

**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 Cohort 3 over 4 dates**

**15th January 2018 10 days 16th April 2018 10 days**

**9th April 2 days 23rd July 2 days**

**9th July 2 days 15th October 2 days**

**October 8th 1 day 21st January 2019 1 day**

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

**6th November 2017**

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

**6th– 17th November 2017**

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

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| **Date** | **Time** | **Content** | **Facilitator**  | **Presenter**  | **Room** | **Learning Outcomes** |
| **06/11/17****DAY 1** | 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  |
| **06/11/17****DAY 1** | 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  |
| **06/11/17****DAY 1****06/11/17****DAY 1** | 10:45am – 12 noon | Meeting with HOS to explain the vision of Lancashire, priorities for Lancashire structure of AP support in districts and that of managers. Role of PSW | Lisa Gee and Caroline Rayner and Angela Duffy | Vicky Gent  | Arthur Suite. The Exchange,County Hall | To understand the role of the PSW The annual health checkThe role of Aps in districts vs managers The overall structure and vision for Lancashire  |
| **06/11/17****DAY 1** | 12 noon – 1:00pm | Lunch |  |  |  |  |
| **06/11/17****DAY 1** | 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 trainersSimon MorganAnn SimpsonCaroline Brown | Arthur Suite. The Exchange,County HallIT 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  |
| **06/11/17****DAY 1****06/11/17****DAY 1** | 4:30pm – 5:00pm | Commence mandatory E Learning including LCSLCS Health and SafetyInformation GovernanceIntroduction to CSEPrevent Level 1 Safeguarding FGMPrivate FosteringCare Act | Lisa Gee and Caroline Rayner and Angela Duffy | Lisa Gee and Caroline Rayner | Arthur Suite. The Exchange,County HallIT 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 |
| **Date** | **Time** | **Content** | **Facilitator** | **Presenter** | **Room** | **Learning Outcomes** |
| **07/11/17****DAY 2**  | 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. | SavoyThe Exchange, County hall Preston  | Mandatory 2 day risk management training around Lancashire's risk sensible framework Focusing on high risk indicators and underlying risk factorsThresholds SMART PLANS |
| **07/11/17****DAY 2** | 12 noon – 1pm | Lunch |  |  |  | **Learning Outcomes** |
| **07/11/17****DAY 2** | 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 factorsThresholds SMART PLANS |
| **07/11/17****DAY 2** | 3-5pm | Continuation of mandatory E Learning | Lisa Gee and Caroline Rayner and Andrew Bradbury | Lisa Gee and Caroline Rayner | The Exchange, County hall Preston |  |
| **Date** | **Time** | **Content** | **Facilitator** | **Presenter**  | **Room** | **Learning Outcomes** |
| **08/11/17****DAY 3** | 9am-12pm1pm-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 factorsThresholds SMART PLANS |
| **08/11/17****DAY 3** | 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** |
| **09/11/17****DAY 4****09/11/17****DAY 4** | 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 work to be completed)7 have completed both. | Lisa Gee and Caroline Rayner and Marie McNally | Chris Flemming Or Lisa Gee and Suzanne Ward  | Marsh LanePreston Ribble Suite Preston | To understand appropriate use of social mediaLancashire's codes of conductProfessional accountability within the council and statutory responsibilities within children's services Probationary period and reviews Attendance policy  |
| **09/11/17****DAY 4** | 12 noon – 1:00pm | Lunch |  |  |  |  |
| **09/11/17****DAY 4** | All afternoon1-2:30pm | LCS classroom training if required. Or ASYE programme requirements  | Lisa Gee and Caroline Rayner and Marie McNally | Chris Flemming Julie Shorrock  | Marsh LanePreston 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 |
| **09/11/17****DAY 4** | 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 |  |
| **Date** | **Time** | **Content** |  |  | **Facilitator/Presenter/Room** | **Learning Outcomes** |
| **10/11/17****DAY 5****10/11/17****DAY 5** | 9:00am – 12 noon | MASH and front door process including referrals and allocation  | Lisa Gee and Caroline RaynerSara Patel | Simon Fisher  | Townley HallBurnley | To understand the 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 |
| **10/11/17****DAY 5** | 12 noon – 1:00pm | Lunch |  |  |  |  |
| **10/11/17****DAY 5** | 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 HallBurnley | 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 careLINX /POWAR Young carersChildrens rights and advocacy MOMO |
|  | 3.30pm | Finalisation of e learning | Lisa Gee and Caroline Rayner and Stephen McCafferty  |  | Townley HallBurnley |  |

