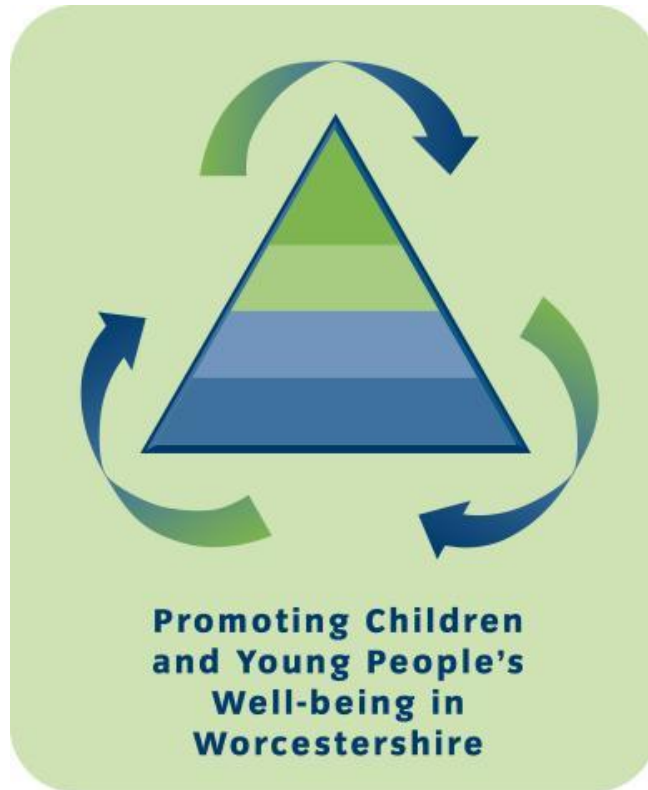


Training Programme



WORCESTERSHIRE
SOURCE OF EXCELLENCE



**Children and Young
People's Strategic
Partnership**

**Common Assessment, Lead Professional
& Information Sharing**

Promoting the Well-being of Children & Young People in Worcestershire

TRAINING ON INFORMATION SHARING, COMMON ASSESSMENT FRAMEWORK (CAF) AND LEAD PROFESSIONAL

The Children's Act 2004 and the Every Child Matters Change for Children Agenda has brought in a number of changes to working practices within Children's Services as part of the Integrated Working Programme (IWP). The IWP has set up a comprehensive programme of briefings and training courses to ensure all managers and staff who work with children and young people and / or adults with parental responsibilities, are aware of and able to implement these changes.

What training do I need?

All of the children's workforce in Worcestershire will need an awareness of Information Sharing, the Common Assessment Framework, the role of the Lead Professional and ContactPoint. This will be achieved through attending a briefing or through briefing information being cascaded to your team, group or setting. The cascade approach maybe of most use to schools and early years settings, who can release appropriate staff members to attend a briefing session, subsequently sharing the information with their staff group.

For staff who will be carrying out Common Assessments, the training requirement will be a one-day CAF Practitioner course.

For Managers/ supervisors responsible for staff carrying out Common Assessments or undertaking the Lead Professional role the training requirement will be the briefing and a half day Manager/ Supervisor CAF Training Course

Although Safeguarding training is not a prerequisite to CAF training, it is expected that professionals attend the Safeguarding training (Safeguarding Board level 1 Foundation Training – Vigilant Practice) in the near future. Refer to www.worcestershiresafeguarding.org.uk/training.html

When and where are the briefings and training taking place?

Please visit the website www.worcestershire.gov.uk/iwp for briefing / training dates and venues.

For briefing / training bookings or further information

To enquire about availability please contact the CAF Project Team on 01905 76 6082 or email caftraining@worcestershire.gov.uk

To reserve your place please use the booking form attached in this document or the web booking form on www.worcestershire.gov.uk/iwp

For further information please email caftraining@worcestershire.gov.uk or contact the CAF Project Team on 01905 76 6082

BRIEFINGS

Briefing description

A one hour briefing suitable for all staff who work with children and young people and/or adults with parental responsibilities. **This is suitable for staff at all levels in the organisation, including practitioners, supervisors, managers and leaders.**

Who should attend?

The target audience includes staff from Children's Services, Health, CAMHS, voluntary organisations, Housing, leisure services, staff in adult services who work with parents, the Probation Service, West Mercia Police and Youth Offending Service, Extended Services, Schools, SPACE, District Councils, Youth Support, Connexions and Early Years settings.

What will you gain?

At the end of this session, participants will:

- Have an overview of the Integrated Working Programme and know where the CAF, Lead Professional, Information Sharing and ContactPoint fit within it
- Understand the aims and principles of the CAF
- Have an overview of Worcestershire's approach to common assessment
- Understand why information sharing is important
- Recognise the key principles in relation to information sharing

Further training

If you will have responsibility for carrying out Common Assessments, or may be a Lead Professional, you will also need to attend the one-day CAF Practitioner training course.

