



One Point and Think Family Staff Development Pathways

November 2020

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One Point and Think Family Staff Development Pathways

May 2021

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Introduction

Our workforce is our most important asset. We know that we can only achieve good outcomes for children and young people with a confident, creative, highly skilled and stable workforce able to build effective relationships with children, young people and their families, and effect positive change.

This document is to be used in conjunction with Durham County Councils' induction procedures and Durham Learning and Development system where details of training and development opportunities can be found.

How to use this document

This document sets out all mandatory and optional training as well as opportunities for continual development and relates to all current roles within the One Point and Think Family service. It is needs led and may change due to emerging priorities within the service, teams and roles.

The tool can also be used to enable staff to develop and progress within the service where the requirements for roles other than what the member of staff holds can be viewed and with managers approval staff can attend these courses.

Some courses may run infrequently or have limited numbers of spaces on then so where indicated staff are to enrol on these courses at the first available opportunity rather than setting specific and stringent timescales for the completion of the courses. Timescales set within the document dictate the level of priority for each course. Compliance will be monitored but availability of training will be taken into account where appropriate.

If any staff within Early Help and Think Family are aligned with another team for example administrative posts or communications posts they are able to access the below training where appropriate and with their managers consent and are also able to access any training and development opportunities provided by their service.

Review – This document will be reviewed on an annual basis. Next Review due May 2022

Early Help Managers Development Pathway			
<p>Management development support available for all Leaders/Managers</p> <p>Coaching Framework (access to internal and external coaches)</p> <p>Early Help, Inclusion and Vulnerable Children Team Manager's Event</p> <p>Development Days</p> <p>HR Policies and Procedures</p> <p>Manager's Induction</p> <p>Managers Performance and Development Review</p> <p>Shadowing</p> <p>Mentoring</p> <p>Secondments</p> <p>Involvement in Corporate Council Projects</p> <p>Digital Skills</p> <p>Leadership and Management</p> <p>Leadership and management development programme</p> <p>Substance Misuse Training</p>	<p>Mandatory Induction</p> <p>In addition to the guidance in this document all staff and managers should complete the actions in the Corporate Induction Checklist with their manager / supervisor.</p> <p>This document includes:</p> <ul style="list-style-type: none"> Welcome to the council Job in more detail Health and Safety Training and development Mandatory E-Learning Actions to be completed by week 1 Actions to be completed by week 6 Key council documents Mandatory training for managers Corporate systems / guidance Further support 	<p>Mandatory within 1 month</p>	
		<p>E-Learning - DCC E-Learning PREVENT awareness SEND – County Durham Practice Guidance Lone Worker – Hazards & Risks Risk Assessment for Managers Introduction to Managing Health & Safety Zero Suicide Alliance Training</p> <p>MAPPA *Team Manager only</p>	<p>Face-to-face</p> <p>Liquid Logic (First available session) Coaching as a Management Style</p>
		<p>Mandatory within 3 months</p>	
		<p>Face-to-face Training Strengthening Supervision Signs of Safety ICON Training</p>	<p>DSCP Training Safeguarding Processes (To be attended every 3 years) Child Exploitation Apply to attend at DSCP Training</p>
		<p>Mandatory within 6 months</p>	
		<p>Face-to-face Training Managing Effective Meetings Mental Health Awareness for Leaders and Managers Recruitment and Selection Policy Briefing Young Carers Training (Family Action) – Where you stand determines what you see Note taking and Record Keeping (In development)</p>	<p>DSCP Training Safer Workforce E-Learning Neglect – Recorded session (new training to be launched September 2021) Apply to attend at DSCP Training Staff to attend a DSCP level 3 course every 2 years</p>
<p>Mandatory within One year</p>			
<p>Where you stand determines what you see (Delivered by The Bridge Young Carers Service) The Developing Child and Young Person</p>			
<p>Further Training and Apprenticeships</p>			
<p>Any requests for additional training, higher level and accredited courses and apprenticeships will be considered on a case by case basis following DCCs application process.</p>			

