

Terms of Reference - Training Sub Group

1. Introduction

The **Training Sub Group**[TSG] has been established as part of the Safeguarding Partnership Board (SPB) arrangements for Jersey.

2. Purpose of the Sub Group

The TSG carries the responsibility on behalf of the Safeguarding Partnership Board for the continuous monitoring of the effectiveness of multi-agency safeguarding training throughout Jersey working across voluntary, private sector and States of Jersey services.

The role of the TSG sub group is to agree and deliver an annual work programme that delivers the Board's Business Plan by:

2.1 Training

- establishing and regularly reviewing a States-wide training strategy .
- identifying training needs, structures and processes to promote a coordinated approach to training;
- identifying appropriate training standards and accredited training courses;
- establishing and supporting a training pool of experienced and knowledgeable trainers to disseminate approved single agency foundation safeguarding training (for adults and children);
- evaluating the quality and impact of training;
- providing one-off training events: conferences, seminars and learning

opportunities to promote the safeguarding agenda

2.2 Work plan and reporting

- deliver the relevant parts of the Board's Business Plan through an agreed annual work programme
- provide an annual summary of the work of the group for inclusion in the Independent Chair's Annual Report
- record, monitor and report on sub group attendance to the Board
- work closely with all relevant sub groups of the Board
- all policies and procedures will be presented by the TSG to the SPB for approval
- The chair will report regularly to the Board on progress or lack of it through their report to the Core Business Group

3. Value Base

The Training sub group members will ensure that policies and procedures reflect a consistent value base in regard to the principles of:

- **Anti discriminatory and anti oppressive practice**

Demonstrated through mutual respect and sensitivity to the diversity of children and adults circumstance and backgrounds in respect to age, gender, physical or mental ability, culture, religion, language, sexual orientation or socio-economic status

- **Confidentiality, data protection and information sharing**

The PP will work within the agreed SAGB Information Sharing Protocol.

- ***'Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children'* (Working together 2013)**

Safeguarding is **everyone's responsibility**: for services to be effective each professional and organisation should play their full part [Working Together 2013];

- **Empowerment** – presumption of person led decisions and informed consent
- **Protection** - support and representation for those in greatest need

- **Prevention** - it is better to take action before harm occurs
- **Proportionality** – proportionate and least intrusive response appropriate to the risk presented
- **Partnership** - local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** - accountability and transparency in delivering safeguarding¹.

4. Membership

4.1 The Training Sub Group will be chaired by a full member of the Safeguarding Partnership Board, a Vice Chair, plus members from agencies/ services which may include:

- **Health and Social Services**
- **Voluntary and Community Sector**
- **Probation**
- **Education, Sport & Culture**
- **Care Sector**
- **States of Jersey Police**
- **Family Nursing & Home Care**
- **Primary Care**

Representatives will be drawn from a broad range of services and do not have to be members of the Safeguarding Partnership Board.

4.2 The Training Sub Group may co-opt, as appropriate, additional members on a temporary basis in order to access specialist skills and knowledge which will assist the work of the group. Members of the sub group may name substitutes, who will have the same responsibilities as the sub group member for whom they are substituting.

4.3 Member responsibility

¹ Statement of Government Policy on Adult Safeguarding [Dept of Health 2011]

- The Training Sub group members will keep up to date with any emerging procedural issues in their agency, and within the field of Safeguarding generally.
- The Training Sub group members will develop and contribute to joint working protocols.
- The Training Sub group members will exercise their responsibility to be a conduit of information between the Board and agencies/services

5. Decision Making and Accountability

5.1 To be quorate, attendance must include as a minimum:

- the Chair or Vice Chair
- and at least four other members or their substitutes from four different services/agencies

5.2 The Training Sub group will conduct business on a consensual basis.

5.3 Members of the sub group are accountable to each other and the Board for completion of actions as required for the delivery of the sub group work programme.

6. Administration

The Training Sub group Chair will ensure, with the support of the SPB/Training Officers, that:

- the Training Sub group meets at least quarterly on dates to be agreed in advance or at such other intervals as may be agreed by members
- the agenda is circulated prior to the meetings and meeting notes are taken, circulated to members with copies being retained and stored by the chair
- Regular reports are received from the Training Officers
- meeting notes are agreed as a permanent record at the following meeting