**Week 2 – Attendance by Newly Qualified staff (ASYE) ONLY**

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| **Date** | **Time** | **Content** | **Facilitator** | **Presenter** | **Room** | **Learning Outcomes** |
| **13/11/2017****DAY 6**  | 9:00am – noon | 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 delegationSpecific consideration:* Referral
* Planning for an assessment
* Process of an assessment
* Preparing and undertaking home visits

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 assessmentto include a variety of referrals from different services ie SEND/ fostering and adoption | Lisa Gee and Caroline Rayner | Andrew Bradbury Jackie McIntyre Aisha Ali  | Townley HallBurnley | 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 protocolImportance of undertaking chronologies, previous referrals and history of the case,Undertake case summaries/ pen pictures of the CYP and the importance of these on every case  |
| **13/11/2017****DAY 6** | 12 noon – 1:00pm | Lunch |  |  |  |  |
| **13/11/2017****DAY 6** | 1:00pm – 2:00pm2:00-3:00pm3:15-5☺0pm  | Tri x procedures and Working Together to refer to what makes a good assessment.John Belshire Working with schoolsImportance of recording, purpose, accuracy, and links to annexe A, project accuracy.Include slot with Umer khonat | Lisa Gee and Caroline RaynerAndrew Bradbury  | Andrew BradburyJohn BelshireUmer Khonat to be confirmed | Townley Hall Burnley | Understand where the procedures are and what the statutory framework is and how to use themTo understand the importance of working with multi agency partners, what their role is in safeguarding  |
| **Date** | **Time** | **Content** | **Facilitator**  | **Presenter** | **Room** | **Learning Outcomes** |
| **14/11/17** **DAY 7** | 9:00am – 5:00pm | Assessment in Action Training for (16) another 16 people will attend 22nd November 2017. Then others at a later date TBCUp to 30 others will attend a different course  | Lisa Gee and Caroline Rayner | Jeff Leahy | Blackpool Townley hall | Mandatory live action training around 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** |
| **15/11/17****DAY 8** | 9:00am – 10.30am10.45-11:15 11:15 – 12:00 | Into to SEND, CWD, Health, Education Social Care plans and the local offer (including direct payments)Parental perspective on being involved with EHCP Parental perspective on being involved with children's services   | Lisa Gee and Caroline RaynerAngela Duffy  | Lucy Smith and Paul EllisJune McCombeNicky Kimber | Conservation studiosSt Mary's Street Preston | To understand the impact on parents of social work involvement and learn to be aware of this when working with familiesTo understand the role of CSC in health, education and social care plans |
| **15/11/17****DAY 8** | 12 noon – 1:00pm | Lunch |  |  |  |  |
| **15/11/17****DAY 8** | 1:00pm – 2:00pm2pm-3pm3.15-5.00pm | Continuation of the Journey of the Child through assessment- multi agency information sharing and partnership working in assessments, including getting back to referrers regarding the outcome and for informationRole of health, GP HV and midwife/school nurse information they can provide, services and role in safeguarding ie midwives pre birth Role and function of YOT  | Lisa Gee and Caroline Rayner Angela Duffy  | Angela Duffy and Anne MarieJane HeathCarolyn Entwistle  | Conservation studios, St Mary's Street Preston | To understand the role of partner agencies and need to involve them in the assessment process Schools GP school nurse YOT CSE teams SENDPolice Probation, drug and alcohol services, housing departments, voluntary agencies.  |
| **Date** | **Time** | **Content** | **Facilitator**  | **Presenter** | **Room** | **Learning Outcomes** |
| **16/11/2017****DAY 9** | 9:30am – 10.30 10.45 -12 noon  | CSE teams, role and function, what to do if signs of CSE are present within your case/assessment Finalisation of the assessment taken from assessment in action -Chronologies-Case summaries | Lisa Gee and Caroline RaynerJackie McIntyre  | Bronte Box-MortonLouise Earl and other  | Assembly Room County Hall Preston | To understand CSE and the signs and how the services operate within LancashireTo 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 |
| **16/11/2017****DAY 9** | 12 noon – 1:00pm | Lunch |  |  |  |  |
| **16/11/2017****DAY 9** | 1:00pm – 1:45pm2-2.45pm 2.45-3.153.15-4.15 | Finalisation of the assessment and development of SMART Plans Step down and escalate to CP if required Role of Cin hub and step down process Role of WPEH and step down processEscalation to CP process  | Lisa Gee and Caroline Rayner  | Marie McNally and Andrew Bradbury ?Lisa BryanLaura DavidsonPam Cope | County Mess County hall | Looking at threshold CON and stepping down or escalating a case to CPTo 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 |
| **Date** | **Time** | **Content** |  |  | **Facilitator/Presenter/Room** | **Learning Outcomes** |
| **17/11/2017****DAY 10** |  9-12 | Bring a case for discussion and any challenges issues you are facing on this. To have a reflective group supervisionTo be given information regarding RIP and how to use research in assessments  | Lisa Gee and Caroline RaynerAll AP'S to be available.  | All AP to be available however confirmation will be given prior. | Savoy Suite The Exchange County hall Preston |  To critical evaluate practice, understand what reflective supervision is  |
| **17/11/2017****DAY 10** | 12-1 | Lunch |  |  |  |  |
| **17/11/2017****DAY 10** | 1-33.30-4.30 | To share good practice examples of assessments, chronologies, case summaries, workers profiles. To develop a workers profile and understand what these are for. Good practice examples to be sought from SEND adoption and fostering and YOTTo have a CPD plan for the year and 1 to 1s with their AP booked in as well as reflective supervision groups set up in districts for staff.(AP support CSC only)To ensure staff are having regular supervisionTo ensure they are aware of ASYE requirements and registered on the programme -Next steps moving forward-Feedback and evaluation | Lisa Gee and Caroline Rayner  | Lisa Gee and Caroline Rayner | SavoyCounty Hall | To ask questions and seek clarificationTo go through the training offer and book staff on the mandatory training throughout the year **Within first 3 months*** Back to Basics with Martin Calder
* Attachment and Child development training
* Health and safety training

