



## **Social Work Academy Programme 2017-2018 Cohort 1 over 4 dates**

**Managers please note the commitment this programme will take 15 days over 12 months and ensure dates are prioritised by yourselves and the social workers, leave and court dates are not agreed or court/duty covered on these dates.**

It is anticipated that ASYEs will hold a reduced caseload within this year and that the level of complexity, wherever possible, i.e. starting with assessments in order to reflect the progression within this programme. This is not always possible, therefore, any complex cases held by ASYE they should be support from Advanced Practitioners and grade 9s. There will be a number of different academy cohorts going through these programmes that will run throughout the year.

### **Future Academy Cohort 2 and 3 dates 2018/19 are:**

#### **Cohort 2 over 4 dates**

**15<sup>th</sup> January 2018 10 days**

**9<sup>th</sup> April 2 days**

**9<sup>th</sup> July 2 days**

**October 8<sup>th</sup> 1 day**

#### **Cohort 3 over 4 dates**

**16<sup>th</sup> April 2018 10 days**

**23<sup>rd</sup> July 2 days**

**15<sup>th</sup> October 2 days**

**21<sup>st</sup> January 2019 1 day**

**Future cohort recruitment dates (that sit behind the cohort start dates) includes SEND and CSC**

**6<sup>th</sup> November 2017**

**SOCIAL WORKER INDUCTION PROGRAMME - COHORT 1 MOP UP SESSIONS**

**6<sup>th</sup>– 17<sup>th</sup> November 2017**

**Week 1–Attendance by all new employees to Lancashire County Council**

<b>Date</b>	<b>Time</b>	<b>Content</b>	<b>Facilitator</b>	<b>Presenter</b>	<b>Room</b>	<b>Learning Outcomes</b>
<b>06/11/17 DAY 1</b>	9:00am – 9:30 am	Introductions to each other and the programme over the next 2 weeks	Lisa Gee and Caroline Rayner and Angela Duffy	Lisa Gee and Caroline Rayner.	Arthur Suite. The Exchange, County Hall	To develop a peer network and support. To understand the induction process and why it's important
<b>06/11/17 DAY 1</b>	9:30am – 10:30am	Meet and Greet with Director/HOS, Amanda Hatton. Explain political context, organisation and structure. OFSTED and improvement journey	Lisa Gee and Caroline Rayner and Angela Duffy	Amanda Hatton.	Arthur Suite. The Exchange, County Hall	To understand the structure of the council, governance arrangements, role of elected members and the role children's services plays within this
<b>06/11/17 DAY 1</b>	10:45am – 12 noon	Meeting with HOS to explain the vision of Lancashire, priorities for	Lisa Gee and Caroline Rayner and	Vicky Gent	Arthur Suite. The Exchange, County Hall	To understand the role of the PSW The annual health

<b>06/11/17 DAY 1</b>		Lancashire structure of AP support in districts and that of managers. Role of PSW	Angela Duffy			check The role of Aps in districts vs managers The overall structure and vision for Lancashire
<b>06/11/17 DAY 1</b>	12 noon – 1:00pm	Lunch				
<b>06/11/17 DAY 1</b>	1:00pm – 4.30 pm	Equipment handed out where required and AP's to assist on these sessions where required, on YOGA and SMARTPHONE including handy hints and tips for use. Log in's issued and supervision files. (Rachel Robinson to advise)  For others already with Equipment. Practice standards exercise and quiz	Lisa Gee and Caroline Rayner and Angela Duffy	IT trainers  Simon Morgan Ann Simpson Caroline Brown	Arthur Suite. The Exchange, County Hall  IT Suite, The Exchange, County Hall	To ensure staff can properly utilise their equipment Using voice recording linked to LCS Mobile working and how to work smartly across large geographic regions To link to data protection and importance of this and agile working
<b>06/11/17 DAY 1</b>	4:30pm – 5:00pm	<u>Commence mandatory E Learning including LCS</u> LCS Health and Safety Information Governance Introduction to CSE Prevent Level 1 Safeguarding FGM	Lisa Gee and Caroline Rayner and Angela Duffy	Lisa Gee and Caroline Rayner	Arthur Suite. The Exchange, County Hall  IT trainers IT Suite, The Exchange, County Hall	To ensure that new staff to LCC have undertaken basic mandatory training including the e learning for LCS
<b>06/11/17</b>						