For briefing / training bookings or further information

To enquire about availability please contact the CAF Project Team on 01905 76 6082 or email cafraining@worcestershire.gov.uk

To reserve your place please use the booking form attached in this document or visit www.worcestershire.gov.uk/iwp

For further information, please email cafraining@worcestershire.gov.uk or contact the CAF Project Team on 01905 76 6082

CAF PRACTITIONER TRAINING

Course description

A one-day skills development course for staff who will be responsible for carrying out Common Assessments and who may be the Lead Professional.

Who should attend?

This course is for all staff who may carry out Common Assessments or be the Lead Professional as designated by their agency.

The target audience includes staff from Children's Services, Health, CAMHS, voluntary organisations, Housing, Youth Offending Service, Schools, Youth Support, Early Years settings, Connexions and SPACE.

To cover the ground, it would be helpful to have attended a briefing. Although Safeguarding training is not a prerequisite to CAF training, it is expected that professionals attend the Safeguarding training (Safeguarding Board level 1 Foundation Training – Vigilant Practice) in the near future. Refer to www.worcestershiresafeguarding.org.uk/training.html

What you will gain

By attending this course you will:

- Understand how to use the CAF to contribute to supporting the needs of children and young people in Worcestershire
- Understand and be able to apply the local common assessment process and form including the co-ordinated support meeting and plan
- Understand the principles and processes of sharing information in a range of situations, including the issue of consent
- Understand and apply the information sharing key principles and be able to apply them to support decision making
- Understand the role and function of the Lead Professional
- Understand the process for appointing a Lead Professional and what happens after
- Understand what support is available to the Lead Professional

For briefing / training bookings or further information

To enquire about availability please contact the CAF Project Team on 01905 76 6082 or email cafraining@worcestershire.gov.uk

To reserve your place please use the booking form attached in this document or visit www.worcestershire.gov.uk/iwp

For further information, please email cafraining@worcestershire.gov.uk or contact the CAF Project Team on 01905 76 6082.

MANAGER / SUPERVISOR CAF TRAINING

Course description

A half day course for staff who will be responsible for managing / supervising practitioners carrying out Common Assessments or undertaking the Lead Professional role.

Who should attend?

All managers / supervisors responsible for staff carrying out Common Assessments or undertaking the Lead Professional role.

The target audience includes managers / supervisors in Children's Services, Health, Schools, Connexions, SPACE, Youth Support, Children's Centres, Voluntary Organisations, Early Years settings and the Youth Offending Service.

Although Safeguarding training is not a prerequisite to CAF training, it is expected that professionals attend the Safeguarding training (Safeguarding Board level 1 Foundation

Training – Vigilant Practice) in the near future. Refer to www.worcestershiresafeguarding.org.uk/training.html

What you will gain

By attending this course you will:

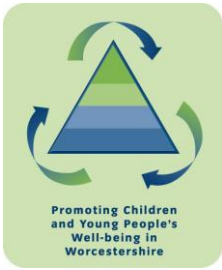
- Understand how to use the CAF to contribute to supporting the needs of children and young people in Worcestershire
- Understand the local Common Assessment processes
- Understand the principles and processes of sharing information in a range of situations, including the issue of consent
- The skills of the Lead Professional – how to develop / consolidate those skills
- The role of the manager / supervisor, i.e. advice, guidance, accountability and dispute resolution

For briefing / training bookings or further information

To enquire about availability please contact the CAF Project Team on 01905 76 6082 or email cafraining@worcestershire.gov.uk

To reserve your place please use the booking form attached in this document or visit www.worcestershire.gov.uk/iwp

For further information, please email cafraining@worcestershire.gov.uk or contact the CAF Project Team on 01905 76 6082



Booking Form



Children and Young People's Strategic Partnership

**Briefing, Practitioner and Manager/Supervisor
Training for The Common Assessment Framework,
Lead Professional and Information Sharing.**

***PLEASE SEEK APPROVAL FROM YOUR LINE MANAGER PRIOR TO BOOKING.
*EMAIL ADDRESS OR CONTACT TELEPHONE MUST BE SUPPLIED TO SECURE BOOKING**

PERSONAL DETAILS

Name	
Job Title	
Team	
Agency	
Area of work (i.e. Countywide, Worcester)	
Contact Tel*	
Email Address*	
Approval by line manager (Name)*	

COURSE DETAILS

Course Title	
Area	
Venue	
Date	
Time	

Any special requirements;

Please complete and return to:

CAF Project Team, Children's Services, J2, County Hall, Spetchley Road, Worcester,
WR5 2NP

E-mail: cafraining@worcestershire.gov.uk Tel: 01905 76 6082

You will receive email confirmation of your booking