



EAST AYRSHIRE CHILD PROTECTION COMMITTEE: 19 MAY 2009

PROTOCOL FOR EAST AYRSHIRE CHILD PROTECTION COMMITTEE MEMBERS REGARDING APPLICATIONS TO ATTEND EXTERNAL TRAINING EVENTS

1. PURPOSE OF THE REPORT

- 1.1 To inform the members of the Child Protection Committee (CPC) of the above protocol.

2. BACKGROUND

- 2.1 The Chair of the CPC requested an equitable protocol for members of the CPC to apply to attend external training events.

3. OUTCOME

- 3.1 Following discussion with relevant parties, the following protocol has been devised (Appendix 1).
- 3.2 Any CPC member who wishes to attend an external training event which would be beneficial to the activities of the CPC should contact the CPC Co-ordinator to progress their application for funding.
- 3.3 Funding will be provided via the CPC (based on resource availability), if the event is known to enhance the member knowledge and skills required for the CPC.
- 3.4 The CPC Co-ordinator will collate names of attendees throughout the year to ensure equitable allocation of names for events.
- 3.5 Members who attend an external event will be asked to complete and evaluation form and submit this to the CPC Co-ordinator so they can compile a quarterly report on learning outcomes for the CPC.

4. RECOMMENDATIONS

- 4.1 The Child Protection Committee is asked to
- i) note the content of this report.

Susan Taylor
Chair of Child Protection Committee
13 May 2009

Report prepared by Frances Milne, Child Protection Co-ordinator



**Protocol re Application to Attend
an External Conference /
Seminar or Workshop in relation to
Multi-Agency Child Protection Training**

This protocol has been developed to provide a framework and guidance on applications to attend external conferences, seminars or workshops relevant to the protection of children, in an effort to ensure a fair and equitable approach to attendance at such events across all agencies involved in child protection within East Ayrshire.

1. Information received by the Child Protection Committee (CPC) Training Sub-group on external events will be distributed by the CPC Co-ordinator to all members of the Child Protection Committee for their information with a view to such information being distributed across their areas as they deem appropriate.
2. The CPC Co-ordinator will indicate the number of places which can be funded across the group membership for each external event. Any increase to this limit once set, will require to be authorised of the CPC Chair, taking account of available resources.
3. The multi-agency Child Protection Co-ordinator will then organise booking a place on the noted event and inform the applicant once this has been done.
4. Following attendance at an external event those attending will be asked to complete an evaluation form to assess value for money, relevance of the event to child protection practice and how transference of knowledge and information will be shared across agencies. This form should be completed and sent to the Chair of the CPC Training Sub-group. **See proposed Appendix 1 below.**
5. A quarterly report will be prepared by the Chair of the CPC Training Sub-group and will be submitted to the Chair of the CPC to provide a summary of the events

attended in the preceding quarter detailing which agencies attended each noted event.



Evaluation of Attendance at External -agency Child Protection Conference/Seminar or Workshop

Title of Event Attended:	
Date & Venue:	
Event Organised/Delivered By (Course Provider):	

**Please list below what you had hoped to gain by attending this external event.
(Please detail at least 3 objectives related to this event.)**

- 1.
- 2.
- 3.

**Outline the main benefits of having attended this event.
(How relevant was this event to your current work practice? What knowledge have you gained/skills enhanced/networking aspect etc.)**

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Following your attendance at this event what action(s) do you now intend to take to incorporate knowledge gained and / or skill(s) enhanced into your work practice?

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Do you consider this event to have been value for money? YES / NO
(Please give a brief explanation to your response)

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Date:

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