

**Joint Training Programme
Newcastle Safeguarding Children Board
Newcastle Safeguarding Adults Board
and Safe Newcastle
April 2017 – March 2018**



V3 (6 April 2017)

Foreword

We are pleased to present you with the joint learning and development programme of the Newcastle Safeguarding Children Board (NSCB), the Newcastle Safeguarding Adults Board (NSAB) and Safe Newcastle (SN) 2017-2018. This is the first time that the three boards have worked together to produce a joint programme and is indicative of the spirit of joint working and commitment to shared learning. In it you will find details of all of the courses on offer as well as the different ways that you can access safeguarding training. The programme will be updated throughout the year as more learning events are introduced, the most up to date version of the programme can always be found on the respective board websites (see below for links).

Whether your primary role is to work with children, adults, or both, we encourage you to view safeguarding as something which can affect people across the life course and to develop an awareness of the multi-agency frameworks in place to manage concerns of abuse and neglect.

At a time of increasing pressure and demand across all agencies, the need to implement effective safeguarding strategies is perhaps more important than ever. The focus of the learning on offer is to ensure that staff and volunteers have the skills, knowledge and confidence to deal with any concern that they may become aware of. We hope you find the programme informative and we look forward to welcoming you on one of the courses in the near future.

You can find out more about:

Safeguarding Children's training [here](#) and Safeguarding Adults training [here](#)

Safe Newcastle training (website under construction)



Training pathway safeguarding children	4
<p>Core Training These courses are designed to reflect the skills and knowledge required by different groups of staff.</p> <p>You may also be able to ensure compliance with your organisation’s safeguarding training requirements by completing e-learning courses...see below</p>	5 to 19
<p>e-learning There are also various e-learning training modules available as part of this programme. This training is hosted by the ‘Virtual College’</p>	20 to 23
<p>Continuing Professional Development (CPD) Courses / Thematic Workshops / Briefings These courses are for those staff who have completed their relevant core training and want to increase their knowledge in a particular subject.</p> <p>This section will be added to throughout the year to reflect emerging practice and learning</p>	24..... onwards
<p>Guidance Notes</p> <p>Venue Information</p> <p>Booking Form</p>	<p>Appendices</p> <p>1</p> <p>2</p> <p>3</p>

Throughout this document:

Safeguarding **Children** courses are highlighted in



Safeguarding **Adults** courses are highlighted in



Joint courses which are suitable for those who work with adults or children are highlighted in



Training pathway safeguarding children

Group 1	Staff with infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect.
Group 2	Those in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers including all clinical staff who may be in a position to identify concerns about maltreatment, including those that may arise during the 'Early Help' (formerly CAF) process.
Group 3	Members of the workforce who work predominantly with children, young people and /or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns.

INITIAL TRAINING	Group 1	Group 2	Group 3
In house / Single Agency Induction to Safeguarding Policies and Procedures	Yes	Yes	Yes
In house / Single Agency level 1	Either one of these.	Either one of these.	Either one of these
NSCB / Multi Agency Core level 1 – page 6			
NSCB / e-learning – page 21			
In house / Single Agency level 2	N/A	Either one of these	Either one of these
NSCB / Multi Agency Core level 2 – page 7			
NSCB / Multi Agency Core level 3 – page 8	N/A	N/A	Yes

REFRESHER *	Group 1	Group 2	Group 3
In house / Single Agency level 1	Repeat one of these	N/A	N/A
NSCB / Multi Agency Core level 1 – page 6			
NSCB / e-learning – page 21			
In house / Single Agency level 2	N/A	Repeat one of these	N/A
NSCB / Multi Agency Core level 2 – page 7			
NSCB / Multi Agency Core level 3 – page 8	N/A	N/A	Either one of these
NSCB / Choose from one of the courses from the CPD programme equivalent to level 3			
Bespoke Refresher / Single Agency delivery	Available for full staff teams on request subject to the availability of NSCB trainers email margaret.wedgewood@newcastle.gov.uk		

*NSCB recommend that you refresh every 3 years, however your own organisation may recommend every year check with your own training department.

Safeguarding Children – Core training Level One

(also available as e-learning please see page 22 'Awareness of Child Abuse and Neglect')

Target audience

This course is suitable for the following groups of staff:

- **Group 1** 'Staff with infrequent contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect'
- **Group 2** 'Those in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers including all clinical staff who may be in a position to identify concerns about maltreatment, including those that may arise during the early help process.'
- **Group 3** 'Members of the workforce who work predominantly with children, young people and /or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns'

Entry requirement

In house induction into your own agency's safeguarding policy and procedures

Aim of the session

To provide participants with the opportunity to develop an awareness of what to do if they have concerns about the safety and welfare of children and young people.

Learning outcomes

- Know what child abuse and neglect are
- Understand the importance of maintaining a child focus
- Be able to recognise and identify concerns in the context of normal child development
- Know what to do in response to your concerns

Course Details

Date	Day	Venue	Start	Finish
05/04/2017	Wednesday	Westgate College, Room W213	9:30am	1:00pm
04/05/2017	Thursday	Westgate College, Room W213	9:30am	1:00pm
07/06/2017	Wednesday	Westgate College, Room W213	9:30am	1:00pm
04/07/2017	Tuesday	Westgate College, Room W213	9:30am	1:00pm
06/09/2017	Wednesday	Westgate College, Room W213	9:30am	1:00pm
18/10/2017	Wednesday	Westgate College, Room W213	9:30am	1:00pm

Booking Details



- On Line:** please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Safeguarding Children – Core training Level Two

Target audience

This course is suitable for the following groups of staff:

- **Group 2** 'Those in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers including all clinical staff who may be in a position to identify concerns about maltreatment, including those that may arise during the early help process.'
- **Group 3** 'Members of the workforce who work predominantly with children, young people and /or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns'

Entry requirement

Safeguarding Children Level One (Delivered single or multi agency)

Alternatively you can complete the following e learning course:

- Awareness of Child Abuse and Neglect – Core version

Aim of the session

To provide participants with the opportunity to, develop an awareness of multi-agency working and what to do if they have concerns about the safety and welfare of children and young people

