

Terms of Reference

Learning and Development Group

1. Purpose

To co-ordinate, promote and quality assure local safeguarding learning and development, on behalf of KSCB, to meet local safeguarding needs.

2. Objectives

To produce a learning and development strategy and plan aligned to the KSCB Business Plan, reflecting the recommendation arising from inspections, audits and case reviews.

3. Responsibilities

- a) Produce an annual work plan to address current KSCB priorities.
- b) Produce a training plan to meet local and national requirements.
- c) Commission training to meet local safeguarding requirements in Kent.
- d) Implement relevant training as identified by the learning from audits, serious/case reviews and child deaths.
- e) Review the quality of training through evaluation, quality assurance and impact assessments.
- f) Ensure the provision of high quality multi-agency training and staff development opportunities.
- g) Require assurances from partner agencies in respect of the robustness of local workforce development processes to ensure the consistency and quality of training.
- h) Promote current safeguarding priorities to agencies working with children, young people and their families.
- i) Raise the profile of the safeguarding children agenda across Kent.
- j) Ensure the workforce are able to access appropriate learning and development opportunities to enable them to discharge their professional safeguarding duties and responsibilities to children and young people and families.

4. Accountability

- a) Reports to the KSCB in respect of training needs and issues, relating to the provision and quality of training programmes.
- b) Challenge the quality and diversity of safeguarding training provided by organisations from information provided in Section 11 audits.
- c) Produce an annual report for the KSCB and provide regular updates to its meetings.

5. Membership

The Group will have a core membership drawn from the key organisations represented on the KSCB.

Members will be expected to:

- a) Have management oversight for training and development, and workforce development within their own organisation.
- b) Have sufficient knowledge of training and development to enable them to contribute effectively to the work of the Group.
- c) Be responsible for cascading information from the Learning and Development Group to their own agencies.
- d) Identify an appropriate representative to deputise for them in the event of absence.

6. Frequency of meetings

The group will meet at least four times each year.

7. Quorum

The Group will be quorate when the Chair and at least half of its members are present.

8. Support from the KSCB Business Unit

- a) Agree the agenda with the Chair two weeks before the meeting.
- b) Send out the agenda and supporting papers at least one week in advance of the meeting.
- c) Produce and send out an action log to members no later than one week after the meeting.
- d) Maintain an up to date list of members and their contact details.
- e) Organise and provide administrative support for any task and finish groups commissioned.
- f) Undertake research on behalf of the group to enrich and improve local processes and procedures.

Chair

Director of Business Development (CXK)

Vice-Chair

Vacant

Reporting arrangements

The chair of the group or a designate will provide a written report to the KSCB Business Group.

Disputes

In the event of a dispute arising between agencies which cannot be resolved, the chair will draw this to the attention of the KSCB Independent Chair