<b>DAY 1</b>		Private Fostering Care Act				
<b>Date</b>	<b>Time</b>	<b>Content</b>	<b>Facilitator</b>	<b>Presenter</b>	<b>Room</b>	<b>Learning Outcomes</b>
<b>07/11/17 DAY 2</b>	9:00am – 12 noon	Risk sensible (to include reference to adoption fostering and SEND YOT) all assessments involve an evaluation of risk	Lisa Gee and Caroline Rayner and Andrew Bradbury	Lisa Gee and Caroline Rayner.	Savoy The Exchange, County hall Preston	Mandatory 2 day risk management training around Lancashire's risk sensible framework Focusing on high risk indicators and underlying risk factors Thresholds SMART PLANS
<b>07/11/17 DAY 2</b>	12 noon – 1pm	Lunch				<b>Learning Outcomes</b>
<b>07/11/17 DAY 2</b>	1:00pm – 3:00pm	Risk sensible training	Lisa Gee and Caroline Rayner and Andrew Bradbury	Lisa Gee and Caroline Rayner.	Savoy The Exchange, County hall Preston	Mandatory 2 day risk management training around Lancashire's risk sensible framework Focusing on high risk indicators and underlying risk factors Thresholds SMART PLANS
<b>07/11/17 DAY 2</b>	3-5pm	Continuation of mandatory E Learning	Lisa Gee and Caroline	Lisa Gee and Caroline Rayner	The Exchange, County hall Preston	

Date	Time	Content	Facilitator	Presenter	Room	Learning Outcomes
<b>08/11/17 DAY 3</b>	9am-12pm 1pm-3.30pm	Risk Sensible Training	Lisa Gee and Caroline Rayner and Catherine Mclearie	Lisa Gee and Caroline Rayner	The Savoy The exchange County Hall Preston.	Mandatory 2 day risk management training around Lancashire's risk sensible framework Focusing on high risk indicators and underlying risk factors Thresholds SMART PLANS
<b>08/11/17 DAY 3</b>	3.30pm	Finish E- learning	Lisa Gee and Caroline Rayner	Lisa Gee and Caroline Rayner	The Assembly County Hall Preston	
Date	Time	Content	Facilitator	Presenter	Room	Learning Outcomes
<b>09/11/17 DAY 4</b>	9:00am – 12 noon	LCS classroom training if required (maximum 16)  Or  Professional accountability, HCPC< LCC codes of conduct, and use of social media , dress code (Social media	Lisa Gee and Caroline Rayner and Marie McNally	Chris Flemming  Or  Lisa Gee and Suzanne Ward	Marsh Lane Preston  Ribble Suite Preston	To understand appropriate use of social media Lancashire's codes of conduct Professional accountability within the council and statutory responsibilities within children's services

<b>09/11/17 DAY 4</b>		<b>work to be completed)</b>  7 have completed both.				Probationary period and reviews Attendance policy
<b>09/11/17 DAY 4</b>	12 noon – 1:00pm	Lunch				
<b>09/11/17 DAY 4</b>	All afternoon  1-2:30pm	LCS classroom training if required.  Or  ASYE programme requirements	Lisa Gee and Caroline Rayner and Marie McNally	Chris Flemming  Julie Shorrock	Marsh Lane Preston  Ribble Suite Preston	Understanding of the ASYE programme, portfolio requirements Opportunity for those who complete the required training to access ORACLE for annual leave and expenses, NOC, emergency contacts
<b>09/11/17 DAY 4</b>	2:45-5pm	Diary management strategies, oracle, annual leave, smart working	Lisa Gee and Caroline Rayner and Marie McNally	Marie McNally and Sarah Rainford	Ribble Suite Preston	
<b>Date</b>	<b>Time</b>	<b>Content</b>			<b>Facilitator/Presenter/Room</b>	<b>Learning Outcomes</b>
<b>10/11/17</b>	9:00am –	MASH and front door	Lisa Gee	Simon Fisher	Townley Hall	To understand the