Learning outcomes

- Review knowledge from level one
- Understand the importance of documenting, recording and sharing information and know who to contact
- Understand the thresholds for intervention in the lives of children and how the framework is used in the assessment of children in need and their families
- Know your role and responsibilities regarding safeguarding and those of the key agencies

Course Details

Date	Day	Venue	Start	Finish
18/04/2017	Tuesday	Westgate College, Room W213	9:30am	1:00pm
09/05/2017	Tuesday	Westgate College, Room W213	9:30am	1:00pm
21/06/2017	Wednesday	Westgate College, Room W213	9:30am	1:00pm
14/07/2017	Friday	Westgate College, Room W213	9:30am	1:00pm
14/09/2017	Thursday	Westgate College, Room W213	9:30am	1:00pm
03/10/2017	Tuesday	Westgate College, Room W213	9:30am	1:00pm

Booking Details



- On Line:** please visit the [Newcastle Safeguarding Children Board Website](#)
- Email:** send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
- Problems?** call administration on 0191 277 2091

Safeguarding Children – Core training Level Three

Target audience

This course is suitable for the following groups of staff:

- **Group 3** 'Members of the workforce who work predominantly with children, young people and /or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns'

Entry requirement

Safeguarding Children – Levels One and Two (Delivered single or multi agency)

Aim of the session

To further develop your knowledge and skills around safeguarding practice and procedures and to provide an opportunity for colleagues from different agencies to learn together and explore professional dilemmas.

Learning outcomes

- Review prior knowledge
- Describe inter-agency roles and responsibilities for safeguarding and promoting the welfare of children
- Reflect on how parenting issues impact on their capacity to care for their children
- Understand the key safeguarding terms associated with social care processes and the importance of working together
- Recognise the importance of family history and functioning

Course Details:

Date	Day	Venue	Start	Finish
11/04/2017	Tuesday	Westgate College, Room W213	9:30am	3:15pm
20/04/2017	Thursday	Westgate College, Room W213	9:30am	3:15pm
26/04/2017	Wednesday	Westgate College, Room W213	9:30am	3:15pm
11/05/2017	Thursday	Westgate College, Room W213	9:30am	3:15pm
17/05/2017	Wednesday	Westgate College, Room W213	9:30am	3:15pm
13/06/2017	Tuesday	Westgate College, Room W213	9:30am	3:15pm
22/06/2017	Thursday	Westgate College, Room W213	9:30am	3:15pm
29/06/2017	Thursday	Westgate College, Room W213	9:30am	3:15pm
13/07/2017	Thursday	Westgate College, Room W213	9:30am	3:15pm
19/07/2017	Wednesday	Westgate College, Room W213	9:30am	3:15pm
26/07/2017	Wednesday	Westgate College, Room W213	9:30am	3:15pm
03/08/2017	Thursday	Westgate College, Room W213	9:30am	3:15pm
20/09/2017	Wednesday	Westgate College, Room W213	9:30am	3:15pm
28/09/2017	Thursday	Westgate College, Room W213	9:30am	3:15pm
11/10/2017	Wednesday	Westgate College, Room W213	9:30am	3:15pm
19/10/2017	Thursday	Westgate College, Room W213	9:30am	3:15pm
26/10/2017	Thursday	Westgate College, Room W213	9:30am	3:15pm
09/11/2017	Thursday	Westgate College, Room W213	9:30am	3:15pm
15/11/2017	Wednesday	Westgate College, Room W213	9:30am	3:15pm
21/11/2017	Tuesday	Westgate College, Room W213	9:30am	3:15pm
14/12/2017	Thursday	Westgate College, Room W213	9:30am	3:15pm

20/12/2017	Wednesday	Westgate College, Room W213	9:30am	3:15pm
10/01/2018	Wednesday	Westgate College, Room W213	9:30am	3:15pm
16/01/2018	Tuesday	Westgate College, Room W213	9:30am	3:15pm
24/01/2018	Wednesday	Westgate College, Room W213	9:30am	3:15pm
06/02/2018	Tuesday	Westgate College, Room W213	9:30am	3:15pm
15/02/2018	Thursday	Westgate College, Room W213	9:30am	3:15pm
21/02/2018	Wednesday	Westgate College, Room W213	9:30am	3:15pm
13/03/2018	Tuesday	Westgate College, Room W213	9:30am	3:15pm
22/03/2018	Thursday	Westgate College, Room W213	9:30am	3:15pm
28/03/2018	Wednesday	Westgate College, Room W213	9:30am	3:15pm

Booking Details



On Line: please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Safeguarding Adults – Core training Level One

(also available as an e-learning module page 23 or as a workbook which can be accessed by emailing james.steward@newcastle.gov.uk)

Target audience

All staff who come into contact with adults at risk of abuse or neglect.

No one will be able to access higher levels of safeguarding training until they have completed Level One.

Please see following page for alternative training options

Entry requirement

In house induction into your own agency's safeguarding policy and procedures

Aim of the session

To increase basic awareness of safeguarding adults and a basic knowledge of the policy and procedures for making an alert in Newcastle.

Learning outcomes

- Have an increased confidence in their understanding of their own values and attitudes in relation to adult abuse
- Be aware of and have an understanding of Safeguarding Adults
- Be able to identify the different categories of abuse
- Be more familiar with the signs and indications of abuse
- Be clear about the roles and responsibilities of the alerter as defined within the procedures

Course Details

Date	Day	Venue	Start	Finish
04/04/2017	Tuesday	Westgate College, Room W213	9:15am	12:30pm
04/04/2017	Tuesday	Westgate College, Room W213	1:15pm	4:30pm
20/04/2017	Thursday	Palatine Beds, Portacabin	9:15am	12:30pm
20/04/2017	Thursday	Palatine Beds, Portacabin	1:15pm	4:30pm
11/05/2017	Thursday	Palatine Beds, Portacabin	1:15pm	4:30pm
18/05/2017	Thursday	Westgate College, Room W213	9:15am	12:30pm
18/05/2017	Thursday	Westgate College, Room W213	1:15pm	4:30pm
01/06/2017	Thursday	Westgate College, Room W213	9:15am	12:30pm
01/06/2017	Thursday	Westgate College, Room W213	1:15pm	4:30pm
26/06/2017	Monday	Palatine Beds, Portacabin	9:15am	12:30pm
05/07/2017	Wednesday	Westgate College, Room W213	9:15am	12:30pm
05/07/2017	Wednesday	Westgate College, Room W213	1:15pm	4:30pm
18/07/2017	Tuesday	Palatine Beds, Portacabin	9:15am	12:30pm
18/07/2017	Tuesday	Palatine Beds, Portacabin	1:15pm	4:30pm
07/09/2017	Thursday	Westgate College, Room W213	9:15am	12:30pm
07/09/2017	Thursday	Westgate College, Room W213	1:15pm	4:30pm
19/09/2017	Tuesday	Palatine Beds, Portacabin	9:15am	12:30pm
19/09/2017	Tuesday	Palatine Beds, Portacabin	1:15pm	4:30pm
05/10/2017	Thursday	Westgate College, Room W213	9:15am	12:30pm
05/10/2017	Thursday	Westgate College, Room W213	1:15pm	4:30pm

