



Terms of Reference Training Sub Committee

Introduction

The **Training Sub Committee (TSC)** is a Sub Committee of the Jersey Child Protection Committee (JCPC).

Purpose

- Produce a Training Strategy which assists each organisation on Jersey to understand and determine its child protection training needs, and to assist the JCPC with the planning, commissioning and delivery of a comprehensive safeguarding children training programme.
- Set quality standards for single and multi- agency training, providing advice and support for those agencies regarding training required to achieve best practice, and evaluate on an ongoing basis.

Membership

- The TSC shall comprise a Chairperson who will be a full member of the JCPC plus representatives from professional agencies
- Representatives shall be drawn from a number of organisations, which will include:
 - Education, Sport and Culture
 - Health and Social Services
 - Voluntary / Charitable Agencies
 - States of Jersey Human Resources Department
 - The JCPC Training and Professional Officers
- Membership will comprise at least four members plus the Chair meeting every three months.

- Representatives will be drawn from a broad range of services and will not have to be members of the JCPC.
- The TSC may co-opt, as appropriate, practitioners with specialist skills and knowledge who can contribute to the aims of the sub-committee.

Terms of Reference

- The TSC shall ensure that the following values are reflected in all aspects of their work:
 - The paramount welfare of the child;
 - Multi-agency working;
 - Inter-agency partnership;
 - Partnership with parents;
 - Anti-discriminatory practice
 - Access to inter-agency training should be open to all those working with children and their carers in statutory, voluntary and independent sector organisations and settings.
- Roles and responsibilities:
 - The production of an inter-agency Child Protection Training strategy which is revised at three yearly intervals unless indicated otherwise
 - Provision of an annual inter agency training programme
 - Structures and processes are in place for an organised and co-ordinated approach to inter-agency training.
 - Training needs are identified and met within the context of local policy and practice development
 - A training pool of experienced knowledgeable practitioners is maintained and supported which reflects the inter-agency nature of Child Protection, so that it can be reflected in training.
 - That training is audited and evaluated to ensure that it is meeting the needs of agencies and professionals.
 - Records and statistics are maintained on attendance and provision of training
 - Maintain links with the other sub committees

- Administration:
 - The chair of the TSC is accountable to the main JCPC committee.
 - Each meeting will be minuted by the JCPC administrator who will circulate the approved minutes through email.
 - The JCPC administrator will maintain a file of approved minutes and any related correspondence.
 - Copies of the minutes will be circulated to the main JCPC committee prior to the main meetings.