<b>DAY 5</b>  <b>10/11/17</b> <b>DAY 5</b>	12 noon	process including referrals and allocation	and Caroline Rayner Sara Patel		Burnley	MASH process and how referrals get to districts APs and rose to explain the allocation process and timescales for assessment completion including mid-point checks
<b>10/11/17</b> <b>DAY 5</b>	12 noon – 1:00pm	Lunch				
<b>10/11/17</b> <b>DAY 5</b>	1:00pm – 3:30pm	The voice of the child Participation and engagement of CYP	Lisa Gee and Caroline Rayner and Sara Patel	Natasha Wright and Partners	Townley Hall Burnley	To understand child centred assessments, keeping child at the centre of assessments and why this is important. How to capture the voice of the child Corporate parenting principles in relation to Children in our care LINX /POWAR Young carers Childrens rights and advocacy MOMO

	3.30pm	Finalisation of e learning	Lisa Gee and Caroline Rayner and Stephen McCafferty		Townley Hall Burnley	
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**Week 2 – Attendance by Newly Qualified staff (ASYE) ONLY**

<b>Date</b>	<b>Time</b>	<b>Content</b>	<b>Facilitator</b>	<b>Presenter</b>	<b>Room</b>	<b>Learning Outcomes</b>
<b>13/11/2017 DAY 6</b>	9:00am – noon	<p>Journey of the child Recapping and referring to MASH and allocation, then how to prepare for a visit/assessment/ tools to use, child's voice, use of chronologies/social history. Refer to risk sensible framework to plan the assessment Refer to scheme of delegation</p> <p>Specific consideration:</p> <ul style="list-style-type: none"> <li>• Referral</li> <li>• Planning for an assessment</li> <li>• Process of an assessment</li> <li>• Preparing and undertaking home visits</li> </ul>	Lisa Gee and Caroline Rayner	Andrew Bradbury Jackie McIntyre Aisha Ali	Townley Hall Burnley	To recap on the front door MASH, linked to a referral and how to prepare a visit and the assessment using tools. Aide Memoirs, guidance, tools and resources and where these are. Also scheme of delegation who approves what within the management hierarchy. Also sw profile template, transfer of cases protocol Importance of undertaking chronologies, previous referrals and history of the case,

		<p>look at a case study of a referral and how to plan for the visit and questions to ask group exercise around the visit and assessment</p> <p>to include a variety of referrals from different services ie SEND/ fostering and adoption</p>				Undertake case summaries/ pen pictures of the CYP and the importance of these on every case
<b>13/11/2017 DAY 6</b>	12 noon – 1:00pm	Lunch				
<b>13/11/2017 DAY 6</b>	<p>1:00pm – 2:00pm</p> <p>2:00-3:00pm</p> <p>3:15-5:00pm</p>	<p>Tri x procedures and Working Together to refer to what makes a good assessment.</p> <p>John Belshire Working with schools</p> <p>Importance of recording, purpose, accuracy, and links to annexe A, project accuracy.</p> <p>Include slot with Umer khonat</p>	<p>Lisa Gee and Caroline Rayner Andrew Bradbury</p>	<p>Andrew Bradbury</p> <p>John Belshire</p> <p>Umer Khonat to be confirmed</p>	<p>Townley Hall Burnley</p>	<p>Understand where the procedures are and what the statutory framework is and how to use them</p> <p>To understand the importance of working with multi agency partners, what their role is in safeguarding</p>
<b>Date</b>	<b>Time</b>	<b>Content</b>	<b>Facilitator</b>	<b>Presenter</b>	<b>Room</b>	<b>Learning Outcomes</b>
<b>14/11/17 DAY 7</b>	9:00am – 5:00pm	Assessment in Action Training for (16) another	Lisa Gee and Caroline Rayner	Jeff Leahy	Blackpool	Mandatory live action training around