27/10/2017	Friday	Westgate College, Room W213	9:15am	12:30pm
13/11/2017	Monday	Palatine Beds, Portacabin	9:15am	12:30pm
13/11/2017	Monday	Palatine Beds, Portacabin	1:15pm	4:30pm
24/11/2017	Friday	Westgate College, Room W213	9:15am	12:30pm
24/11/2017	Friday	Westgate College, Room W213	1:15pm	4:30pm
12/12/2017	Tuesday	Westgate College, Room W213	9:15am	12:30pm
12/12/2017	Tuesday	Westgate College, Room W213	1:15pm	4:30pm
10/01/2018	Wednesday	Palatine Beds, Portacabin	9:15am	12:30pm
10/01/2018	Wednesday	Palatine Beds, Portacabin	1:15pm	4:30pm
12/02/2018	Monday	Palatine Beds, Portacabin	9:15am	12:30pm
12/02/2018	Monday	Palatine Beds, Portacabin	1:15pm	4:30pm
20/02/2018	Tuesday	Westgate College, Room W213	9:15am	12:30pm
20/02/2018	Tuesday	Westgate College, Room W213	1:15pm	4:30pm
15/03/2018	Thursday	Palatine Beds, Portacabin	9:15am	12:30pm
15/03/2018	Thursday	Palatine Beds, Portacabin	1:15pm	4:30pm
27/03/2018	Tuesday	Westgate College, Room W213	9:15am	12:30pm

Booking Details



Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Safeguarding Adults – Core training Level Two

Target audience

People who have a responsibility for receiving concerns, decision-making and informing statutory agencies. This may include: Social Workers, District Nurses, Police Officers, RGN's, RMN's, Ward Sisters, Probation Officers, GP's, Home Managers, Team Leaders, CPN's.

Entry requirement

Participants will have obtained prior knowledge and understanding of safeguarding adults by completing learning equivalent to competencies (1-11) at Level One before attending Level Two training. Prior safeguarding learning will be tested at the start of the Level Two training to ensure that all participants have appropriate knowledge.

Aim of the session

Increase awareness of legislation, policies and procedures in relation to safeguarding adults. Inform practitioners of their role in recognising and responding to adult abuse.

Learning outcomes

The course will provide staff with an understanding of:

- safeguarding adults policy and procedures in Newcastle;
- what constitutes a safe environment and preventative strategies;
- capacity, consent and confidentiality;
- laws & guidance available regarding safeguarding adults

Course Details

Date	Day	Venue	Start	Finish
06/04/2017	Thursday	Lecture Theatre 1 FRH Education Centre	9:15am	12:30pm
19/04/2017	Wednesday	Westgate College, Room W213	1:15pm	4:30pm
02/05/2017	Tuesday	Westgate College, Room W213	9:15am	12:30pm
19/05/2017	Friday	Palatine Beds, Portacabin	9:15am	12:30pm
06/06/2017	Tuesday	Palatine Beds, Portacabin	9:15am	12:30pm
15/06/2017	Thursday	Westgate College, Room W213	9:15am	12:30pm
28/06/2017	Wednesday	Lecture Theatre 1 FRH Education Centre	9:15am	12:30pm
06/07/2017	Thursday	Palatine Beds, Portacabin	1:15pm	4:30pm
08/09/2017	Friday	Function Room 137, Education Centre Freeman Hospital	9:15am	12:30pm
15/09/2017	Friday	Westgate College, Room W213	9:15am	12:30pm
12/10/2017	Thursday	Westgate College, Room W213	9:15am	12:30pm
20/10/2017	Friday	Westgate College, Room W213	9:15am	12:30pm
10/11/2017	Friday	Function room 137, Education Centre FRH	9:15am	12:30pm
14/11/2017	Tuesday	Westgate College, Room W213	1:15pm	4:30pm
28/11/2017	Tuesday	Westgate College, Room W213	9:15am	12:30pm
09/01/2018	Tuesday	Westgate College, Room W213	9:15am	12:30pm
19/01/2018	Friday	Palatine Beds, Portacabin	9:15am	12:30pm

01/02/2018	Thursday	Westgate College, Room W213	9:15am	12:30pm
23/02/2018	Friday	Westgate College, Room W213	9:15am	12:30pm
02/03/2018	Friday	Westgate College, Room W213	9:15am	12:30pm
13/03/2018	Tuesday	Palatine Beds, Portacabin	9:15am	12:30pm
30/03/2018	Friday	Westgate College, Room W213	1:15pm	4:30pm

Booking Details



Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Safeguarding Adults – Core training Level Three

Target audience

All staff who have a responsibility to undertake safeguarding adults enquiries. This includes managers and senior practitioners of services with a safeguarding adults responsibility. Staff will be expected to have completed Level 2 training prior to attending this course

Entry requirement

Participants will need to have completed Level Two training

Aim of the session

The course aims to equip managers of direct services to be confident in their role of preventing and responding to abuse

Learning outcomes

- Understand the role of the service manager and/or Designated Adult Safeguarding Manager (DASM)
- Demonstrate skills and knowledge to contribute effectively to a safeguarding adults enquiry
- Have an awareness, and application, of a range of local and national legal, policy and procedural frameworks when undertaking safeguarding adults activity
- Ensure adults at risk are supported appropriately to be involved and represented in a safeguarding adults enquiry
- Demonstrate the required level of skills and knowledge to undertake a safeguarding adults investigation (or assessment) as part of a safeguarding adults enquiry

