



## **Integrated Processes Training Plan Sept – Dec 2008**

**The following training sessions are available to all staff from all agencies and will be delivered to a multi agency group.**

**These training sessions have been developed to replace the previous CAF training.**

If you would like to book a place on any of the following sessions please contact:

**Sue Leyland 01332 711243 or [sue.leyland@derby.gov.uk](mailto:sue.leyland@derby.gov.uk)**

### **One Day Integrated Processes Training- Multi Agency:**

**Targeted Audience** – this session is for all staff who have received no previous CAF training or would like to develop a better understanding of Integrated Processes. The training day will support practitioners to understand Integrated Working and the processes that support this including Information Sharing, Contact Point, Common Assessment Framework, Lead Professional and eCAF.

It will also offer practitioners who may need to complete a Common Assessment or be part of a team around the child meeting a basic understanding of the CAF process.

#### **Section 1 – Introduction to Integrated Working**

- Understand the background and rationale to Every Child Matters and Integrated working
- Have an overview of the benefits, processes and tools of Integrated Working
- Know where to find further information

## **Section 2 - An Introduction to Information Sharing**

### ***Learning Outcomes***

- Understand where Information Sharing fits within integrated working processes
- Understand why Information Sharing is important
- Recognise the key principles and legislation that govern Information Sharing
- Know where to go for advice and support on Information Sharing
- Understand what ContactPoint is and how this can support practise and deployment of ContactPoint within derby

## **Section 3 - An introduction to Common Assessment**

### ***Learning Outcomes***

- Understand the rationale for the CAF
- Understand the scope and content of the CAF
- Understand where the CAF fits into integrated working processes
- Consider when a CAF may be useful
- Understand good principles of Assessment
- Understand levels of service and how CAF can support early identification of need and the team around the child approach

## **Section 4 - An introduction to Lead Professional Role**

### ***Learning Outcomes***

- Understand the rationale for the Lead Professional and how the Lead Professional supports integrated working
- Understand the vision, functions and accountabilities of the Lead Professional
- Have an overview of how a Lead Professional is selected and of the skills required to be a Lead Professional
- Understand what eCAF is and how this may support practise

**This training day is available on the following dates and times:**

Friday 3 October 08	9.15 – 16.30	Revive Healthy Living Centre, Chaddesden
Tuesday 14 October 08	9.15 – 16.30	Revive Healthy Living Centre, Chaddesden
Wednesday 12 November 08	9.15 – 16.30	Revive Healthy Living Centre, Chaddesden

## Half Day CAF Development Session – Multi Agency

**Targeted Audience** – this session will follow the one day Integrated Processes training to offer a more practical session on completing a CAF and the next steps this session will also provide a good refresher to practitioners who have previously undertaken the one day multi agency but have not yet started to use the CAF assessment tool or would like an opportunity to take part in a further completing a CAF workshop. This session

### Section 1

#### **Learning Outcomes**

- To review Every Child Matters Context
- To understand the use of the pre-assessment checklist
- To discuss the CAF process and Information sharing
- To consider assessment outcomes and developing an action plan

### Section 2

#### **Learning Outcomes**

- To consider good principles of assessment and barriers
- To discuss CAF practise issues
- To apply CAF process to Team around the Child Meetings

**This training session is available on the following dates and times:**

Monday 22 <sup>nd</sup> September 08	9.00 – 12.30	Boulton Children's Centre Alvaston Area 2
Monday 29 <sup>th</sup> September 08	9.00 – 12.30	Harrington Nursery School Pear tree Area 3
Wednesday 1 <sup>st</sup> October 08	9.00 – 12.30	Asterdale Children's Centre Spondon Area 1
Tuesday 21 <sup>st</sup> October 08	9.00 – 12.30	Reigate Children's Centre Mackworth Area 5
Tuesday 4 <sup>th</sup> November 08	9.00 – 12.30	Sinfin Enterprise Centre Sinfin Area 2
Thursday 6 <sup>th</sup> November 08	9.00 – 12.30	Brookfield Children's Centre Mickleover Area 4
Thursday 20 <sup>th</sup> November 08	9.00 – 12.30	Cavendish Close Children's Centre Chaddesden Area 1

## Half Day Lead Professional Development Session - Multi Agency

**Targeted Audience** – this session will provide practitioners with a better understanding of the role of the Lead Professional and offer an opportunity to discuss some practise issues/barriers related to this and consider co-ordinating and managing team around the child meetings

### Section 1

#### *Learning Outcomes*

- To understand both National and local context of the LP
- To see how the role supports integrated frontline service delivery in meeting Every Child Matters Change for Children Agenda
- To define the role of the LP
- To understand expectation of the LP

### Section 2

#### *Learning Outcomes*

- To identify the types and levels of skills required
- To develop skills in Managing a team around the child meeting
- To develop a clear action plan for continued professional development

**This training session is available on the following dates and times:**

Wednesday 24 <sup>th</sup> September 08	9.00 – 12.30	Boulton Children's Centre Alvaston Area 2
Thursday 2 <sup>nd</sup> October 08	9.00 – 12.30	Harrington Nursery School Pear tree Area 3
Wednesday 8 <sup>th</sup> October 08	9.00 – 12.30	Asterdale Children's Centre Spondon Area 1
Thursday 23 <sup>rd</sup> October 08	9.00 – 12.30	Reigate Children's Centre Mackworth Area 5
Tuesday 11 <sup>th</sup> November 08	9.00 – 12.30	Sinfin Enterprise Centre Sinfin Area 2
Thursday 13 <sup>th</sup> November 08	9.00 – 12.30	Cavendish Close Children's Centre Chaddesden Area 1
Thursday 20 <sup>th</sup> November 08	9.00 – 12.30	Brookfield Children's Centre Mickleover Area 4

## **Integrated Processes Briefing – Single Agency**

**Targeted Audience** – the briefing session will offer all practitioners a basic understanding of Integrated Processes in relation to Every child Matters: Change for Children including CAF / LP/ Information Sharing / Contact Point /eCAF in the wider context of Integrated Working.

The briefing session can be delivered as part of a team development session and would be a minimum of ½ hour and a maximum of 2 hours

### ***Learning Outcomes***

- To know the background and rationale to Every Child Matters and current legislation
- To offer an introduction to Integrated Processes
- To understand the Common Assessment Framework process
- To understand the role of the Lead Professional
- Identify further organisational training needs
- Know where to find further information

**To arrange an Integrated Processes Briefing for your staff team please contact:**

**Liz Williamson 01332 711261 [elizabeth.williamson@derby.gov.uk](mailto:elizabeth.williamson@derby.gov.uk)**

**or**

**Fiona Stanbrook 01332 716935 [fiona.stanbrook@derby.gov.uk](mailto:fiona.stanbrook@derby.gov.uk)**