

Template for a Youth Justice Service Workforce Development Strategy

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Introduction

- Main aims and purpose of the YOS
- Importance of a skilled workforce
- Partnerships and multi-disciplinary approach
- Importance of continuing professional development
- Induction
- Appraisals
- Volunteers
- Qualification and learning opportunities

Equality

- Statement about a commitment to equality and the elimination of discrimination and fair access.
- Regular reviews of Learning and development plans
- Diversity monitoring of take up of learning opportunities

Youth Justice Service Workforce Learning & Development Plan

- It shows how the needs have been identified – through internal/external audits and inspections, reviews and service priorities
- Describes how supervision and personal development reviews are undertaken
- Summarises how different learning approaches are available – coaching, team events, individual mentoring, on line learning etc
- Explores funding and opportunities for formal qualifications

1 High	2 Medium	3 Low
<p>Essential learning that is:</p> <ul style="list-style-type: none"> ▪ crucial to quality or productivity of service; or ▪ part of continuing commitment to learning already started; or ▪ training to meet the legal or statutory obligations. 	<p>Desirable learning that is:</p> <ul style="list-style-type: none"> ▪ contributing to staff effectiveness and personal development, with <i>significant</i> immediate effect on quality or productivity of service; or ▪ of <i>significant</i> relevance to current and proposed Council and/or Government policy and practice. 	<p>Non-urgent/optional learning that is:</p> <ul style="list-style-type: none"> ▪ part of personal development to meet future needs of the service and succession planning, ▪ without immediate effect on quality or productivity; ▪ or without immediate relevance to current and proposed Council and/or Government policy and practice

Management Development

The Youth Justice Service recognises the need to support managers in developing the knowledge and skills required to fulfil their roles.

At a minimum, Operational Managers are expected to attend training in relation to; providing Effective Supervision, Performance Development Process, Managing Personal Safety, Health and Safety and Risk Assessment and be working towards an ILM Level 5 (or equivalent) Leadership and Management Qualification.

Assistant Operational Managers are expected to complete all of the above except for attending Risk Assessment training and be working towards a nationally recognised management qualification unless they wish to do so as part of their continuous professional development.

Generic Training and Development for Volunteers

Referral Order Panel Members will receive ongoing support within their role from the Community Participation Co-ordinator (CPC). They can also expect to be observed in panels and to receive one to one supervision a minimum of once per year.

All new Referral Order Panel Members are required to complete a programme of training, covering material prescribed by the YJB. Within this they are required to complete a minimum of 20 hours of Restorative Justice training. Specialist Restorative Justice Volunteers will also receive ongoing support in their role from the CPC and/or Restorative Justice Officer, this will include regular group and case supervision. Additional and ongoing training for both voluntary roles will be provided as the need is identified to ensure that it is relevant and timely.

All volunteers are required to have completed Safeguarding level 2 training and Diversity and equality and commit to renew every three years. This training is available via CPD online, or directly with Community Participation Co-ordinator CPC.

Staff Development

The opportunity for all staff to learn and develop is a crucial factor in achieving the aims of the YJS. The YJS is committed to supporting staff to develop and maintain the level of skills and knowledge required by their role. Each employee has a responsibility for their own learning & development to ensure they have the knowledge and skills to fulfil their role and to promote their own continuing professional development. By taking responsibility for their own learning staff demonstrate their commitment to continuously developing and improving the services they provide to children, young people and their families or carers.

Managers play a major role in identifying and reviewing staff learning needs through day to day good management practice, supervision and the Performance and Development Review (PDR) process.

The following is the mandatory learning programme for new, current and/or for staff who change their job role and should be used in conjunction with the YJS Induction programme which provides details of training to be completed. This should be considered as part of probation reviews and/or the PDR procedure. If managers are satisfied that staff have completed the training outlined below in the last 3 years then there is no need for this to be repeated unless identified as part of the PDR review.