Course Details

Date	Day	Venue	Start	Finish
27/04/2017	Thursday	Westgate College, Room W213	9:30am	4:30pm
19/09/2017	Tuesday	Westgate College, Room W213	9:30am	4:30pm
29/11/2017	Wednesday	Westgate College, Room W213	9:30am	4:30pm
23/02/2018	Friday	Palatine Beds, Portacabin	9:30am	4:30pm

Booking Details



Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

RAMP (Risk Assessment Management Plan)

Target audience

Staff who have organisational or professional responsibility to safeguard vulnerable adults, particularly in the community, and who would partake in risk assessments and protection planning. This will include: Social Workers, Community Nurses, CPN's, Support Workers, Community Mental Health Workers, Team Leaders

Entry requirement

Staff will be expected to have completed Level 2 training prior to attending this course

Aim of the session

The course aims to equip staff to effectively undertake and coordinate a safeguarding adult risk assessment and safeguarding adult protection plan

Learning outcomes

This course will provide staff with an understanding of:

- the RAMP tool, how and when to use it;
- patterns, severity and frequency of abuse;
- risk assessment and risk management;
- vulnerability factors and likelihood and level of harm;
- working with the alleged victim and the alleged perpetrator;
- their roles and responsibilities in respect of the safeguarding adults process and procedures;
- the importance of working together and information sharing to protect vulnerable adults living at home or in institutional settings;
- the legal framework, domestic violence and the Mental Capacity Act.

Course Details (2 Day Course)

Date	Day	Venue	Start	Finish
4 th and 5 th May 2017	Thursday and Friday	Palatine Beds, Portacabin	9:30 am	4:30 pm
28 and 29 September 2017	Thursday and Friday	28 Collingwood Room, 29 Swan Parsons Room, Both in the Civic Centre	9:30 am	4:30 pm
7 th and 8 th December 2017	Thursday and Friday	Palatine Beds, Portacabin	9:30 am	4:30 pm
15 th and 16 th February 2018	Thursday and Friday	Palatine Beds, Portacabin	9:30 am	4:30 pm

Booking Details



Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Deprivation of Liberty Safeguards – Basic Awareness

Target audience

For all staff who need a working knowledge of the Deprivation of Liberty Safeguards.

This may include: care assistants, auxiliary staff, support staff, domestic staff, administrative staff/ receptionists in care homes or hospitals.

Entry requirement

DoLS -Participants should attend the basic awareness or Managers, Supervisory Body/Managing Authority Training, NOT BOTH. Participants are required to attend MCA awareness or assessment training prior to attending any DoLS training courses.

Aim of the session

To increase basic awareness of the Deprivation of Liberty Safeguards and to provide a basic working knowledge of the policy and procedures operational in Newcastle

Learning outcomes

This course will provide staff with an understanding of:

- The background to the legislation
- The distinction between a restriction of liberty and a deprivation of liberty.
- The assessment and authorisation process
- The roles and responsibilities of staff

Course Details

Date	Day	Venue	Start	Finish
13/04/2017	Thursday	Westgate College, Room W213	9:00am	4:30pm
13/04/2017	Thursday	Westgate College, Room W213	1:00pm	4:00pm
26/05/2017	Friday	Palatine Beds, Portacabin	1:30pm	4:30pm
07/06/2017	Wednesday	Palatine Beds, Portacabin	1:30pm	4:30pm
12/09/2017	Tuesday	Westgate College, Room W213	9:00am	4:30pm
12/09/2017	Tuesday	Westgate College, Room W213	1:30pm	4:30pm

Booking Details



Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Deprivation of Liberty Safeguards – Managers Supervisory Bodies and Managing Authorities

Target audience

Staff who have a responsibility for applying the Deprivation of Liberty Safeguards. This will include anybody who arranges residential or nursing care such as: Managers registered under the Care Standards Act (2000), Deputy Managers, Ward Managers, Senior Practitioners, Team Managers, Signatories, Social Workers, Social Care Assessment Officers, Care Co-ordinators, Care Managers, Band 5 Nurses or above, IMCA's, Paid Relevant Person's Representatives

Entry requirement

DoLS -Participants should attend the basic awareness or Managers, Supervisory Body/Managing Authority Training, NOT BOTH. Participants are required to attend MCA awareness or assessment training prior to attending any DoLS training courses.

Aim of the session

To provide in-depth knowledge of the Deprivation of Liberty Safeguards process and documentation.

Learning outcomes

This course will provide staff with an understanding of:

- The background to DoLS legislation
- The role of the Managing Authority and the Supervisory Body
- The distinction between a restriction of liberty and a deprivation of liberty
- The assessment and authorisation process
- The roles involved including IMCA and Paid Representatives
- The link between DoLS and Safeguarding Adults
- The DoLS documentation and completion

Course Details

Date	Day	Venue	Start	Finish
08/05/2017	Monday	Palatine Beds, Portacabin	9:00am	12:00pm
18/07/2017	Tuesday	Westgate College W213	9:00am	12:00pm

Booking Details



Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Effective Record Keeping

Target audience

This course is recommended as an enhancement for safeguarding training at levels 2 and 3. It is for staff that are in contact/work with children; young people; their parents/carers and vulnerable adults who are required to keep records as part of their work. It is also suitable for those who have a responsibility for supervising staff who keep records.

Entry requirement

Staff should have attended 'Core Safeguarding Training' and should come to the session with an understanding of their own agency's recording policy and procedures.

Aim of the session

To create a safe learning environment where practitioners can develop their understanding of how to keep effective and appropriate records.