		16 people will attend 22 <sup>nd</sup> November 2017. Then others at a later date TBC  Up to 30 others will attend a different course			Townley hall	identifying risk within a 'real life' setting using role play and reflection. To embed risk sensible training within a live learning scenario
Date	Time	Content	Facilitator	Presenter	Room	Learning Outcomes
<b>15/11/17 DAY 8</b>	9:00am – 10.30am	Into to SEND, CWD, Health, Education Social Care plans and the local offer (including direct payments)	Lisa Gee and Caroline Rayner Angela Duffy	Lucy Smith and Paul Ellis	Conservation studios St Mary's Street Preston	To understand the impact on parents of social work involvement and learn to be aware of this when working with families
	10.45-11:15	Parental perspective on being involved with EHCP		June McCombe		To understand the role of CSC in health, education and social care plans
	11:15 – 12:00	Parental perspective on being involved with children's services		Nicky Kimber		
<b>15/11/17 DAY 8</b>	12 noon – 1:00pm	Lunch				
<b>15/11/17 DAY 8</b>	1:00pm – 2:00pm	Continuation of the Journey of the Child through assessment-multi agency information	Lisa Gee and Caroline Rayner Angela Duffy	Angela Duffy and Anne Marie	Conservation studios, St Mary's Street Preston	To understand the role of partner agencies and need to involve them in the

	2pm-3pm	sharing and partnership working in assessments, including getting back to referrers regarding the outcome and for information  Role of health, GP HV and midwife/school nurse information they can provide, services and role in safeguarding ie midwives pre birth		Jane Heath		assessment process Schools GP school nurse YOT CSE teams SEND Police Probation, drug and alcohol services, housing departments, voluntary agencies.
	3.15-5.00pm	Role and function of YOT		Carolyn Entwistle		
<b>Date</b>	<b>Time</b>	<b>Content</b>	<b>Facilitator</b>	<b>Presenter</b>	<b>Room</b>	<b>Learning Outcomes</b>
<b>16/11/2017 DAY 9</b>	9:30am – 10.30	CSE teams, role and function, what to do if signs of CSE are present within your case/assessment	Lisa Gee and Caroline Rayner Jackie McIntyre	Bronte Box-Morton	Assembly Room County Hall Preston	To understand CSE and the signs and how the services operate within Lancashire
	10.45 -12 noon	Finalisation of the assessment taken from assessment in action -Chronologies -Case summaries		Louise Earl and other		To be able to take the principles of risk sensible and apply to an assessment using this case study and live action learning picking out HRF and URI linked to thresholds

<b>16/11/2017 DAY 9</b>	12 noon – 1:00pm	Lunch				
<b>16/11/2017 DAY 9</b>	1:00pm – 1:45pm	Finalisation of the assessment and development of SMART Plans Step down and escalate to CP if required	Lisa Gee and Caroline Rayner	Marie McNally and Andrew Bradbury ?	County Mess County hall	Looking at threshold CON and stepping down or escalating a case to CP To understand the role of the CIN teams and Well –being early help and prevention The role of managers under the scheme of delegation and that of conference co- ordintors overseeing and QA of thresholds re strategy discussions and section 47s
	2-2.45pm	Role of Cin hub and step down process		Lisa Bryan		
	2.45-3.15	Role of WPEH and step down process		Laura Davidson		
	3.15-4.15	Escalation to CP process		Pam Cope		
<b>Date</b>	<b>Time</b>	<b>Content</b>			<b>Facilitator/Presenter/Room</b>	<b>Learning Outcomes</b>
<b>17/11/2017 DAY 10</b>	9-12	Bring a case for discussion and any	Lisa Gee and Caroline Rayner	All AP to be available	Savoy Suite The Exchange County hall	To critical evaluate practice, understand



		<p>having regular supervision</p> <p>To ensure they are aware of ASYE requirements and registered on the programme</p> <ul style="list-style-type: none"> <li>-Next steps moving forward</li> <li>-Feedback and evaluation</li> </ul>				<p><b>onwards</b></p> <ul style="list-style-type: none"> <li>• Court skills</li> <li>• Writing court reports</li> <li>• Giving evidence</li> <li>• Corporate parenting</li> <li>• PEPs</li> </ul>
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**SOCIAL WORKER INDUCTION PROGRAMME Cohort 1**