**At 6 -9 months onwards*** Court skills
* Writing court reports
* Giving evidence
* Corporate parenting
* PEPs
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**SOCIAL WORKER INDUCTION PROGRAMME Cohort 1**

**11th – 12th December 2017**

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

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| **Date** | **Time** | **Content** | **Facilitator** | **Presenter**  | **Room**  | **Learning Outcomes** |
| 11/12/17**DAY 1** | 9:00am – 10am10am-11am11.15-1pm | Feedback on last 3 months as a Social Worker Issues to feedback to Director and PSWYOT role and functionChild protection processes and investigationsConferencesCore groups | **Lisa Gee and Marie McNally**  | **Amanda Hatton, PSW and APs****Carolyn Entwistle****APs and Charlotte Kay/Pam Hope** | **Townley Hall**  | To check on retention and wellbeing of social workers, feedback issues to management and PSWs early To understand the process of child protection investigationsRequirements of working togetherWhat makes a good section 47 Role of conference co-ordinator |
|  | 1-2pm lunch |  |  |  |  |  |
|  | 2pm- 3:30pm3:45-4:30PM | Child protection processes and investigations Role of LADORole of LSCBConferencesCore groupsPre birth assessments/conferencesLife story collationFostering and adoption panels Concept of twin tracking  |  |  | **Sue Harrison** **LADO Tim Booth**AP's. | To understand the process of child protection investigationsRequirements of working togetherWhat makes a good section 47 Role of conference co-ordinator Role of LADO |
|  |  |  |  |  |  |  |
| 12/12/2017 **DAY 2** | 9.30-11am | Role of Pre proceedings from CP and role of legal in this including legal gateway meetings **refer to early permanence** **To refer to care planning protocol, timeline and scheme of delegation and process around legal gateways and pre proceedings etc**  |  |  | **APs to refer to care planning protocol and scheme of delegation and process around legal gateways and pre proceedings etc** **Peter Hollebone legal TO BE CONFIRMED** | To understand the CP and pre proceedings process and how it inter relatesRole of legal Pre-birth and issuing at birth |
|  | 1.00-1.45pm 1.45pm-2.15.pm2.30-3.00pm3-4pm 4-5pm | 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 controlRole of outreach team and ABUs and how to refer LIFTFamily group conferenceHomeless housing protocol edge of care 16/17ASYE requirements  |  |  | **APs** **Residential Stephen Joyce****Tina Rawes****Annie Blaney green** **Roxanne McAlister****Julie Shorrock**  | To understand and have an overview of edge of care, adolescents and poor outcomes, how to work with families to keep CYP at homeUnderstanding 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  |