Learning outcomes

- To understand the importance of consistent, effective record keeping
- To establish a baseline for effective record keeping and its uses
- To understand the pitfalls of poor record keeping
- To recognise the importance of 'Retention and Disposal of Records Procedures'

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Date	Day	Venue	Start	Finish
14/06/2017	Wednesday	Westgate College W213	10:00am	12:00pm
13/09/2017	Wednesday	Westgate College W213	10:00am	12:00pm
07/03/2018	Wednesday	Westgate College W213	10:00am	12:00pm

Booking Details



On Line: please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Mental Capacity Act – Basic Awareness

Target audience

All staff that need to have an awareness of the MCA. This may include: care assistants, auxiliary staff, Community Support Officers, wardens, concierges, support staff, domestic staff, administrative staff/receptionists in health or social care settings, unpaid carers, volunteers

Entry requirement

MCA - Participants should attend the Basic Awareness or the Assessment training , NOT BOTH

Aim of the session

To increase basic awareness of the Mental Capacity Act and to provide a basic working knowledge of the policy and procedures operational in Newcastle

Learning outcomes

- The five principles of the Mental Capacity Act.
- The principles of assessing capacity and best interests
- The role of the Independent Mental Capacity Advocate (IMCA)
- Lasting Powers of Attorney (LPA's) and Advance Decisions.
Deprivation of Liberty Safeguards (DoLS)

Course Details

Date	Day	Venue	Start	Finish
08/05/2017	Monday	Palatine Beds, Portacabin	1:00pm	2:30pm
08/05/2017	Monday	Palatine Beds, Portacabin	3:00pm	4:30pm
26/05/2017	Friday	Palatine Beds, Portacabin	9:00pm	10:30pm
26/05/2017	Friday	Palatine Beds, Portacabin	11:00pm	12:30pm
07/06/2016	Wednesday	Palatine Beds, Portacabin	9:00am	10:30am
07/06/2016	Wednesday	Palatine Beds, Portacabin	11:00am	12:30pm
18/07/2016	Tuesday	Westgate College, Room W213	1:00pm	2:30pm
18/07/2016	Tuesday	Westgate College, Room W213	3:00pm	4:30pm

Booking Details



Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Mental Capacity Act – Assessment Training

Target audience

Staff who have a responsibility for applying the Mental Capacity Act – decision-makers and their line managers. This may include: Social Workers, District Nurses, Police Officers, RGN's, RMN's, Ward Sister's, Probation Officers, GP's, Home Managers, Team Leaders, Team Managers, Welfare Rights Officers, Care Co-ordinators, Housing Officers, IMCA's, Paid Relevant Person's Representatives, Advocates.

Entry requirement

MCA - Participants should attend the Basic Awareness or the Assessment training , NOT BOTH

Aim of the session

To provide in-depth knowledge of the Mental Capacity Act and provide practical skills in order to undertake a capacity assessment and best interest decision

Learning outcomes

This course will provide staff with an understanding of:

- The five principles of the Mental Capacity Act
- Decision specific assessments
- The role of the decision-maker
- The capacity assessment framework and best interest checklist
- The interface between MCA and other legislation
- Working with the IMCA service
- Implementing the MCA and supporting staff
- The wider implications of MCA and DoLS implementation.
- Planning a capacity assessment
- Planning a best interest decision

Course Details

Date	Day	Venue	Start	Finish
03/05/2017	Wednesday	Westgate College, Room W213	9:30am	4:30pm
05/06/2017	Monday	Westgate College, Room W213	9:30am	4:30pm
12/07/2017	Wednesday	Westgate College, Room W213	9:30am	4:30pm
13/09/2017	Wednesday	Palatine Portacabin	9:30am	4:30pm

Booking Details



Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Why should I choose e-Learning?

It is Cost Effective and Saves Time

By reducing the time taken away from work, removing travel expenditures and printed materials, online learning helps you to save time and money.

Learning at anytime

Courses can be accessed 24 hours a day, 7 days a week and at a pace, place and time to suit you.

It Makes Tracking Course Progress Simple

Perhaps the most important aspect of using computers for training is that it is easy to track and prove your progress and a certificate of achievement is issued when you have completed a course.

Fun and Engaging

By using a variation of activities and quizzes in the system, the training is both fun and interactive. This ensures the training is engaging and stimulating for the learner.

It's Discreet

Not everyone feels comfortable learning in a large group, especially if they find something difficult to understand. E-learning allows you to tackle the subject at your own pace, you can take a break when you want and can revisit modules again to ensure thorough understanding.



Awareness of Child Abuse and Neglect – Four versions available

(If you complete either the introduction, foundation or core versions of this course depending on your role. It is equivalent to a level 1 taught course on page 6)

Introduction version – aimed at those who have occasional contact with children

Foundation version – aimed at those who have some direct contact with children

Core version – suitable for frontline professionals and those who have substantial contact with children

Think Safe, Be Safe, Stay Safe – Created with South Tees Junior LSCB, this course is aimed at 11 – 18 year olds i.e. peer mentors, baby sitters, work placements.

Basic Awareness of Domestic Abuse Including the Impact on Children

This is suitable for volunteers and practitioners from all sectors who are in regular contact or work regularly with children, young people and their families. This course will raise your awareness of the issues surrounding domestic abuse.

Child Development (Children's and Young People's Development in Health and Social Care Settings)

This is suitable for volunteers and practitioners from all sectors who are in regular contact or work regularly with children, young people and their families. This course aims to provide an increased understanding of the expected pattern of development and details the factors that can influence development as well as the interventions that should be taken if development is not following the expected pattern.

Hidden Harm – The Effect of Parental and Alcohol Misuse on Children

This is suitable for volunteers and practitioners from all sectors who are in regular contact or work regularly with children, young people and their families. This course is designed to raise awareness of the issues affecting children of problem substance users. It helps the learner to spot the signs of harm and identify opportunities to break the cycle and safeguard the child.

Information Sharing Level 2

This course compliments the 'Integrated Working' course and is suitable for those staff who deal with children and who will need to share information about cases. The focus of this course is the importance of information sharing, why it is important and who it can affect.

Integrated Working: Information Sharing Lead Professional

This basic awareness course is made up of two learning outcomes: Information sharing and the role of the lead professional. The course will give learners an in-depth understanding of these topic areas so that they can confidently discuss concepts with families, should they need to. It also provides the underpinning knowledge for lead professionals.

Safeguarding Children and Young People from Abuse by Sexual Exploitation

This is suitable for volunteers and practitioners from all sectors who are in regular contact or work regularly with children, young people and their families. This course aims to increase awareness of the main issues around the sexual exploitation of children and young people. It covers legislation and guidance that applies to vulnerable groups and how these policies can be applied in practice. It explains risk assessments and vulnerability factors, and outlines the roles of various agencies.