**11<sup>th</sup> – 12<sup>th</sup> December 2017**

**3 Month Review – 11 December 2017    2 days**

<u>Date</u>	<u>Time</u>	<u>Content</u>	<u>Facilitator</u>	<u>Presenter</u>	<u>Room</u>	<u>Learning Outcomes</u>
11/12/17 <b>DAY 1</b>	9:00am – 10am	Feedback on last 3 months as a Social Worker	<b>Lisa Gee and Marie McNally</b>	<b>Amanda Hatton, PSW and APs</b>	<b>Townley Hall</b>	To check on retention and wellbeing of social workers, feedback issues to management and PSWs early
	10am-11am	Issues to feedback to Director and PSW		<b>Carolyn Entwistle</b>		
	11.15-1pm	YOT role and function  Child protection processes and investigations Conferences Core groups		<b>APs and Charlotte Kay/Pam Hope</b>		
	1-2pm lunch					
	2pm-3:30pm	Child protection processes and investigations Role of LADO			<b>Sue Harrison LADO Tim Booth</b>	To understand the process of child protection investigations Requirements of working together
	3:45-	Role of LSCB		AP's.		

	4:30PM	Conferences Core groups Pre birth assessments/conferences Life story collation Fostering and adoption panels Concept of twin tracking				good section 47 Role of conference co-ordinator Role of LADO
12/12/2017	9.30-11am	Role of Pre proceedings from CP and role of legal in this including legal gateway meetings <b>refer to early permanence</b>  <b>To refer to care planning protocol, timeline and scheme of delegation and process around legal gateways and pre proceedings etc</b>			<b>APs to refer to care planning protocol and scheme of delegation and process around legal gateways and pre proceedings etc</b>  <b>Peter Hollebhone legal TO BE CONFIRMED</b>	To understand the CP and pre proceedings process and how it inter relates Role of legal Pre-birth and issuing at birth
	1.00-1.45pm	Overview regarding Edge of care, what this means and what support there is to prevent accommodation into care ie outreach team / residential units/ links to homeless housing and teenagers beyond parental control Role of outreach team and			<b>APs</b>  <b>Residential Stephen Joyce</b>	To understand and have an overview of edge of care, adolescents and poor outcomes, how to work with families to keep CYP at home

	1.45pm-2.15pm	ABUs and how to refer LIFT			<b>Tina Rawes</b>	Understanding the role of housing and ourselves in the presentation of CYP 16 onwards linking in with the above services  Portfolios, observations 3 month reports etc
	2.30-3.00pm	Family group conference			<b>Annie Blaney green</b>	
	3-4pm	Homeless housing protocol edge of care 16/17			<b>Roxanne McAlister</b>	
	4-5pm	ASYE requirements			<b>Julie Shorrock</b>	

### **SOCIAL WORKER INDUCTION PROGRAMME Cohort 1**

**6 Month Review: 12<sup>th</sup> -13<sup>th</sup> March 2018: 2 days**

<b>Date</b>	<b>Time</b>	<b>Content</b>	<b>Facilitator/Presenter</b>	<b>Learning outcome</b>
<b>12/03/2018 DAY 1</b>	<b>9.30-10:30am</b>	Feedback on last 3 months as a Social Worker	<b>APs Amanda Hatton</b>	To check on retention and wellbeing of social workers, feedback issues

