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## BRADFORD YJS TRAINING POLICY TERMS OF REFERENCE

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### Purpose

The purpose of Bradford YJS Training Policy is to establish a clear training and development process for all YJS practitioners, from new starters to team leaders, inclusive of seconded staff and partner agencies. This also fulfils requirement 3d of the Improvement Plan for Workforce development, leadership and management, which states that a workforce development and training plan that ensures all staff, secondees and partner agencies have access to a wide range of support and resources that will support improved quality of practice.

## **Introduction**

Bradford YJS is committed to offering its practitioners relevant and progressive training to enhance their learning and development, ensuring the young people and families we support are safeguarded, as well as the public being protected.

Training will be delivered using a number of different platforms. This will include, e learning, virtual learning and face to face. The majority of training will use EVOLVE e learning. The Bradford Partnership will also be used as well as face to face training with Practice Development Leads (PDL).

Team Leaders will assign training to their team on the EVOLVE platform. Training will also be assigned to practitioners to address gaps in practice and areas for improvement, which will be identified from reflective learning sessions, auditing, dip sampling and quality assurance checks done by PDL. Training will be monitored in monthly Supervision by Team Leaders to ensure practitioners are up to date with all mandatory training.

All text in [blue](#) is a link to training or information.

## **New Starters (Induction)**

Applicable to all Bradford Council Employees.

New Starter Learning Programme on EVOLVE. This includes the following learning:

1. Corporate Induction Programme – Meet the Team
2. Welcome New Starter E learning
3. Fire Awareness E learning – duration 30 minutes
4. Evolve Performance – An introduction – duration 1 hour
5. Introduction to Evolve Learn – duration 1 hour 15 minutes
6. Protecting Information Level 1 – duration 1 hour
7. Fraud Awareness
8. Health and Safety Induction – duration 3 hours
9. Equality and Diversity – duration 30 minutes
10. Unconscious Bias – duration 20 minutes

The above training programme will form part of all New Starters 4 week induction plan.

As well as the above EVOLVE training package, New Starters will also attend a face to face training session.

### [Induction for Childrens Services New Starters](#)

#### **Objectives:**

Understand the current structure of Bradford children's services and what this means for the children and young people of our City.

Understand the demographics and diversity of Bradford.

Basic knowledge about the Bradford Practice Model and how we keep the child at the heart of everything that we do.

Training on Evolve is regularly updated. If there is a course you cannot find please speak to your PDL or Team manager for guidance.

### **Training on other platforms and by PDL's**

1. ASSET Plus Training, delivered by PDL
2. Explanations and Conclusions Training which covers both Risk of Serious Harm (ROSH) and Safety and Wellbeing (S and W). This will be delivered by Sophie Halliday (PDL) bi annually in April and September
3. Court and breach processes delivered by PDL
4. Recording Skills (EVOLVE)
5. Child View training with PDL
6. Case Management training with PDL
7. LCS (Children's Social Care System) Team leader or PDL to contact [lesa.wright@bradford.gov.uk](mailto:lesa.wright@bradford.gov.uk) System Support Lead Officer
8. Out of Court Disposals with PDL
9. Court Orders (Referral Orders and Youth Rehabilitation Orders) with PDL
10. Child Friendly Plans with PDL
11. Risk Safety and Wellbeing forms with PDL
12. [Bradford Safeguarding Partnership](#)

### **Management Training**

#### **Leadership & Management Development Framework - Section 1**

This training is on Evolve and includes the following e learning:

1. New Starter Learning Programme
2. Evolve Performance
3. Equality and Diversity
4. Unconscious Bias
5. ESS and MSS – a guide for managers
6. Bradford behaviours framework
7. HR Plus and the managers portal
8. Every Pound Counts
9. Managing difficult conversations
10. The Equality Act 2010
11. Preparing for Performance Appraisal

[Effective Complaint Handling](#) – e learning on Evolve.