Safeguarding Children Refresher Training

The Newcastle Safeguarding Children Board recommend that your core safeguarding training should be refreshed at least once every three years. Some agencies require staff to refresh/update every year, you should check your organisations policy regarding this. This course has been developed in collaboration with experts, covering all the changes over the last three years and will ensure compliance.

Safeguarding Children with Disabilities

This is suitable for volunteers and practitioners from all sectors who work with children, young people with disabilities and their families. This is suitable for volunteers and practitioners from all sectors who are in regular contact or work regularly with children, young people and their families. This course contains an overview of the national and local agendas in relation to children with disabilities, basic knowledge of the range of protection needs of disabled children, and information on how you can enable them to communicate about their experiences and provide support

Safeguarding Adults at Risk

Everybody has the right to live a life free from abuse and neglect. Safeguarding adults is about working together to make sure adults who might be at increased risk of abuse are protected and supported. This course aims to equip learners with the knowledge and confidence to respond to concerns where they believe an adult at risk is experiencing abuse or neglect. The course is suitable for all staff and volunteers who come into contact with adults at risk.

Deprivation of Liberty Safeguards (Adults)

In cases where people lack the capacity to consent to particular treatment or care that is recognised by others as being in their best interests or which will protect them from harm, Deprivation of Liberty Safeguards(DoLS) have been introduced to protect their rights and ensure care is in their best interests. This course is aimed at those who deal with people using services whose requirements outline a need for knowledge of the Mental Capacity Act and specifically, the issue of Deprivation of Liberty Safeguards.

Basic Awareness of Child and Adult Sexual Exploitation

This course is designed to explain what sexual exploitation is and to help you identify the vulnerability factors. Upon completion, you should be able to recognise the signs and indicators of sexual exploitation, understand the importance of multi-agency working and the safeguarding frameworks in place to manage concerns of sexual exploitation, and act appropriately if you have a concern.

Collaborative Working: A Whole Family Approach

This is suitable for volunteers and practitioners from all sectors who are in regular contact or work regularly with children, young people and their families. This course will give you an understanding of the impact of whole family working and the key principles of whole family intervention. You will find out about your responsibility to contribute to a whole family working approach.

Mental Capacity Act

The Mental Capacity Act (2005) is intended to assist and support people who may lack capacity and to discourage anyone who is involved in caring for someone who lacks capacity from being overly restrictive and controlling. The Act also aims to balance an individual's right to be protected from harm if they lack capacity to make decisions to protect themselves. This course aims to help you to look at how the Act will affect you and to help you develop best practice.

To register for e-learning courses go to: [Welcome to the Newcastle Safeguarding Children and Adults Self Registration System.](#)

Continual Professional Development (CPD) courses and Thematic Workshops

This section of the programme will be continually updated to respond to emerging practice and learning. Updated programmes will be circulated throughout the year and all current information will be accessible via the websites.

The courses are designed to build upon your core knowledge and support you in your role.

If there is a subject you would be interested in and isn't included in the programme you can contact wfdadmin@newcastle.gov.uk with your suggestions and these will be considered at the Learning and Development Committees.



Neglect Course (Children) - level 3

Target audience

This course is aimed at all those who assess children in the community as part of their usual work and it will support your continuing professional development

Entry requirement

Staff should have attended 'a relevant level of safeguarding training' i.e. relevant to their post and employer's requirements

Aim of the session

To create a safe learning environment where practitioners can develop their understanding of the impact of neglect and the associated risk

Learning outcomes

- Discuss what we mean by neglect
- Review the short and long term impact of living with neglect
- Look at the national and local picture and what lessons have been learned
- Consider how to apply the learning to practice
- Highlight the importance of acting quickly

Course Details

Date	Day	Venue	Start	Finish
24/04/2017	Monday	Civic Centre-Armstrong Stephenson	9:30am	4:30pm
20/07/2017	Thursday	Civic Centre-Collingwood Room	9:30am	4:30pm
10/10/2017	Tuesday	Civic Centre-Collingwood Room	9:30am	4:30pm
24/01/2018	Wednesday	Civic Centre-Collingwood Room	9:30am	4:30pm
21/03/2018	Wednesday	Civic Centre-Collingwood Room	9:30am	4:30pm

Booking Details



- On Line:** please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Physical Injury Course (Children) - level 3

Target audience

This course is aimed at all those who assess children in the community as part of their usual work and it will support your continuing professional development.

Entry requirement

Staff should have attended 'a relevant level of safeguarding training' i.e. relevant to their post and employer's requirements

Aim of the session

To create a safe learning environment where practitioners can develop their understanding of physical injuries in children

Learning outcomes

- To consider the latest research findings in relation to physical abuse
- To explore thresholds of concern within a child development context
- To identify key elements for assessing risk in relation to physical abuse
- To consider the emotional impact of physical abuse on children

Course Details

Date	Day	Venue	Start	Finish
22/06/2017	Thursday	Westgate College, Room W213	9:30am	3:45pm

Booking Details



On Line: please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

SoS 'Signs of Safety' Conferences (Children) - level 3

Target audience

This training is suitable for staff from all settings who may attend child protection case conferences as part of their work role and their line managers

Entry requirement

Staff must have attended 'Core Safeguarding Training' relevant to their post prior to this course.

Aim of the session

To create a safe learning environment where practitioners can develop their understanding of how the Signs of Safety model works in Conferences

Learning outcomes

- Know the required preparation needed for SOS conferencing
- Have the opportunity to participate in a SOS conference
- Develop skills to be able to contribute to effective outcome focused planning to safeguard children

Course Details

Date	Day	Venue	Start	Finish
00/00/0000	In full	See venue information	0:00am	0:00pm

Booking Details



- On Line:** please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Working with Disguised Compliance – Reflections in Practice – level 3

Target audience

This course is for staff from voluntary, statutory and independent agencies who are involved in undertaking assessments with children and families.

Entry requirement

Staff must have attended 'Core Safeguarding Training' relevant to their post prior to attending this course

Aim of the session

To create a safe learning environment where practitioners can develop their understanding of how to engage with parents and families who appear to be compliant

Learning outcomes

This brief workshop will use information from literature, research, Serious Case Reviews (SCR) and practitioners own experiences to explore and reflect upon the following:

- What is disguised compliance?
- What are the effects of disguised compliance?
- What is the prevalence in SCR?
- How can we maintain focus on the detail, but also clearly have the bigger picture in mind?
- What currently helps you identify/act upon situations of disguised compliance?
- What are the barriers to identification/action?
- What can we do to improve practice as individuals, as teams, as a service and as multiagency workers?