		Issues to feedback to management team / director	<b>PSW</b>	to management and PSWs early
<b>12/03/2018</b>	<b>10.45am-12.15pm</b>	<p>Legal and court overview from pre proceedings through to care proceedings including threshold, scheme of delegation who can approve what and where. Role of legal advisors and barristers</p> <p>Public verses private proceedings</p> <p>Role of CAFCAS within private and public proceedings</p> <p>Placement with friends and family protocol, SGO assessments etc</p>	<b>APs Legal (barrister?) to be confirmed</b>	To ensure staff have a basic understanding of proceedings and the process for issuing and the role of legal advice Understanding of CAFCAS within the court process
	<b>12-1</b>	Lunch		
	<b>1.00-2pm</b>	Art team how they work, how you get in contact what placements they look at, difference between agency and in house, who approves and how	<b>ART team rep to be confirmed</b>	To understand the corporate parenting role as a social worker, the different kinds of placement provision available, how to access a placement and an understanding of permanence planning/twin tracking and progressing care plans, planning to permanence, ratification process, importance of statutory visits. Role of IRO in CLA planning Role of adoption and
	<b>2-3pm</b>	Once children are in care role of the IRO in cla reviews, and understanding the cla review process, ratifying decisions etc	<b>Lesley Warbrick</b>	
	<b>3.15-4</b>	Role of fostering team and support to foster carers. Assessment of foster carers and use of delegated authority tool	<b>Fostering to be confirmed</b>	
		Role of in house residential in looking after		

	<b>4-5</b>	children. Life in a residential home, how it works, Role of residential workers Remand CLA	<b>Paul McIntyre</b>	fostering and residential Cover placement finding process
<b>13/03/2018 DAY 2</b>	<b>9.30-12pm</b>	Children in our care further corporate parenting responsibilities including health and education needs, PEPS, PEPSAs Role of the foster and residential carer	<b>Virtual school head Audrey Swann to be confirmed APs</b>	Understand how to initiate a PEP and PEPSA funding, importance of understanding and ensuring health, education needs are met and responsibility to promote achievement and wellbeing in our children
<b>13/08/2018</b>	<b>12-1</b>	<b>Lunch</b>		
	<b>1-3.15pm</b>	Permanent CLA moving toward independence, preparation for independence Role of pathway plan Role of PPA hubs Transitions to adults Staying put	<b>APs Andrea Feldhaar to be confirmed Jane Hylton Hannah Peake group of care leavers  <u>Lisa Taylor from transitions to be confirmed</u></b>	To understand permanence within the context of remaining in care until independence Preparing for YP independence LINX/POWAR
<b>13/08/2017</b>	<b>3.30-5pm</b>	From care to adoption Overview of handover to CAA Placement orders Role of life story work Matching and linking Timescales	<b>APs CAA rep to be confirmed</b>	To understand the transition from care to adoption

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**9 Month Review – 11<sup>th</sup>-12<sup>th</sup> June 2018 1 day**

<b>Date</b>	<b>Time</b>	<b>Content</b>	<b>Facilitator/Presenter</b>	<b>Learning outcomes</b>
<b>11/06/2017</b>  <b>Day 1</b>	<b>9.30-11pm</b>	Feedback on how it's going so far any issues to raise through management, director or PSW	<b>APs /PSW/director Amanda Hatton</b>	To ensure retention of staff, identify early issues and problems
	<b>11.15-12pm</b>	Discuss cases and dilemmas and support that can be expected of APs	<b>APs</b>	To reflect on practice and any areas of challenge and what could support this
	<b>1-5pm</b>	ASYE portfolio preparation time	<b>APs and learning and development</b>	<b>To provide time to complete portfolio and have support with this</b>

**SOCIAL WORKER INDUCTION PROGRAMME Cohort 1 10<sup>th</sup> September 2018 1 day**

**12 month review 1 day**

<b>10/09/2018</b>	9.30am -10:45am	<b>Feedback on the last 9 months in post, quality of support, experience of the work, challenges</b>	<b>APs, Director and PSW</b>	<b>To feedback challenges and strengths in social work teams</b>  To ensure completion of
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	10:45am-12pm  1pm-5pm	<p>ASYE portfolio submissions</p> <p><b>Identifying learning gaps and needs moving forward and doing work on PDR with line management involvement</b></p> <p><b>Split into small groups Leading to a PDR and training plan for second year</b></p>	<p><b>Line managers to be confirmed and staff Learning and development APs</b></p> <p><b><u>Need names of cohorts managers</u></b></p>	<p>ASYE and support to do this</p> <p>To ensure involvement of line manager in preparation of PDR for the year moving forward. Consolidate learning so far and identify gaps. Complete PDR for the year ahead</p>

**READY TO GO**

**GOOD LUCK AND ENJOY YOUR NEW AND EXCITING CAREER**