**SOCIAL WORKER INDUCTION PROGRAMME Cohort 1**

**6 Month Review: 12th -13th March 2018: 2 days**

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| **Date**  | **Time**  | **Content**  | **Facilitator/Presenter**  | **Learning outcome**  |
| **12/03/2018****DAY 1** | **9.30-10:30am** | Feedback on last 3 months as a Social Worker Issues to feedback to management team / director  | **APs** **Amanda Hatton****PSW** | To check on retention and wellbeing of social workers, feedback issues to management and PSWs early  |
| **12/03/2018** | **10.45am-12.15pm**  | 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 barristersPublic verses private proceedings Role of CAFCAS within private and public proceedings Placement with friends and family protocol, SGO assessments etc  | **APs** **Legal (barrister?) to be confirmed**  | To ensure staff have a basic understanding of proceedings and the process for issuing and the role of legal adviceUnderstanding of CAFCAS within the court process  |
|  | **12-1**  | Lunch  |  |  |
|  |  |  |  |  |
|  | **1.00-2pm** **2-3pm** **3.15-4****4-5**  | 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 Once children are in care role of the IRO in cla reviews, and understanding the cla review process, ratifying decisions etc Role of fostering team and support to foster carers. Assessment of foster carers and use of delegated authority toolRole of in house residential in looking after children. Life in a residential home, how it works, Role of residential workersRemand CLA  | **ART team rep to be confirmed** **Lesley Warbrick****Fostering to be confirmed** **Paul Mcintyre** | 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 planningRole of adoption and fostering and residential Cover placement finding process |
| **13/03/2018****DAY 2**  | **9.30-12pm** | Children in our care further corporate parenting responsibilities including health and education needs, PEPS, PEPSAs Role of the foster and residential carer | **Virtual school head Audrey Swann to be confirmed** **APs** | 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 |
| **13/08/2018** | **12-1**  | **Lunch** |  |  |
|  | **1-3.15pm** | Permanent CLA moving toward independence, preparation for independence Role of pathway plan Role of PPA hubsTransitions to adults Staying put  | **APs** **Andrea Feldhaar to be confirmed** **Jane Hylton****Hannah Peake group of care leavers****Lisa Taylor from transitions to be confirmed** | To understand permanence within the context of remaining in care until independencePreparing for YP independenceLINX/POWAR |
| **13/08/2017** | **3.30-5pm** | From care to adoption Overview of handover to CAA Placement ordersRole of life story workMatching and linking Timescales  | **APs** **CAA rep to be confirmed**  | To understand the transition from care to adoption  |

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**9 Month Review – 11th-12th June 2018 1 day**

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| **Date**  | **Time**  | **Content** | **Facilitator/Presenter** | **Learning outcomes** |
| **11/06/2017****Day 1**  | **9.30-11pm** | Feedback on how it's going so far any issues to raise through management, director or PSW | **APs /PSW/director Amanda Hatton** | To ensure retention of staff, identify early issues and problems  |
|  | **11.15-12pm** | Discuss cases and dilemmas and support that can be expected of APs  | **APs** | To reflect on practice and any areas of challenge and what could support this  |
|  | **1-5pm**  | ASYE portfolio preparation time |  **APs and learning and development**  | **To provide time to complete portfolio and have support with this** |
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**SOCIAL WORKER INDUCTION PROGRAMME Cohort 1 10th September 2018 1 day**

**12 month review 1 day**

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| **10/09/2018** | 9.30am -10:45am10:45am-12pm1pm-5pm | **Feedback on the last 9 months in post, quality of support, experience of the work, challenges** ASYE portfolio submissions**Identifying learning gaps and needs moving forward and doing work on PDR with line management involvement** **Split into small groups** **Leading to a PDR and training plan for second year** | **APs, Director and PSW****Line managers to be confirmed and staff****Learning and development** **APs****Need names of cohorts managers**  | **To feedback challenges and strengths in social work teams** To ensure completion of ASYE and support to do thisTo 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  |
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**READY TO GO**

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