Activity	Method	Target Audience	Cost
Induction programme	YJS Induction checklist	All practitioners and operational managers	Internal - CC
LSCB Safeguarding Children Online Training Courses	e-learning LSCB	All practitioners and operational managers	Internal - CC
Introduction to Safeguarding Children Level 2	Group session for new employees.	New staff including volunteers and business support	Internal - CC
Working Together to Safeguard Children Level 3 – Interagency training	Group multi-agency training	All practitioners and operational managers every 3 years	Internal - CC
Equality and Diversity Module	e-learning My Learning – Introduction to Equality	All practitioners, Volunteers and operational managers	Internal CC
Personal Safety	Group	All practitioners and operational managers	Internal - CC
Introduction to Youth Justice	YJB Resource Hub E-learning	All practitioners, managers and volunteers	e-learning
Assorted YJ Resource Hub modules – e.g. Engaging young people, Substance Use,	YJB Resource Hub E-learning	All practitioners, managers and volunteers	e-learning

AssetPlus			
Data Protection - GDPR	Corporate	All staff	Internal - CC
Child Sexual Exploitation	Group CC CYP or external Children's Society/Home office toolkit	All practitioners and managers.	Internal - CC
Missing Children	Group CC CYP	All practitioners and managers.	Internal - CC
Substance Misuse Training	Group multi-agency training	All practitioners and managers.	Internal - CC
Responding to violence and abuse – assorted training events in relation to domestic abuse.	Group multi-agency training	All practitioners and managers.	Internal CC
Sexually Appropriate Behaviour Service Aim 2 Training Aim 2 Under 12's G-Map (Interventions)	Group	Selected Staff	External
Workshop to Raise Awareness of Prevent (WRAP). Multi-agency training designed to help staff recognise and support people who are	Group multi-agency training	Selected Staff	Internal – CC

vulnerable to radicalisation or to being influenced by extremism.			
Signs of Safety	Group multi-agency training	All practitioners and managers	Internal - CC
Restorative Justice Training	Face to Face	All practitioners and managers	Internal - CC
Asset Plus	QA Audit YJB	All practitioners and managers	Internal
Gangs and County Lines Workshop	Group multi-agency training	All practitioners and managers	Internal
Youth Justice Effective Practice Certificate	http://www.unityas.uk.net/YJEPC	All practitioners (Those who have the PCEP only need to complete the Desistence top-up).	TBC
Youth Justice Degree	https://www.unityas.uk.net/foundation-degree	Open to all practitioners	TBC
'The Box' Speech and Language	E-learning Royal College of Speech and Language Therapists www.rcsltcpd.org.uk	All practitioners and managers	Free

Ongoing Professional Development

Staff may wish to fund their own professional development, including undertaking further and higher education. In some cases, it may be possible for the service to support study leave of up to 1 day per calendar month as agreed by line managers.

The following training timetable provides an outline of YJS training and development priorities for the year 2020 - 2021

Learning/ Development Area	Where Training Need was Identified	Target Audience	Provider and Method	YJS Person Responsible	Dates
Signs of Safety case mapping in area teams	Staff Survey Monkey	All staff & volunteers	Practice Leads Group Supervision	Practice Leads Effective Practice Group	Monthly
Asset – Plus (‘Less is more Training’)	YJS Learning Audit	All Staff Team based			April and May
MAPPA training for Managers and Practitioners	Statutory	Selected Staff			Summer - Autumn
Best Practice in	Internal Custody	All Staff			Spring-Summer

Resettlement	audit	Team based			
RJC Accreditation	Service Plan	Selected Staff			Autumn
Family Finding	Learning Audit	Selected Staff			Throughout the year
Court Duty Training (Both Crown and Magistrates)	Staff Request	Selected Staff			Autumn
Best Practice in Writing Pre-Sentence Reports	Staff Request & Learning Audit	Selected Staff			Autumn
Internal Quality Assurance Audit Training	Staff Request	Selected Staff			Summer
Action Counter Terrorism Training	National	All staff			Throughout the year
'Dangerousness' and 'Maturity' training session	QA Process	Selected Staff			Spring
Harmful Sexual Behaviour	Internal	Selected Staff			June