Frontline Practitioner Development Pathway		
<p>Development support available for all practitioners</p> <p>Coaching Framework (access to internal and external coaches)</p> <p>Development Days</p> <p>HR Policies and Procedures</p> <p>Performance and Development Review</p> <p>Shadowing</p> <p>Mentoring</p> <p>Secondments</p> <p>Involvement in Corporate Council Projects</p> <p>Digital Skills</p> <p>Leadership and Management</p> <p>Leadership and management development programme</p> <p>Smarter Budgeting</p> <p>CAMHS training</p> <p>Substance Misuse Training</p> <p>Delivering Presentations</p> <p>Signs of Safety</p>	<p>Mandatory Induction</p> <p>In addition to the guidance in this document all staff and managers should complete the actions in the Corporate Induction Checklist with their manager / supervisor.</p> <p>This document includes:</p> <ul style="list-style-type: none"> Welcome to the council Job in more detail Health and Safety Training and development Mandatory E-Learning Actions to be completed by week 1 Actions to be completed by week 6 Key council documents Corporate systems / guidance Further support <p>*VCS Alliance worker and SENDIASS Worker not mandatory</p> <p>+Not mandatory for all TAC Workers</p> <p>#Not mandatory for TAC Auxiliary YW</p>	<p>Mandatory Within 1 month</p>
	<p>E-Learning - DCC</p> <p>PREVENT awareness</p> <p>SEND – County Durham Practice Guidance #</p> <p>Lone Worker – Hazards & Risks</p> <p>Case Recording & Record Keeping*</p> <p>An Introduction to Health and Safety at Work</p> <p>Zero Suicide Alliance Training</p> <p>E-Learning - DSCP</p> <p>Safeguarding Children - level 1 & 2 (L1 for TAC AUX YW)</p> <p>Child Sexual Exploitation – level 2</p> <p>Information Sharing and Consent for People Working with Children</p> <p>Self-Enrol at DSCP E-Learning</p>	<p>Face-to-face</p> <p>Liquid Logic – first available session* (only for Worker in charge in TAC)</p> <p>SENDIASS Induction program (for SENDIASS only)</p>
	<p>Mandatory within 3 months</p>	
	<p>Face-to Face-Training</p> <p>Introduction to the Durham Way (New to the service)</p> <p>SENDIASS Webinar</p> <p>ICON Training</p>	<p>DSCP Training</p> <p>Safeguarding Processes (To be attended every 3 years)</p> <p>Child Exploitation *</p> <p>Apply to attend at DSCP Training</p>
	<p>Mandatory within 6 months</p>	
<p>Face-to-Face Training</p> <p>The Developing Child and Young Person*+</p> <p>Domestic Abuse Awareness*+</p> <p>Reducing Parental Conflict*+</p> <p>Signs of Safety – 2 day course *+</p> <p>Paediatric First Aid* (1-2-1 and group work)*#</p> <p>Outcome Star *#</p> <p>Young Carers Training (Family Action) – Where you stand determines what you see</p> <p>MACA and PANOC Young Carers Tools * (Family Action)</p>	<p>DSCP Training</p> <p>Neglect – Recorded session (new training to be launched September 2021)</p> <p>Parental Mental Health*+</p> <p>Parental Substance Misuse*+</p> <p>Apply to attend at DSCP Training</p>	
<p>Mandatory within One year</p>		
<p>Motivational Conversations*+</p> <p>Pre-Birth* - Full course for EHPs and Family workers, briefing session available for others – currently under development</p> <p>Council for Disabled children – IPSEA 1-4 Legal training and Tribunal Training (SENDIASS only)</p>		
<p>Apprenticeships & Qualifications</p>		
<p>Any requests for additional training, higher level and accredited courses and apprenticeships will be considered on a case by case basis following DCCs application process.</p>		

One Point Service Practitioners Development Pathways

	Signs of Safety – 2 day Course	Signs of Safety – 5 Day Course	Family Network Meeting	Solihull Approach	Inspire (Domestic Abuse)	You, Me and Mum	Group Facilitation	Coaching as a Management Style	Attendance Management	Recognising and Managing Stress in the Workplace	Risk Assessment for Managers	An Overview of Performance Appraisal	Recruitment and Selection / DSCP Safe Recruitment	Managing Risk – Thresholds	Level 2 Information, Advice and Guidance (Distance learning)	Clear Cut Communication Training (Once made available to One Point)	Car Seat Training
Family Worker	✓		✓	✓	✓	✓	✓									✓	✓
Key Worker	✓		✓	✓	✓	✓										✓	✓
Senior Key Worker	✓		✓	✓	✓	✓		✓*	✓	✓	✓	✓	✓	✓		✓	✓
Early Help Practitioner	✓		✓	✓	✓	✓	✓									✓	✓
Wellbeing for life worker	✓		✓				✓									✓	✓
TAS Worker	✓		✓*				✓									✓	✓
Early Help Advisor	✓		✓	✓	✓	✓		✓*								✓	✓
VCS Alliance Worker							✓								✓		
TAC (Auxiliary, Worker in Charge & Youth Worker)							✓									✓	
Signs of Safety Practice leads (Various Roles)		✓															

*Optional / Continued Development (where available). This document can also be used to aid personal development and progression within the service. All training must be agreed by managers prior to booking.

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