit Manager		
Welcome File		
Statement of Purpose (including Staffing policy)		
Young Person’s Guide		
Where to find LAC Policies and Procedures		
Where to find the National Minimum Care Standards		
Where to find Children’s Act 1989		
Departmental Structure Charts		
Week 4 - Shadow Shift		
Week 5 - Slot into individual shift pattern		
Month 4 Complete Induction Workbook		
Month 5 Start Diploma in Residential Childcare		

I confirm that I have read & understood the documents noted above, Signed New Worker:		Date:
Your comments on your first 4 weeks of training & development:		
Signature Registered Manager:	Comments:	

PERSONAL DEVELOPMENT FILE

CONTENTS

1. Supervision Record
2. Performance Review
3. Evidence for Performance Review
4. Personal Development Plan
5. Certificate of Learning and Development
6. Learning Log