

**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 check  The 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 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 |
| **06/11/17**  **DAY 1**  **06/11/17**  **DAY 1** | 4:30pm – 5:00pm | Commence mandatory E Learning including LCS  LCS  Health and Safety  Information Governance  Introduction to CSE  Prevent  Level 1 Safeguarding  FGM  Private Fostering  Care Act | 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 |
| **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. | 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 |
| **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 factors  Thresholds 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-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 |
| **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 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  Probationary period and reviews Attendance policy |
| **09/11/17**  **DAY 4** | 12 noon – 1:00pm | Lunch |  |  |  |  |
| **09/11/17**  **DAY 4** | 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 |
| **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 Rayner  Sara Patel | Simon Fisher | Townley Hall  Burnley | 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 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 |  |

**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 delegation  Specific 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 assessment  to 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 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,  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 – 2:00pm  2:00-3:00pm  3:15-5☺0pm | Tri x procedures and Working Together to refer to what makes a good assessment.  John Belshire Working with schools  Importance of recording, purpose, accuracy, and links to annexe A, project accuracy.  Include slot with Umer khonat | Lisa Gee and Caroline Rayner  Andrew Bradbury | Andrew Bradbury  John Belshire  Umer Khonat to be confirmed | | Townley Hall  Burnley | Understand where the procedures are and what the statutory framework is and how to use them  To 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 TBC  Up 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 – 10.30am  10.45-11:15  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 Rayner  Angela Duffy | Lucy Smith and Paul Ellis  June McCombe  Nicky Kimber | | 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  To 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 – 2:00pm  2pm-3pm  3.15-5.00pm | 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 information  Role 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 Marie  Jane Heath  Carolyn 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 SEND  Police 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 Rayner  Jackie McIntyre | Bronte Box-Morton  Louise Earl and other | | Assembly Room County Hall Preston | To understand CSE and the signs and how the services operate within Lancashire  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 | |
| **16/11/2017**  **DAY 9** | 12 noon – 1:00pm | Lunch |  |  | |  |  | |
| **16/11/2017**  **DAY 9** | 1:00pm – 1:45pm  2-2.45pm  2.45-3.15  3.15-4.15 | 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 process  Escalation to CP process | Lisa Gee and Caroline Rayner | Marie McNally and Andrew Bradbury ?  Lisa Bryan  Laura Davidson  Pam Cope | | 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 | |
| **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 supervision  To be given information regarding RIP and how to use research in assessments | Lisa Gee and Caroline Rayner  All 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** | 1-3  3.30-4.30 | 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 YOT  To 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 supervision  To 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 | | Savoy  County Hall | To ask questions and seek clarification  To 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 | |

**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 – 10am  10am-11am  11.15-1pm | Feedback on last 3 months as a Social Worker  Issues to feedback to Director and PSW  YOT role and function  Child protection processes and investigations  Conferences  Core 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 investigations  Requirements of working together  What makes a good section 47  Role of conference co-ordinator |
|  | 1-2pm lunch |  |  |  |  |  |
|  | 2pm- 3:30pm  3:45-4:30PM | Child protection processes and investigations  Role of LADO  Role of LSCB  Conferences  Core groups  Pre birth assessments/conferences  Life story collation  Fostering and adoption panels  Concept of twin tracking |  |  | **Sue Harrison**  **LADO Tim Booth**  AP's. | To understand the process of child protection investigations  Requirements of working together  What 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 relates  Role of legal  Pre-birth and issuing at birth |
|  | 1.00-1.45pm  1.45pm-2.15.pm  2.30-3.00pm  3-4pm  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 control  Role of outreach team and ABUs and how to refer  LIFT  Family group conference  Homeless housing protocol edge of care 16/17  ASYE 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 home  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 |

**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 barristers  Public 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 advice  Understanding of CAFCAS within the court process |
|  | **12-1** | Lunch |  |  |
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|  | **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 tool  Role of in house residential in looking after children. Life in a residential home, how it works, Role of residential workers  Remand 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 planning  Role 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 hubs  Transitions 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 independence  Preparing for YP independence  LINX/POWAR |
| **13/08/2017** | **3.30-5pm** | From care to adoption  Overview of handover to CAA  Placement orders  Role of life story work  Matching 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 -10:45am  10:45am-12pm  1pm-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 this  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 |
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**READY TO GO**

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