Course Details

Date	Day	Venue	Start	Finish
27/07/2017	Thursday	Westgate College, Room W213	10:00am	12:30pm
31/01/2018	Wednesday	Westgate College, Room W213	10:00am	12:30pm

Booking Details



- On Line:** please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Young people who go missing and the risk of sexual exploitation – level 3

Target audience

This one day course is aimed at staff with significant frontline contact with young people who are taking risks

Entry requirement

Participants will have already completed safeguarding training at Level 3

Aim of the session

To create a safe learning environment where practitioners can develop their understanding of young people who are taking risks which increases their vulnerability

Learning outcomes

- A chance to explore their understanding of the issue of young people who go missing and the risk of sexual exploitation
- How to recognise typical indicators of sexual exploitation in children and young people
- An awareness of how young people are groomed for exploitation
- A local perspective on how many young people go missing in Newcastle
- A DVD developed by local young people's giving their perspective on CSE in the North East
- A discussion of best practice response and tools with which to engage young people, parents and carers
- A refresher on national guidance / good practice
- An understanding of SCARPA and its services

Course Details

Date	Day	Venue	Start	Finish
00/00/0000	In full	See venue information	0:00am	0:00pm

Booking Details



- On Line:** please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Impact of Parental Mental Health on Families – level 3

Target audience

This is a continuing professional development course which is suitable for staff from voluntary, statutory and independent agencies whose work may bring them into contact with families where parental mental health could be an issue.

Entry requirement

Staff should have attended 'a relevant level of safeguarding training' i.e. relevant to their post and employer's requirements

Aim of the session

To create and maintain an environment where active learning can take place and people feel safe to discuss issues associated with mental health issues and the impact these can have on families

Learning outcomes

- Raise awareness of the impact of parental mental health issues on families
- Improve multi agency working with children and their families regarding parental mental health issues
- Provide a greater understanding of the biopsychosocial factors around this issue, including the short and long term effects both emotionally and physically on the child.

Course Details

Date	Day	Venue	Start	Finish
22/09/2017	Friday	Westgate College, Room W213	9:30am	4:30pm
02/02/2018	Friday	Westgate College, Room W213	9:30am	4:30pm

Booking Details



- On Line:** please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Safeguarding Women and Girls at risk of FGM – level 3

Target audience

This is a continuing professional development course which is suitable for staff from voluntary, statutory and independent agencies whose work may bring them into contact with, those who have experienced or be at risk of FGM.

Entry requirements

Staff should have attended 'a relevant level of safeguarding training' i.e. relevant to their post and employer's requirements

Aim of the session

To create and maintain an environment where active learning can take place and people feel safe to discuss issues associated with FGM

Learning outcomes

- Review the law and national policies in relation to reporting and professionals responsibilities
- Understand the local pathway
- Discuss the types of FGM and the physical, emotional and ethical implications
- Identify signs and indicators, including risk factors
- Consider the community perspectives

Course Details

Date	Day	Venue	Start	Finish
23/05/2017	Tuesday	Civic Centre-Collingwood Room	10:00am	4:00pm
06/09/2017	Wednesday	Civic Centre-Collingwood Room	10:00am	4:00pm
16/11/2017	Thursday	Civic Centre-Collingwood Room	10:00am	4:00pm
17/01/2018	Wednesday	Civic Centre-Collingwood Room	10:00am	4:00pm
28/03/2018	Wednesday	Civic Centre-Collingwood Room	10:00am	4:00pm

Booking Details



On Line: please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Responding to Sexual Exploitation

Target audience

This course is for staff from voluntary, statutory and independent agencies who are working with children, young people and adults who could be at risk of or experiencing sexual exploitation.

Entry requirement

There is no minimum entry requirement for this session but an understanding of safeguarding and the issues would be helpful.

Aim of the session

To create and maintain an environment where active learning can take place and people feel safe to discuss issues associated with sexual exploitation

Learning outcomes

By the end of the session learners will be able to:

- Demonstrate the skills and knowledge to contribute effectively to the safeguarding process
- Awareness and application of a range of local procedural frameworks and national policy legislation when safeguarding children and adults at risk of sexual exploitation
- Ensure children and adults at risk are supported appropriately to understand risks around sexual exploitation and maximise their decision making
- Understand how best evidence is achieved
- Demonstrate the required level of skills and knowledge to assess risks in relation to complex cases of sexual exploitation
- Actively engage in multi-agency framework to develop robust and where necessary, innovative protection plans.

Course Details

Date	Day	Venue	Start	Finish
12/04/2017	Wednesday	Civic Centre-Pandon Room	10:00am	2:00pm
17/05/2017	Wednesday	Civic Centre-Pandon Room	10:00am	2:00pm
07/02/2018	Wednesday	Civic Centre-Collingwood Room	10:00am	2:00pm

Booking Details



On Line: please visit the

[Newcastle Safeguarding Children Board Website](#)

Email: send a completed booking form (appendix 3) to

wfdadmin@newcastle.gov.uk

Problems? call administration on 0191 277 2091

Learning from practice briefing.....

Target audience

This course is for staff from voluntary, statutory and independent agencies who are working with children, young people and adults who could be at risk of or experiencing sexual exploitation.

Entry requirements

There is no minimum entry requirement for this session but having attended a safeguarding course relevant to your post and an understanding of safeguarding issues would be helpful.

Aim of the session

This briefing provides the opportunity to hear about some of the work of Newcastle Safeguarding Children Board and learning from case reviews and audits. We would also like to hear your views on what you think works in practice and how we can improve on what we do.

Learning outcomes

You will have the opportunity to:

- Have your say on what works in practice
- Help us to improve what we do
- Help us to minimise the risk of harm to children and young people

Course Details

Date	Day	Venue	Start	Finish
20/07/2017	Thursday	Civic Centre-Swan/Parsons Room	9:00am	1:00pm
24/11/2017	Friday	Civic Centre-Swan/Parsons Room	9:00am	1:00pm

Booking Details



On Line: please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Please ensure you read these guidance notes prior to booking.