There is also [Evolve for managers](#) – This is a virtual session which focusses on the following objectives:

Performance management which enables managers to add, update, monitor and complete goals and objectives. Make Bradford Behaviour assessments for your team members. See how these pull into your online team annual appraisals/reviews.

### **Mandatory Training**

All staff will be have to complete mandatory training

1. Protecting Information Level 1 (Annually) - EVOLVE
2. Fire Awareness (Annually) - EVOLVE
3. Safeguarding Children ( Every 3 years) - This is requested through EVOLVE.
4. Court and breach processes, delivered by PDL
5. Domestic Abuse – Virtual Classes (Module 1 and 2). This is requested through EVOLVE.
6. Child Exploitation. This is accessed through The Bradford Partnership.

### **Practice Focus Month Training**

This is mandatory training for all YJS staff. Information will be sent in key messages in relation to the bi monthly theme. Register on Evolve for face to face or virtual classes. This will be followed up with a reflective learning session with PDL.

### **Reflective Learning**

One to one or group reflective learning will be done bi-monthly with all case managers and a PDL in relation to the practice focus topic. This should enable case managers to consider different perspectives and learn from their own experiences. Looking at what has worked well and if not how to improve outcomes in the future. If used correctly it will improve practice for individuals and also for the whole service. It will also help to identify any areas for improvement, and link into further training and appraisal.

Information from the reflective learning sessions will be anonymised and written up on the reflective learning feedback form and emailed to Bradford YJS service manager and principal social worker (CSC) bi monthly.

### **ADHOC Training and Guidance**

[This link](#) provides information and guidance on the following:

1. Multi-Agency Referral Form.
2. Multi-Agency Information Sharing and Consent
3. CE risk assessment
4. Bradford CE Protocol
5. Bradford Missing From Home Protocol
6. Data Protection and Information Sharing
7. Signs of Safety

## 8. Adverse Childhood Experiences (ACE's)

### **TRM Training**

Bradford YJS promotes trauma informed practice and our working model is the Trauma Recovery Model (TRM). It is envisaged all new starters will be enrolled onto open access course for TRM training, dependant on course availability. This will provide practitioners with the skills to use the TRM model with young people and parents/carers to facilitate positive outcomes. There is also online access available on this [link](#).

### **Foundation Degree in Youth Justice (FDYJ)**

The FDYJ is endorsed by the Youth Justice Board (YJB) and Youth Custody Service. It is offered by Unitas and run in partnership with the University of Suffolk. It is a distance learning course run over a period of 2 years with 4 separate modules.

Module 1 – Exploring Youth Justice

Module 2 – Developing Practice Skills 1

Module 3 – Effective Practice in Youth Justice

Module 4 – Developing Practice Skills 2

There will be an opportunity for practitioners to apply for the FDYJ on a bi annual basis if funding is secured.

### **YJB Resource Hub**

Use link above to access. The YJB resource hub gives up to date information in relation to training and research. It is divided into 3 sections:

Practice – this includes information on assessment, restorative justice, trauma and wellbeing.

Professional Development – this includes a learning and development section

Research and Evidence – covers research guidance and wider research.

**Research in Practice** – use this link to create an account and get access to resources to work with children and families, young people and adults.

## **Training Tracker**

All staff are responsible for their own training and continued professional development (CPD). This will also be guided by Team Leader and PDL. Training will be monitored by team leaders as part of the monthly supervision process, as a minimum mandatory practice focus themed training must be completed bi-monthly.

Team Leaders can allocate training to staff on the EVOLVE system. Training done on the EVOLVE system will automatically be shown on staff profiles. Staff will be expected to upload any training they have completed on other platforms or with PDL's onto the EVOLVE system, for example (Explanation and Conclusions Training for Risk Safety and Wellbeing, any Practice Guides that have been read). Use this [guidance](#) to upload training onto EVOLVE. Every 6 months as part of the scheduled weekly management meeting, there will be a review to check that all mandatory training has been completed by staff over the previous 6 month period. Mandatory training will also be monitored in appraisals.