Booking

Booking details vary depending on whether the course was developed by the 'Children Board' the 'Adults Board' or 'Safe Newcastle', please refer to the booking details on the information sheets for each individual course. Your booking must have been agreed with your line manager.

Allocation of places and general information

- We try to allocate places in order to have a fair representation from different agencies, this might mean we have to limit the amount of places for an individual organisation.
- You will receive a confirmation letter with course outlines, please do not attend the session unless you receive these document as you may not have been allocated a space on the training.
- These courses are specifically designed for people working or volunteering in the Newcastle area.
- You must attend the full course to receive a certificate.
- Please ensure that you meet the entry requirements as detailed for each course and that you have discussed this with your line manager.

Equal Opportunities

- Newcastle Safeguarding Adults Board, Newcastle Safeguarding Children Board and Safe Newcastle are committed to a policy of Equal Opportunities and aims to provide training which reflects this. We try to: ensure that all participants are treated as individuals; the opinion of you and others is respected; and that inappropriate behaviour and language are challenged.
- If you would like to discuss any special requirements you may need prior to the course, please contact: Workforce Development Admin at wfdadmin@newcastle.gov.uk or telephone 0191 2772091

Charges for Attendance

- Under review, but as a general rule: Safeguarding Adult and Safeguarding Children Courses are Free for those working in Newcastle and who contribute to the respective Boards. You may be charged for non-attendance (see below cancellations) and those who work outside Newcastle will be charged. Safe Newcastle charges are detailed on the course information sheets.

Cancellations

- Non-attendance should be notified as soon as possible unless a person is ill or has extenuating circumstances. A substitute can take a person's place.
- Non-attendance without notification will result in a £30 charge per person, per session to the booking organisation. As charges are incurred for none attendance cancellations must be given by email or fax so we can keep a record. You will receive an e-mail stating the cancellation has been noted.
Please provide an invoice address on the booking form.

Data Protection

- Under the Data Protection Act we have to tell you about the information we hold about you. We keep names and work addresses on a computerised database to monitor organisational training levels.

Venue Information

Appendix 2

When your booking has been confirmed you will receive a letter which will provide further detail of the venues we use for safeguarding adults training.

For your information, this is a list of the address of venues:

<p>Civic Centre Barrass Bridge Newcastle upon Tyne NE1 8QH</p>	<p>West Hartford Fire Station West Hartford Business Park Cramlington Blyth, Northumberland NE23 3JP On A192 between Seaton Deleval and Plessey Woods/Morpeth</p>
<p>Westgate Community College (Room 213) West Road NE4 9LU (this room is located on the 1st floor with stairs down to the room)</p>	<p>Children's Society 1st Floor Provincial House 148/152 Northumberland Street Newcastle upon Tyne NE1 7DQ</p>
<p>Freeman Hospital (Education Centre) Freeman Road High Heaton Newcastle upon Tyne NE7 7DN</p>	<p>Kenton Centre Details to be added</p>
<p>Palatine Portacabin Palatine Beds Stamfordham Road Westerhope NE5 5HH</p>	<p>West End Customer Services Centre Details to be added</p>
<p>Sir James Spence Building RVI Seminar Room Peacock Hall Entrance Victoria Wing NE1 4LP</p>	
<p>Molineux Centre Molineux Street Byker Newcastle NE6 1SU</p>	

Booking Form: PLEASE DO NOT USE for Safe Newcastle Training

One applicant per form. Please PRINT all information clearly

Course Information	
Course Title	
Course Date	
Course Time	

Applicant Information	
Name	
Employee ID/Payroll number (if applicable)	
Organisation	
Job Title	
Workplace Address (including Postcode)	
Applicant's email	
Contact Telephone	

Sector (please tick the most appropriate)			
Adult Social Care	<input type="checkbox"/>	Private Sector	<input type="checkbox"/>
Childminder's	<input type="checkbox"/>	Private Day Care	<input type="checkbox"/>
Children's Social Care	<input type="checkbox"/>	Police	<input type="checkbox"/>
Early Years/Play/Childcare	<input type="checkbox"/>	Schools	<input type="checkbox"/>
Foster Carers	<input type="checkbox"/>	Sure Start Children's Centres	<input type="checkbox"/>
Further/Higher Education	<input type="checkbox"/>	Voluntary/Non-statutory sector	<input type="checkbox"/>
GPs/Clinical Commissioning Group	<input type="checkbox"/>	YHN/Housing	<input type="checkbox"/>
Local Authority Other	<input type="checkbox"/>	YOT	<input type="checkbox"/>
NTW	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
NUTH	<input type="checkbox"/>		<input type="checkbox"/>

Managers Name	(Details of the manager who has given you approval to attend)
Managers email	
Managers telephone	

Special Requirements

(communication aids, access etc. please give details here)

If you would prefer to discuss this in person, please contact Workforce Development Admin on 0191 2772091

Please return the completed Booking Form by email, post or fax to the details below:

Email - wfdadmin@newcastle.gov.uk

Workforce Development Admin.
Room 213
Civic Centre
Barrass Bridge
Newcastle upon Tyne
NE1 8QH

Telephone – 0191 2772091
Fax – 0191 2772099

If you are allocated a space on training, you will receive a confirmation letter containing further details about the training session, including a map and directions to help you find the venue.

Title Ariel 20pt

Target audience

Ariel 12pt

Entry requirement

Ariel 12pt

Aim of the session

Ariel 12pt

Learning outcomes

Ariel 12pt

Course Details

Date	Day	Venue	Start	Finish
00/00/0000	In full	See venue information	0:00am	0:00pm

Booking Details



Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Safeguarding Women and Girls at risk of FGM – level 3

Target audience

Ariel 12pt

Entry requirements

Ariel 12pt

Aim of the session

Ariel 12pt

Learning outcomes

Ariel 12pt

Course Details

Date	Day	Venue	Start	Finish
00/00/0000	In full	See venue information	0:00am	0:00pm

Booking Details

- On Line:** please visit the [Newcastle Safeguarding Children Board Website](#)
Email: send a completed booking form to wfdadmin@newcastle.gov.uk (Ap.3)
Problems? call administration on 0191 277 2091

Logos for above

